



HANDBOOK

Beach Volleyball

**TABLE OF CONTENTS
(OVERVIEW)**

CHAPTER 1 - BEACH VOLLEYBALL EVENTS	1
1. FIVB BEACH VOLLEYBALL WORLD TOUR 2019-2020 CALENDAR	1
2. INTRODUCTION	1
3. REGULATIONS AND CATEGORIES	1
4. GOVERNING BODIES AND GROUPING OF INTERNATIONAL COMPETITIONS ...	2
5. ENFORCEMENT OF THESE REGULATIONS	5
CHAPTER 2 - ORGANIZING CONDITIONS AND REQUIREMENTS	6
1. BIDDING AND CANDIDATURE FOR FIVB WORLD TOUR	6
2. LETTER OF ORGANISATION	7
3. LOC'S RIGHTS AND OBLIGATIONS	8
4. HOST NATIONAL FEDERATION'S RIGHTS AND OBLIGATIONS	20
5. FIVB OBLIGATIONS AND BUDGET	22
6. SUMMARY COST ATTRIBUTION	27
7. MASTER PLAN	28
CHAPTER 3 - TECHNICAL ORGANISATION	29
1. GENERAL PRINCIPLES	29
2. ORGANISING COMMITTEE	30
3. ADMINISTRATIVE AREA	31
4. TECHNICAL AREA	31
5. PROMOTIONAL AREA	34
6. FIVB OFFICIALS	36
7. REFEREES	39
8. VENUE	43
9. COMPETITION AREA	51
10. COURTS	54
11. SPORT EQUIPMENT	56
12. SPORT TECHNOLOGY	60
13. VENUE HOMOLOGATION	72
14. TRAVEL	72
15. PRELIMINARY INQUIRY AND TECHNICAL MEETING	75
16. MEDICAL SERVICES	77
17. SECURITY	81
18. ACCREDITATIONS	82
19. PROTOCOL	82

CHAPTER 4 - MARKETING	84
1. INTRODUCTION	84
2. BRANDING	84
3. FIVB COMMERCIAL AFFILIATES RIGHTS DELIVERY	98
4. CLEAN VENUE / RIGHTS PROTECTION	102
5. PROMOTIONAL PLAN.....	102
6. HOSPITALITY.....	102
7. UNIFORMS AND OFFICIAL APPAREL	102
8. APPENDIX 2: LED BOARD GUIDELINES	109
CHAPTER 5 - COMMUNICATIONS AND DIGITAL.....	116
CHAPTER 6 - PRODUCTION AND BROADCAST GUIDELINES	151
1. INTRODUCTION	151
2. AIMS AND OBJECTIVES	151
3. ROLE OF TV AGENCIES AND TV COORDINATOR	152
4. FIVB PRODUCTION MATRIX.....	153
5. THE LOC	160
6. INSPECTION VISIT AND MEETINGS	160
7. HOST BROADCASTER COVERAGE – MATCH SCHEDULING	161
8. HOST BROADCASTER COVERAGE OBLIGATIONS	162
9. TECHNICAL AND PRODUCTION SPECIFICATIONS	164
10. AUDIO.....	171
11. GRAPHICS AND TITLE SEQUENCES.....	173
12. REPLAY RECORD AND USE	173
13. NEWS FEED AND RECORDINGS	174
14. BROADCAST RUNNING ORDER.....	177
15. MINIMUM BROADCAST OBLIGATIONS.....	179
16. BOOKING PROCEDURES.....	180
17. INTERNATIONAL BROADCASTERS' SPECIAL REQUESTS	181
18. CONTACTS	181
CHAPTER 7 - SUSTAINABILITY	183
1. SUSTAINABLE SPORT.....	183
2. SUSTAINABLE SPORT AND EVENT TOOLKIT (SSET).....	184
CHAPTER 8 - PRIZE MONEY	192
1. GENERAL CONDITIONS	192
2. PAYMENTS	195
CHAPTER 9 - ORGANISATIONAL SANCTIONS.....	197
1. GENERAL PRINCIPLES	197
2. ORGANISATIONAL FINES	197

3.	TV RELATED FINES	201
CHAPTER 10 - VOLLEYBALL INFORMATION SYSTEM.....		202
1.	GENERAL PRINCIPLES	202
2.	VIS – NF AND ATHLETE PROCEDURES.....	202
3.	VIS – SOFTWARE.....	207
4.	VIS USE IN TOURNAMENTS	207
CHAPTER 11 - SPORTS PRESENTATION		208
1.	AWARDING CEREMONY	208
ANNEX		214
1.	UNIFORM LAYOUTS	214

CHAPTER 1 - BEACH VOLLEYBALL EVENTS

1. FIVB BEACH VOLLEYBALL WORLD TOUR 2019-2020 CALENDAR

FIVB 2019-2020 Beach Volleyball Calendar is available at
http://www.fivb.org/EN/BeachVolleyball/BVB_Calendar_2019-2020.pdf

2. INTRODUCTION

The new star-structure which is in place since the 2016/2017 season sees all events on the tour assigned a star rating between one and five as the International Volleyball Federation continues to reform its competitions, delivering the best possible events for its athletes, fans and sponsors. Five and four stars are the highest-level elite events while three, two and one-star events are there to spread the sport in as many regions as possible.

Under the leadership of FIVB President Dr. Ary S. Graça F^o, the goal is to modernise and streamline the competitions as we look to enter a golden period for beach volleyball on the back of the Rio 2016 Olympic Games and towards the “road to Tokyo 2020”. The new structure replaces the Grand Slams, Majors and Opens and instead organisers are given greater flexibility in the naming of their events with the requirement that the specific star rating is included. The aim of the new structure is to drastically increase the number of events in a growing number of hosting countries and create a sustainable business model while providing additional commercial flexibility and opportunities.

3. REGULATIONS AND CATEGORIES

3.1 BASIC REGULATIONS AND RULES

All international Beach Volleyball competitions and matches are governed by the FIVB; they must be played in accordance with:

- a. The Official Beach Volleyball Rules (all matches);
- b. The Beach Volleyball Handbook;
- c. The Sports Regulations;
- d. The Disciplinary Regulations;
- e. The specific Event Regulations.

3.2 CATEGORIES OF INTERNATIONAL BEACH VOLLEYBALL COMPETITIONS

The categories of international beach volleyball competitions are:

- a. FIVB competitions;
- b. World competitions;
- c. Official competitions; and
- d. Homologated/Recognized competitions.

4. GOVERNING BODIES AND GROUPING OF INTERNATIONAL COMPETITIONS

4.1 IDENTIFICATION OF THE RESPECTIVE GOVERNING BODY

The governing body of any competition is determined by the specific Event Regulations.

4.2 FIVB COMPETITIONS

4.2.1 Their governing body is the FIVB and the Event Regulations for each one is respectively determined by the Beach Volleyball Commission and the Board of Administration. The people and bodies responsible are:

- a. the organizing National Federation;
- b. the Local Organizing Committee (LOC);
- c. the FIVB;
- d. the FIVB delegates;
- e. the FIVB Control Committee

4.2.2 These FIVB Competitions are:

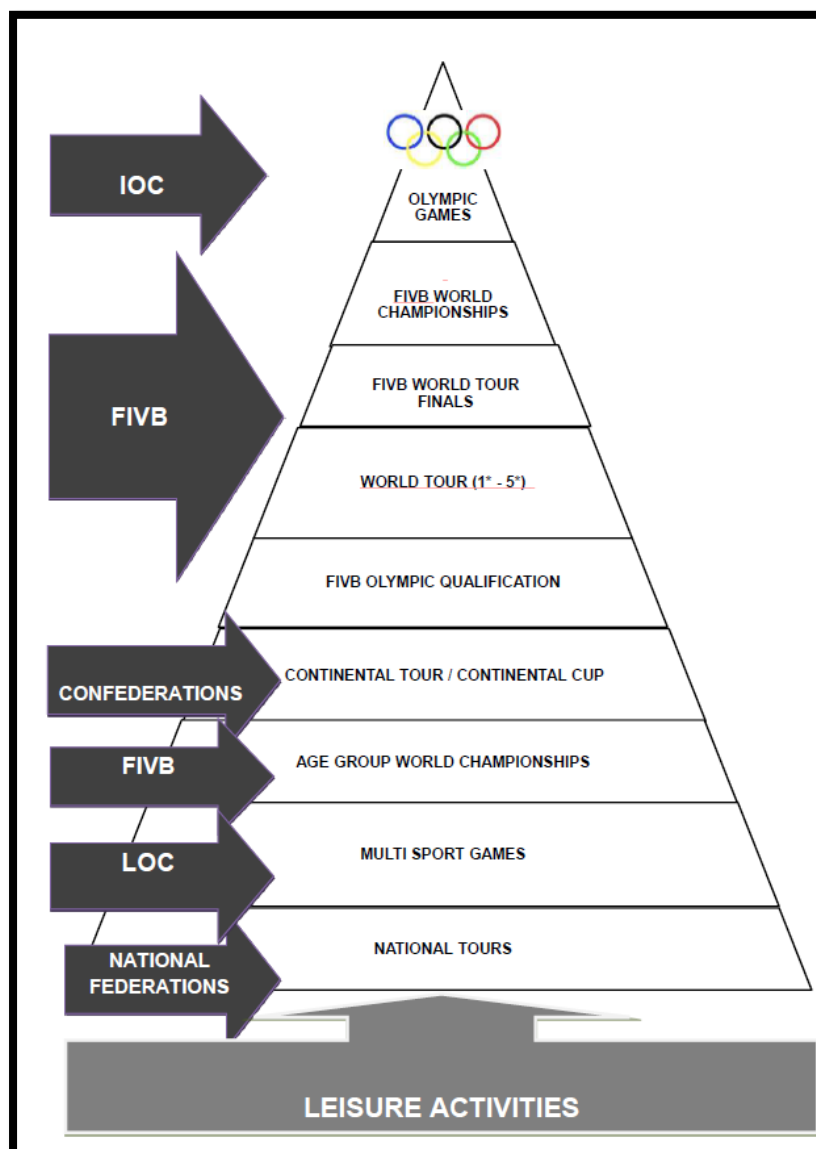
- a. FIVB Beach Volleyball World Championships (double gender);
- b. FIVB Beach Volleyball World Tour Finals;
- c. FIVB Beach Volleyball World Tour (5* - 1* event categories);
- d. FIVB Beach Volleyball Olympic Qualification Tournament;
- e. FIVB Beach Volleyball Continental Cup;
- f. FIVB Beach Volleyball Age Group World Championships (U21 & U19).

4.2.3 The FIVB and the organizer (National Federation/LOC) of an FIVB Competition, sign an Agreement (contract) in which the specific rights and obligations of the FIVB and the organizer of the competition are laid down.

4.3 WORLD COMPETITIONS

The following competitions are organized by different bodies and are sanctioned by the FIVB:

- a. Olympic Games (the "Olympic Charter" also applies);
- b. Youth Olympic Games;
- c. Pan American Games;
- d. Commonwealth Games;
- e. Military World Games;
- f. Universiade (University Championships) and
- g. Other Multi Sport Games.



4.4 OFFICIAL COMPETITIONS

The categories and governing bodies are as follows:

- a. Continental Games – Olympic continental bodies & Confederations;
- b. Regional Games – Olympic regional bodies & Confederations;
- c. Continental Championships (Senior/Age Group) – Confederations.

4.5 RECOGNIZED COMPETITIONS

The FIVB is responsible for the homologation of the following events. The categories and governing bodies are as follows:

- a. Continental Tours – Confederations;
- b. National Tours – National Federations;
- c. Zonal Tours – Confederations;
- d. Exhibitions & Country vs Country – National Federations.

4.6 PROGRAMMING OF COMPETITIONS

If dates coincide, the priority will be given to the competition of the highest category. The Official Calendar will be based on the following Table 2.7 for FIVB, World, Official and Recognized Competitions.

4.7 TIMETABLE FOR FIVB, WORLD, OFFICIAL COMPETITIONS AND RECOGNIZED COMPETITIONS

FIVB COMPETITIONS			
Title	Periodicity (every...)	Year	Recommended Period
FIVB Beach Volleyball World Championships (double gender)	2 years	(e.g. 2019, 2021, 2023, etc.)	Second semester of the year
FIVB Beach Volleyball World Tour Finals	1 year	(e.g., 2019, 2020, etc.)	End of Aug -Sept.
FIVB Beach Volleyball World Tour (5* - 1* event categories)	1 year	(e.g., 2019, 2020 etc.)	All year
FIVB Beach Volleyball Olympic Qualification Tournament	As per Olympic Qualification timeline	(e.g., 2019/2020, 2023/2024, etc.)	First semester of 2019,2023, etc.
FIVB Beach Volleyball Continental Cup	As per Olympic Qualification timeline	(e.g. 2018-2020, etc)	All year
FIVB Beach Volleyball Age Group World Championships U21	every other year (alternatively)	(e.g., 2019, 2021, etc.)	Summer School holidays (Northern hemisphere)
FIVB Beach Volleyball Age Group World Championships U19	every other year (alternatively)	(e.g., 2018, 2020, etc.)	

WORLD COMPETITIONS			
Title	Periodicity (every...)	Year	Recommended Period
Olympic Games	4 years	(e.g. 2020, 2024, etc.)	IOC (Jul. - Aug.)
Youth Olympic Games	4 years	(e.g. 2018, 2022, etc.)	IOC (All year)
Pan American Games	4 years	(e.g. 2019, 2023, etc.)	All year
Commonwealth Games	4 years	(e.g. 2018, 2022, etc.)	All year
Military World Games	4 years	(e.g. 2019, 2023, etc.)	Jul. – Dec.

OFFICIAL & RECOGNIZED COMPETITIONS			
Title	Periodicity (every...)	Year	Recommended Period
Continental Games	4 years		Aug. – Sept.
Regional Games	2 or 4 years		To avoid clashes with major FIVB events
Continental Championships (Senior/Age Group)	1 year	Annual	All year
Recognized competitions	1 year	Annual	All year

5. ENFORCEMENT OF THESE REGULATIONS

5.1 FIVB AND WORLD COMPETITIONS

Regulations applying to FIVB and World competitions are enforced by the FIVB Executive Committee and the Beach Volleyball Commission.

The FIVB Beach Volleyball Events Director must follow up and chronologically control the process of preparation of the competitions.

The FIVB Beach Volleyball Events Director and the Local Organizing Committee and/or National Federation, will periodically report to the Beach Volleyball Commission, who will report to the FIVB Executive Committee, the FIVB Board of Administration and the FIVB World Congress.

5.2 COMPETITIONS AT CONTINENTAL LEVEL (OFFICIAL COMPETITIONS)

Regulations applying to continental competitions are enforced by the Executive Committee and competent Commission of the corresponding Confederation.

The Confederation decides how to follow-up and control the organization.

5.3 COMPETITIONS AT NATIONAL LEVEL

For competitions at national level, the National Federation concerned is obliged to fully enforce these Regulations in all international matches held under its jurisdiction and, to the extent possible, use the other FIVB rules as a guideline.

World and Continental Competitions granted to the Federation must be organized in accordance with these Regulations and with the decisions of the corresponding governing body.

The FIVB or the Confederation concerned must be consulted about any unforeseen situation which may arise in connection with a tournament.

CHAPTER 2 - ORGANIZING CONDITIONS AND REQUIREMENTS

1. BIDDING AND CANDIDATURE FOR FIVB WORLD TOUR

1.1 APPLICATION SUMMARY

Category	Event Name Abbreviation	Frequency	Application Process	Application Timeline
Beach Volleyball World Tour Finals	FIVB WTFs	Annual	N/A*	by 30 April of the preceding season
FIVB Beach Volleyball World Tour 5-Star	FIVB WT 5*	Annual	Candidature	by 30 April of the preceding season.
FIVB Beach Volleyball World Tour 4-Star	FIVB WT 4*	Annual	Candidature	by 30 April of the preceding season
FIVB Beach Volleyball World Tour 3-Star	FIVB WT 3*	Annual	Candidature	by 30 April of the preceding season
FIVB Beach Volleyball World Tour 2-Star	FIVB WT 2*	Annual	Candidature	At latest 4 months prior of the events concerned
FIVB Beach Volleyball World Tour 1-Star	FIVB WT 1*	Annual	Candidature	At latest 4 months prior of the events concerned

1.2 BIDDING

Detailed bidding process for FIVB Beach Volleyball World Championships (FIVB WCHs) is available on the FIVB website: <http://www.fivb.com/en/bidding> and <http://www.fivb.org/EN/BeachVolleyball/PartnerOpportunities.asp>.

1.3 CANDIDATURE

NFs and LOCs interested to host an FIVB Beach Volleyball World Tour (FIVB WT) submit candidature application forms, completed and signed, to the FIVB as per the candidature timeline above:

- a. General Questionnaire including information on the host city, event category, requested dates, hotels, potential local partners/sponsors, etc.;
- b. Local Authorities Letter of Support
- c. If required by the FIVB:
 - a. Detailed venue layout indicating the dimensions in scale of the stadium/facilities/venue/courts;
 - b. Color pictures, plans and brochures of the area hosting the event, as well as its surroundings;
 - c. Financial plan/tentative budget.

The FIVB has the right to refuse a candidature if it is incomplete or/and if the submission deadline has passed.

2. LETTER OF ORGANISATION

Once the candidature is accepted, a Letter of Organisation must be signed (incl. the Appendices) by the end of July of the preceding season by the Local Organising Committee (LOC) and by the FIVB. LOC may be National Federation or LOC or both.

Three variations are available for the Letter of Organisation format:

- a. Tri-party agreement between FIVB, LOC and Host Volleyball Federation,
- b. Two-party agreement between FIVB and LOC supported by a letter of endorsement of the Host Volleyball Federation; or
- c. Two-party agreement between FIVB and Host Volleyball Federation (latter acting as a LOC).

Agreement length is defined according to the event category:

Category	Years
FIVB WCHs	1
FIVB WTFs	1*
FIVB WT 5*	2 (minimum)
FIVB WT 4*	2 (minimum)
FIVB WT 3*	2 (FLEX)
FIVB WT 2*	1 (FLEX)
FIVB WT 1*	1 (FLEX)

- a. LOC that has a valid agreement with the FIVB is invited to take part to the annual Beach Volleyball World Tour Council meeting.
- b. LOC must fulfil the candidature requirements and the terms set out in the Letter of Organisation for the event to be included in the FIVB beach volleyball calendar.
- c. LOC may be asked to host a lower category event for the first year to demonstrate that they can successfully stage an elite FIVB beach volleyball event in the future.
- d. FIVB Beach Volleyball World Tour season runs between the Beach Volleyball FIVB World Tour Finals, thus a season is over two (2) calendar years – 2018/2019, 2019/2020 etc. Beach Volleyball FIVB World Tour Finals are usually held in August /September.
- e. Exclusive/ licensed date is granted for FIVB WT 5* events among 5* and 4* events.
- f. Exclusive date is granted for FIVB WT 4* events among 5*, 4* events while 1, 2 and 3-star events may clash with the date of any other events.
Two World Tour events in the same country cannot be scheduled at the same time even if of different categories
- g. Priority in dates are granted to LOC's having an agreement with FIVB, and for the new LOCs on a first come, first serve basis.

Note: In case of any enquiry, please contact the New Events Business Department:
new.events.business@fivb.com

3. LOC'S RIGHTS AND OBLIGATIONS

The following points represent the Local Organising Committee's (LOC) major responsibilities, expenses and income to be considered when planning a budget for an FIVB beach volleyball event.

3.1 LOC'S RESPONSIBILITIES AND EXPENSES

3.1.1 GENERAL

LOC is to ensure and be responsible for:

- a. International and local travel, as well as board and lodging expenses, for the attendance of one representative at the Beach Volleyball World Tour Council meeting;
- b. Hosting fee applies for the FIVB WCHs and FIVB WT 5* Major Series events only as per the FIVB- Organiser agreement.
- c. Insurance covering LOC's civil liability and the risk of loss resulting from causes outside the FIVB's or LOC's control.
- d. Water, electricity and internet access at all facilities in the venue.

3.1.2 INSPECTION VISIT

- a. For FIVB WT events, if an inspection visit is required, LOC is responsible to cover local transportation, meals, and accommodation for the FIVB TV Coordinator 2/3 months before the event for the annual TV inspection visit or the FIVB Delegate 2/3 months before the event to review the status of the preparation;
- b. For FIVB WCHs, LOC is to cover the expenses, including travel and accommodation, of one (1) inspection visit conducted by the FIVB Beach Volleyball Events Director, FIVB Technical Delegate, FIVB TV Coordinator, FIVB Media Delegate and FIVB Marketing Delegate for a minimum of two (2) full days to check the status of the preparation of the event in critical areas such as competition, venue lay-out, marketing, accommodation, transportation, broadcasting, promotion, etc. A second inspection visit may be carried out only if necessary.

3.1.3 PRIZE MONEY

For FIVB beach volleyball events prize money is paid to eligible athletes as follows:

Category	USD / Double Gender
FIVB WCHs	1,000,000
FIVB WTFs	800,000
FIVB WT 5*	600,000
FIVB WT 4*	300,000
FIVB WT 3*	150,000 or 100,000 single gender once approved by FIVB
FIVB WT 2*	Min 25'000 per gender*
FIVB WT 1*	Min 5'000 per gender

* For a 2-star event in CEV Territory with 16 teams per gender, the prize money is 20'000 EUR.

The athlete is responsible for paying the relevant taxes for his/her earnings in his/her own country and he/she must update both his/her bank account details and his/her personal information at the beginning of the contract year through the FIVB Beach Volleyball web-based system (VIS).

3.1.4 VENUE FOR FIVB BEACH VOLLEYBALL WORLD TOUR AND WORLD CHAMPIONSHIPS

a. LOC is required to set up the following facilities and infrastructure:

Facilities & Infrastructure	WCHs	WTFs	WT 5*	WT 4*	WT 3*	WT 2* S/DB	WT 1* S/DB
Centre Court/ Capacity	Min 8,000	Min 6,000	Min 3,500	2,500 - 3,000	1,500 – 2,000	1,000- 1,250	500- 750
Sand homologated by FIVB	√	√	√	√	√	√	√
Competition Courts	Min 3	Min 2	Min 4	Min 4	Min 4	3	2 / 3
Warm-up Courts	2	2	2	2	2	1 / 2	1 / 2
Sponsor Village	√	√	√	√			
VIP Area & Catering	√	√	√	√			
Athlete Lounge/ Lockers	√	√	√	√	√	√	√
Referee & Line Judges Lounge / Lockers	√	√	√	√	√	√	√
Catering - Athletes, Officials, Staff	√	√	√	√	√	√	√
Volunteers Area	√	√	√	√	√	√	√
Media Centre	√	√	√	√	√		
Mixed Zone	√	√	√	√	√	√	√
Media Lounge	√	√	√	√			
Media Tribune	√	√	√	√			
Accreditation Office	√	√	√	√	√	√	√
Internet connection	√	√	√	√	√	√	√
Office Space - LOC/ Competition	√	√	√	√	√	√	√
Coaches Area	√	√	√	√	√	√	√
Medical Area	√	√	√	√	√	√	√
Physiotherapy Area	√	√	√	√	√		

Practical Requirements / Recommendations for FIVB WT and FIVB WCHs:

- a. Artificial lighting system (min. 1500) lux on the center court for night matches (if any);
- b. Artificial lighting system of min. 1000 lux on the outside courts if required for night matches;
- c. Inspection visit upon arrival on site (court equipment) and homologation of the stadium and facilities;
- d. Certification of the correct set-up of the bleachers and other temporary facilities;

- e. Devices needed for Electronic Scoresheet System (including the litescores and tablets for live scoring) on all competition courts (if applicable);
- f. Dedicated and game technology used, and the Wi-Fi must be the same as in the Competition Director's office.
- g. Dedicated working position for the operators and referees for the game technology used at the event - (e-scoresheet, statistics, Video Challenge System, etc.);
- h. Provision of Rototiller machines to maintain sand in a good playing condition.
- i. Hotels/ permanent structures in proximity maybe used for event facilities;

Practical Requirements / Recommendations for FIVB World Championships:

- a. The minimum requirement to host this event is one venue in one city, however, offering a multi-city, multi-venue or even multi-country event format will clearly be considered by the FIVB;
- b. LOCs to guarantee a minimum average audience of 75% of the venues capacity;
- c. Facilities in accordance with the Chapter 3 of this Handbook, including office space, meeting rooms, VIP/hospitality area, medical services and doping control/test facilities;
- d. The media area and facility should have a direct view on Centre Court and be equipped as per FIVB requirements to satisfy the needs of a minimum of 150 journalists;
- e. FIVB sponsors, tents, booths, etc. – Sponsors commercially display;
- f. A roof for the accredited VIP, guests and press stand is recommended depending on climatic conditions and forecasts;
- g. Set up two giant video boards and 2 scoreboards, and 2 rows of LED panels in the center court;
- h. Devices for live scoring in all courts;
- i. Referee Communication System as provided by the FIVB;
- j. Hardware to produce Team's Statistics;
- k. Hardware to produce a team video for each team;
- l. Working rooms and lounges;
- m. The LOC has to guarantee a first-class hotel accommodation (category min. 4 stars), including breakfast, lunch and dinner for teams, referees and delegates;
- n. Evaluation of the Venue Plan by FIVB for all first time Organizers required to improve to the venue to meet FIVB Requirements.
- o. Number of courts and capacity:
 - One (1) official competition center court in a stadium with a minimum of 8,000 seats, which shall include one secured and roofed section on the general grand stand at the center court for the athletes, their family members and coaches, accredited media, VIPs, two (2) video walls , 2 rows of LED Panels for advertising, sports presentation and entertainment purposes, and a sound system in accordance with the required standards provided by FIVB;
 - at least two (2) additional competition courts (or as many as needed) with a minimum of 1,000 seats per court in the event of a single HOST

CITY concept, or at least two (2) additional competition courts with a minimum of 2,000 seats per court of a multi-HOST CITY concept;

- two (2) training courts per HOST CITY;
- two (2) warm-up courts per HOST CITY adjacent to the main competition court;
- Warm-up courts must be supplied with the same sand as competition courts;
- two (2) additional sand courts per HOST CITY to be set-up to organize camp kids, sponsors activities, etc. and
- all courts shall be set up until the last day of the EVENT

Practical Requirements / Recommendations for FIVB WT:

- a. Indoor venues may be accepted upon fulfilling FIVB’s requirement (roof height of 12.5m), while existing facilities are encouraged to be used. An indoor centre court and side courts outdoors may be an acceptable solution.
- b. Working rooms and lounges may be set up in an existing permanent venue if adjacent to the courts;
- c. Sand, competition and warm-up courts with necessary court equipment depending on the event category and competition schedule. In case of need, the warm-up courts may be used for the first days of the competition as competition courts.

3.1.5 LOC PERSONNEL/STAFF

LOC is responsible for costs of:

- a. Establishing a full-time Organisational Chart (BVB-05 Form):

Roles/ Fields	WCHs	WTFs	WT 5*	WT 4*	WT 3*	WT 2*	WT 1*
Tournament Director	√	√	√	√	√	√	√
Competition Director	√	√	√	√	√	√	√
Operations Director	√	√	√	√	√		
NF Delegate	√	√	√	√	√	√	√
Finance Director	√	√	√	√			
Administration Director	√	√	√	√	√	√	√
Medical (doctor + staff)	√	√	√	√	√	√	√
Referee Manager	√	√	√	√	√	√	√
Court Manager	√	√	√	√	√	√	√
IT Responsible & VIS Manager	√	√	√	√	√	√	√
Promotion Manager	√	√	√	√	√	√	√
Media Director	√	√	√	√	√	√	√
Public Relations	√	√	√				
BTS Crew	√	√					
Social Media Journalist	√	√	√	√	√	√	√
Sport Presentation	√	√	√	√	√		
Photographer/ Video	√	√	√	√	√	√	√
Feature Writer	√	√					

- b. Salaries and flat fees for the Organisational Chart members (BVB/05 Form),

Organising Committee, Auxiliary Officials, court personnel, staff, incentive for volunteers, etc.;

- c. Translation support if needed for FIVB officials, referees and TV Coordinator on inspection, as well as during the preparation and competition period;
- d. Volunteers to collect athletes' statistics;
- e. Administrative costs related to Human Resources

3.1.6 ACCOMMODATION

LOC is responsible for the following accommodation arrangements:

- a. First-class hotel accommodation for the FIVB President and a guest whenever attending the competition;
- b. For FIVB WCHs, hotel accommodation (category min. 4 stars) for all Main Draw athletes, FIVB Delegates and Referees:

Accommodation World Championships

	Role	# of	Arrival	Departure
FIVB WCHs	FIVB Beach Volleyball Director	1	-5 days	+1 day
	Technical Delegate / Assistant Technical Delegate	1*	-5 days	+1 day
	Referee Delegate / Assistant Referee Delegate	1*	-2 days	+1 day
	TV Delegate	1	-4 days	+1 day
	TV Coordinator	1	-4 days	+1 day
	TV Commentator	1	-1 day	+1 day
	TV Clip Producer			
	Media Delegate	1	-5 days	+1 day
	Social Media Journalist	2	-3 days	+1 day
	Feature Writer	1	-1 day	+1 day
	BTS Crew	4	-2 days	+1 day
	Photographer / Videographer	2	-1 day	+1 day
	Getty Images Photographer	1	-1 day	+1 day
	Medical Delegate	1	-1 day	+1 day
	Referees	16**	-2 days	+1 day
	Video Challenge Referees	3	-2 days	+1 day
	Video Challenge Operators	4	-3 days	+1 day
	Video Challenge Referees	3*	2 days before the TV matches	+1 day
	Video Challenge Operators	3*	3 days before the TV matches	+1 day
	Team Statistics Delegate	2	-1 day	+1 day
Brand Implementation Manager	1	-5 days	+1 day	
Main Draw teams	48	-1 day before MD	+1 day after elimination	

*Arrival before the TV matches.

** Depends on category of event and number of courts

- c. For FIVB WT and World Tour Finals (WTs), hotel accommodation (category min. 4 stars) for all Main Draw athletes (except for 1-star events), FIVB Delegates and Referees according to the Summary Cost Attribution. In case of Force Majeure, the LOC will cover the cost of the extra day(s) of Hotel accommodation for the FIVB Delegates, Referees and Main Draw Players.

Accommodation World Tour

Role	#	5*	4*	3*	2*	1*	Arrival (days)	Departure
Technical Delegate	1	√	√	√	√	√	Min. -3	+1
Referee Delegate	1	√	√	√			-2	+1
Media Operations	1	√	√	√			-1	+1
Photographer / Video	1	√					-1	+1
Social Media Journalist	1	√					-1	+1
BTS Crew	3	√					-1	+1
TV Coordinator	1	√	√				-1*	+1
TV Commentator	1	√	√				-1*	+1
FIVB Representative	1	√					-1	+1
Medical Delegate	1	√					-1	+1
International Referees	4/court	√ (16) **	√ (16) **	√ (16) **	**	**	-2	+1
Challenge Referees*	3	√					-2*	+1
Challenge Operators*	3	√					-3*	+1
Teams		√	√	√	√		-1	+1***

*Arrival before the TV matches

** In order to guarantee fair playing conditions, the FIVB will enforce the following conditions for the referee assignments at 1-star and 2-star World Tour events:

- It is mandatory for the organizer to appoint at least 1 International Beach Volleyball Referee or an International Beach Volleyball Referee Candidate per competition court;
- The accommodation and transportation cost are borne by the organizer and the per diem follows the organizer’s standard for the local referee;
- Should there be no International Beach Volleyball Referee or International Beach Volleyball Referee Candidate from the hosting NF, the organizer is encouraged to invite the necessary referee(s) from neighboring countries. In case the organizer fails to do so, on a case-by-case scenario, the FIVB can help to nominate such officials.

- d. For FIVB WT events, all delegates must be accommodated in single rooms and athletes in double rooms (with exception of 1-star events);
- e. For FIVB WT 4* and 5* events, all referees should be accommodated in single rooms (3* hotel is acceptable) while for FIVB WT 3*, 2* & 1* events, double rooms (for referees) are acceptable;
- f. For FIVB WT 1* events, the Organizer is not required to provide accommodation, meals and local transportation for the players unless they decide to do so;
- g. In case an Extra Referee Clinic is required by the FIVB, an additional night must be booked for the Referee Delegate, the Assistant Referee Delegate, the local officials and the personnel concerned.
- h. It is recommended that a wireless internet connection is set up at the hotel.

3.1.7 MEALS

LOC is to arrange and be responsible for:

- a. Catering for the FIVB President (when required);
- b. Breakfast, lunch and dinner for all Main Draw athletes and all FIVB officials (Delegates & Referees). In case of Force Majeure, the LOC will cover the Cost for the extra day(s) for meals (breakfast, lunch and dinner) for the FIVB Delegates, Referees and Main Draw Players.
- c. Food and refreshments for Auxiliary Officials and Volunteers;
- d. Lunch catering for accredited journalists (at least sandwiches and drinks);
- e. Adequate catering in the Media Lounge.

Practical Requirements / Recommendations:

- a. Lunch must be provided at the venue (catering service or in a restaurant located within walking distance from the venue) for FIVB Officials, Delegates and Referees;
- b. Breakfast and dinner must be provided at the hotel, and a first-class catering service at the venue providing lunch time services (minimum of 3 hours), for the participating Main Draw teams (from the evening before the start of the Main Draw until the breakfast of the day after the teams' elimination), except for 1-star events.
- c. For FIVB WCHs, breakfast and dinner at the hotel must be provided, as well as a first-class catering service at the venue providing lunch time services (minimum of 3 hours) for the participating 48 teams per gender, FIVB Delegates, Officials and a minimum of six (6) journalists representing the international media.

3.1.8 LOCAL TRANSPORTATION

LOC is to arrange and be responsible for the local transportation (from -5 days before the start of the tournament until +1 day after) , including transportation between the nearest international airport and the venue, as well as between the official hotel(s) and the venue (and vice versa) for any competition matter, technical and official hospitality or social function if such activities are not within walking distance, for:

- a. FIVB President (when required and regardless of the distance between the hotel and venue);
- b. FIVB representatives such as Beach Volleyball Events Director, Technical Delegate, FIVB TV Coordinator, etc. during the inspection visit and during the competition;
- c. All FIVB Delegates, Referees and Main Draw teams (except for 1-star events for the players) during the competition, In case of Force Majeure, the LOC will cover the cost for the extra day(s) for Local Transportation for the FIVB Delegates, Referees and Main Draw Players.; The Main Draw teams must provide to the organizer their arrival itinerary at least 72 hours prior to their arrival and no later than 3 days before the start of the Main Draw.
- d. FIVB Sponsors/Partners and Media Representatives (Journalists, Photographers, etc.);
- e. Celebrities, governmental authorities, local sponsors, etc. when required.

3.1.9 MEDIA OPERATIONS

LOC is to arrange and be responsible for:

- a. Costs related to the Media centre staff, media centre facilities, media tribune at the centre court, mixed zone, interview room, and the set-up of suitable conditions for journalists to perform their duties;
- b. Set up of equipment for use in the media centre at the venue;
- c. Costs and production for running at least two (pre) event press conferences;
- d. Collection of digital pictures and the best social media content during each day, and collation and dispatch of press clippings for the media report to be sent to the FIVB;
- e. Set-up and maintenance of the LOC website (following FIVB written approval) for a certain duration;
- f. Communication and transmission activities;
- g. Production of the Event Press Kit;
- h. Accreditation of media and invitation of journalists;
- i. Training of local staff and volunteers to ensure smooth operations for media.

3.1.10 MARKETING

LOC is to arrange and is responsible for:

- a. An effective Communications Plan (incl. website, social media campaigns, TV campaign, radio advertisements, press conferences, and overall content plan, etc.);
 - b. Production costs of promotional material as per FIVB Branding Kit;
 - c. Production costs of the venue branding as per FIVB Branding Kit (FIVB and local sponsors);
 - d. Production costs for outside courts scoreboards, platforms for TV cameras, participating countries' flags, promotional materials, sponsor's flags, commentary positions, etc.;
 - e. Production costs for LED or static banners of local sponsors and partners as well as FIVB partners;
 - f. Printing Athlete's Name on the back of the tops (for TV matches only).
-

3.1.11 SPORTS EQUIPMENT AND TECHNOLOGY

LOC is to ensure the use for the following sports technology:

Technology	WCHs	WTFs	WT 5*	WT 4*	WT 3*	WT 2*	WT 1*
VIS Results	√	√	√	√	√	√	√
E-Scoresheet System (litescores & tablets)	√	√	√	√	√		
Live Scoring (using E-Scoresheet system)	√	√	√	√	√		
Video Challenge System	√	√	√				
Referee Communication System*	√	√	√				
Giant screen	√ (2)	√ (2)	√ (2)				
LED Panels	√ (2 rows)	√ (1 row)	√ (1 row)				
Electronic Scoreboards*	√ (2)	√ (2)	√ (2)	√ (2)	√ (2)		
Athlete Statistics *	√	√	√	√	√		
Teams Video (each match) *	√	√	√	√	√		

*Covered by FIVB

LOC is responsible for the costs of:

- a. Net and net system for all competition and warm-up courts (except for the centre court of the 3-5-star events);
- b. Hardware and personnel to run the VIS;
- c. Tablets and litescores for the e-scoresheet and Live Score implementation (purchase option is available – see details in Chapter 3) if applicable;
- d. Video Challenge System (VCS) related costs in the country of the event (i.e. installation, accommodation and local travel costs for the technicians running the VCS, as well as a portion of the service fee (USD 10'000 for the event) for the match days with TV production (FIVB WT 5*);
- e. LED panels and giant Video Screens (depending on the event category);
- f. Provision of uniforms – line judges, court personnel, organizational staff (FIVB WT 1*-3*);
- g. Provision of uniforms – athlete tops (FIVB WT 1*-3*).

3.1.12 PUBLICATIONS AND PROMOTION

LOC is to arrange and be responsible for:

- a. Media plan including tournament title and details of side events/activities;
- b. Event publicity and promotion on a national scale (local press coverage, VIP journalists) in collaboration with a professional PR company if the budget allows;
- c. Creation and production of the event's likeness (which may include visible elements of a brand, such as colour, form, and shape, brand architecture, colour schemes, dress code etc.);
- d. Official meetings and awarding ceremonies during the competition;
- e. An entertainment plan including venue technology and digital engagement,

content management, crowd engagement, and live performances by musical artists at the centre court and sufficient sports presentation and entertainment personnel, such as a venue host, MC, field talent, etc.:

- f. Sports Presentation that embraces the key FIVB principles and guidelines to create energized atmosphere across the tournament. LOC is responsible for all the sport announcements, commentary, music, video production, audio, lighting (whenever applicable) and entertainment:

Category	Venue Technology & Digital Engagement	Content Management	Crowd Engagement	Artist Live Performance	Live Clipping
WCHs	√	√	√	√	√
WTFs	√	√	√	√	√
WT 5*	√	√	√	√	√
WT 4*			√	√	√
WT 3*			√		
WT 2*			√		
WT 1*			√		

- g. Side events / promotional activities/ development activities in facilities at the venue and/ or close to the competition court;
- h. Sound system for the center court and a wireless lapel switch on/off microphone for the 1st Referee duly integrated with the announcer/DJ mixing table if applicable;
- i. Provision of 2 trophies for each of the event's three top ranked teams per gender.

3.1.13 HOSPITALITY AND PROTOCOL REQUIREMENTS

LOC is to ensure and be responsible for:

- a. Creation of VIP hospitality package(s) (including VIP tickets, accreditation, catering, parking, side events, merchandising, hotel and other benefits);
- b. Personnel to take care of VIPs;
- c. Special Guests (World/Sponsors/Stars) for semifinals and finals presented to the TV, the public and the press as tournament personalities;
- d. A hospitality zone for sponsors and press, with easy access to reserved areas on the stands;
- e. VIP accreditations and VIP Tickets for the FIVB and FIVB Partners as per the Exploitation Rights plan set out in the Letter of Organisation.

3.1.14 BROADCASTING

LOC is to facilitate and be responsible for:

- a. Appointment of a Host TV Broadcaster and signature of FIVB-Host TV Broadcaster Agreement if applicable;
- b. If not provided by the Host TV Broadcaster, appointment of a TV production company to fulfill the TV production requirements;
- c. Streaming production requirements;

- d. Availability of an ENG Crew;
- e. TV Coverage and Post Match Coverage;
- f. Commentary Cabins (equipment), TV Office, TV Camera (incl. platforms) and layout of microphone positions;
- g. TV Program Rundown, shadow/lighting, booking procedure, list of screens, list of participating teams, briefing, recording, shipment of tapes;
- h. TV Broadcasting report and TV data.

Category	Centralized TV Production & Distribution through FIVB ¹	Local TV production through HOST & Centralized TV Distribution through FIVB ¹	Local TV production through HOST optional ²	Streaming	Live Clipping
WCHs, WTFs, WT 5*	√			√	√
WT 4*		√		√	√
WT 3*			√	√	
WT 2*			√	√	
WT 1*			√	√	

¹ For FIVB WT 1*-4*: if TV Production is secured, the feed will be distributed through FIVB Digital platform.

² For FIVB WT 1*-4*: if TV Production is secured, organizer holds domestic TV rights.

3.1.15 MEDICAL CONTROLS AND FIRST AID AREA

LOC is to facilitate and be responsible for:

- a. Medical expenses covering the medical controls, ambulance, medical services, first aid area and physiotherapy services;
- b. Medical personnel and assistance (including ambulance + physiotherapists) at all court locations for events with more than 1 venue;
- c. Compliance with the Medical checklist requirements;
- d. Equipment for alcohol testing and referee's health control.

3.1.16 EVENT'S REGULATIONS AND MEETINGS

LOC is to facilitate and be responsible for:

- a. Costs related to the room, equipment and personnel required for the organisation of the Preliminary Inquiry and the Technical Meeting (if organized) (Qualification Tournament and Main Draw);
- b. Costs related to the room, equipment and personnel requirements for the organisation of the Referee Clinic;
- c. Costs related to the hardware and personnel required to run the Volleyball Information System during the event;
- d. In case an extra clinic day is required, organisation costs related to the room, equipment and personnel, as well as any other organisational costs.

3.1.17 ACCREDITATION AND SECURITY

LOC is to facilitate and be responsible for:

- a. Security plan for all days of the event (at the hotel, the venue, parking, village, etc.);
- b. Administrative costs for security staff;
- c. Accreditation plan, system, area, personnel and cards.

3.1.18 TAXES

LOC is to assume sole responsibility and pay for all taxes and duties according to the national tax law arising from all its activities, such as advertising, prize money payments, etc., regarding the event or importation of goods required for the event.

3.2 LOC'S INCOME AND BENEFITS

The following rights and benefits belong to the LOC of the country hosting an FIVB beach volleyball event:

- a. Long-term partnerships with the FIVB;
- b. Association to the WT 1-star to 5-star category stamp;
- c. Guaranteed global promotion through the FIVB and FIVB partners;
- d. Tournament title inclusion on the FIVB website, official tournament program cover, advertising pages in official tournament program, official tournament poster, promotional materials, press releases, etc.;
- e. Tournament name and logo exclusivity;
- f. Unique tournament identity/ likeness;
- g. Main Partner(s), Tournament Title, Host City identification and presenting sponsor rights, e.g. Lausanne Challenge presented by SUNSTAR.
- h. Guaranteed participation of the world's top men and women teams in the FIVB WCHs, FIVB WT 5* and 4* events;
- i. Worldwide media, new media and TV exposure provided by the FIVB through live and live-delayed broadcasting, news, streaming and dedicated digital platforms;
- j. Exploitation rights and exclusive use of the LOC's sponsorship categories;
- k. Commercialization rights for national sales of on-court advertising space, on-site events, printed materials and hospitality programs within the LOC's product categories;
- l. 100 % of sales of hospitality packages;
- m. 100% of private and governmental contributions and subsidies,
- n. 100% of national broadcasting rights sales for WT 1-star to WT 4-star;
- o. 100% of ticketing (VIP and First Class);
- p. Exclusive right to appoint local sponsors and to retain all fees related to sponsorship agreements;
- q. Exclusive rights for onsite sales of FIVB and sponsors' merchandise;
- r. Commercial rights for on-court advertising exposure, onsite side events, printed materials, etc.;
- s. Use of services and materials supplied by FIVB Suppliers;
- t. VIS results system and live scoring for the technical tournament- related

- information;
- u. Organisation of kids’ camps, environmental and development programs;
 - v. Public access announcements;
 - w. Scoreboard publicity (only if the proper files are giving to the operator 2 days before the start of the event);
 - x. On-site entertainment;
 - y. Use of the marks in the promotion of the event upon obtaining previous approval of the FIVB;
 - z. The right to sell merchandising at the venue (not including FIVB marks);
 - aa. The right to sell official event programs on site during the event;
 - bb. Benefits from international sponsors’ programs in terms of materials, services, promotions, etc.;
 - cc. Trade village and POS provided for local sponsors.

Category	Tournament Name Exclusivity ¹	Tournament Logo Exclusivity	Sponsorship Rights ²	World Tour 1*-5* Category Stamp
WT 5*	√	√	√	√
WT 4*	√	√	√	√
WT 3*	√	√	√	√
WT 2*	√	√	√	√
WT 1*	√	√	√	√

¹ For the FIVB WCHs and FIVB WTFs as per the FIVB – ORG Agreement

4. HOST NATIONAL FEDERATION’S RIGHTS AND OBLIGATIONS

The following points represent the Host National Federation’s (NF) major responsibilities, expenses and income to be considered when planning a budget for an FIVB beach volleyball event.

4.1 HOST NF’S RESPONSIBILITIES AND EXPENSES

4.1.1 GENERAL

Hosting National Federation (Host NF) is to ensure and be responsible for/to:

- a. Technical support of the event and signature of the Letter of Organisation;
- b. Provision to the LOC of all documentation and information needed to carry out the relevant duties;
- c. Follow event preparation and master plan;
- d. Costs related to the payment of any penalty fee related to the cancellation of an event for reasons other than “force majeure” if the FIVB is unable to obtain payment from the LOC;
- e. Participation of 1 (one) Representative in the FIVB Beach Volleyball World Tour Council meeting and the related costs of international/local travel as well as board and lodging.
- f. Not to endorse any other intercontinental beach volleyball tournament or international competition with the participation of top ranked beach volleyball

athletes in the country without the prior written consent of the LOC and the authorization of the FIVB;

- g. Not to endorse any other international sports events at the same venue as the FIVB beach volleyball event from one (1) month before and until fifteen (15) days after the event;
- h. Not to include the event in any cultural, commercial or multi-sport event unless otherwise agreed to by FIVB.

4.1.2 EVENT'S REGULATIONS AND MEETINGS

Host NF is to ensure and be responsible for:

- a. Sport-related activities including entry of host country teams, Wild Card requests, withdrawals, etc. as per FIVB Beach Volleyball Sports Regulations:

Category	Teams - QT	Teams - MD	Double Gender	Wild Card
WCHs	N/A	48	√	3
WTFs	N/A	10	√	2
WT 5*	32	32	√	2
WT 4*	32	32	√	2
WT 3*	32	32	√	2
WT 2*	24	24		2
WT 1*	16	16 or 24		2

**note: other number of participating teams may apply after the approval of the FIVB*

- b. Optimization of the competition schedule, match format, competition and court program in coordination with the FIVB, the LOC and the Host TV Broadcaster:

Category	Format – Qualification	Format – Main Draw
WCHs	N/A	Pool Play + Single Elimination
WTFs	N/A	Pool Play + Single Elimination
WT 5*	Single Elimination qualifying 8 teams	Modified Pool Play + Single Elimination
WT 4*	Single Elimination qualifying 8 teams	Modified Pool Play + Single Elimination
WT 3*	Single Elimination qualifying 8 teams	Modified Pool Play + Single Elimination
WT 2*	Single Elimination qualifying 6 teams	Modified Pool Play + Single Elimination
WT 1*	Single Elimination qualifying 4 teams	Modified Pool Play + Single Elimination

** Other competition formats may apply after approval of FIVB*

- c. Implementation of the Official Beach Volleyball rules of the Game, specific regulations, drafted event's regulations, sanctions, etc.;
- d. Mailing of the Confirmed Team Entry lists, the invitation letter and the Specific Event's Regulations (BVB/06) to the parties concerned;
- e. Implementation of National team programs;
- f. Staging a National Tour or National Championships.

- g. Organisation of the required doping control procedures in accordance with the FIVB Medical & Anti-Doping Regulations.

4.1.3 PUBLICATION AND PROMOTION

Host NF is to ensure and be responsible for:

- a. Operational and promotional support for the event through the Beach Volleyball and Communications department;
- b. Update of national athlete personal information in the Volleyball Information System (VIS).

4.1.4 NATIONAL OFFICIALS

Host NF is to ensure and be responsible for:

- a. Appointment of an NF Vice-President or NF Executive member responsible for all beach volleyball matters;
- b. Nomination of a National Beach Volleyball Coordinator and set-up of a council to develop national beach volleyball programs;
- c. Selection and training of the host country referees, auxiliary referee personnel and court personnel;
- d. Appointment of a Referee Manager responsible for all local referee matters. All Referee Managers must be able to speak English or, if this is not the case, a translator must be provided.
- e. Appointment and related costs (per diem and travel) of the Referees if any for FIVB WT 1*-2*
- f. Appointment of an experienced Competition Manager, Technical Manager, line judges and scorers;
- g. Provision of the necessary event-related services, including the staff, if the LOC is unable to fulfil the terms of the Letter of Organisation.

4.2 NATIONAL FEDERATION'S INCOME

The following rights and benefits belong to the Host NF of the country hosting an FIVB beach volleyball event:

- a. Fees related to all event-related sport responsibilities (e.g. Competition Manager, Referee Manager, Referees, etc.);
- b. All income listed in point B if the Host NF acts as an LOC.

5. FIVB OBLIGATIONS AND BUDGET

The following points represent the FIVB's major responsibilities, expenses and income related to the promotion of the FIVB beach volleyball events.

5.1 FIVB'S RESPONSIBILITIES AND EXPENSES

5.1.1 GENERAL

FIVB ensures and is responsible for:

- a. Hosting Conditions for an FIVB beach volleyball event and follow up of the letter of Organisation;
- b. FIVB Beach Volleyball Calendar;
- c. Assignment of FIVB Delegates and Referees (for 3-5 stars);
- d. Technical administration of the event through the VIS;
- e. Final event's report (BVB/35);
- f. Set-up and follow up of the event preparation progress and implementation of the master plan.

5.1.2 PRIZE MONEY

FIVB ensures and is responsible for (the following only applies if prize money is transferred by FIVB):

- a. Administering athlete bank information to facilitate bank transfers. The athlete must complete the bank information on his VIS profile;

5.1.3 INSPECTION VISIT

FIVB is responsible for:

- a. For FIVB WT events, international travel expenses (economy class) for an FIVB Delegate 2/3 months before the event for the technical inspection and/or the TV inspection visit;
- b. For LOC staging an FIVB beach volleyball event for the first time or in case of issues during the event the previous year, the FIVB may designate an FIVB Technical Delegate to carry out an inspection visit 2/3 months before the event. Technical inspection visit should be combined with the TV inspection visit, if possible. Members of the Organisational Chart must attend the inspection visit.

5.1.4 INTERNATIONAL TRANSPORTATION

FIVB coordinates and is responsible for:

- a. International travel of the FIVB President and FIVB Staff (when required);
- b. For FIVB WT, international travel of FIVB Delegates and Referees (appointed by FIVB for WT 3*-5*events); In case of Force Majeure, the FIVB will cover the cost for modification of the International Flight Ticket for the FIVB Delegates and Referees.
- c. For FIVB WT Major Series, international travel as per Summary Cost Attribution.

5.1.5 PERSONNEL

FIVB is responsible for:

- a. Assigning the FIVB Delegates and Referees to ensure the smooth running of an event;
- b. Assisting in the organisation and ensuring that the LOC delivers excellent conditions to sponsors, media, participants, etc.;

Note: The number of assigned referees depends on the number of competition courts. Referee assignments are built up based on tentative competition schedules submitted by the LOC. The LOC is entitled to apply for an early release of referees for the last days of the competition (provided that the competition schedule has been approved at least – 3 months before the start of the event).

In principle, 4 referees per competition court shall be respected unless otherwise approved by FIVB.

5.1.6 BOARD AND LODGING

Organizer is responsible for the cost of board and lodging for FIVB Delegates as per the Summary Cost Attribution.

5.1.7 COMMUNICATION

FIVB is to ensure and be responsible for:

- a. Global international press exposure;
- b. Seasonal kick-off conference and/or other Press Conferences if agreed between all FIVB partners;
- c. Invitation of journalists to attend major FIVB Beach Volleyball events;
- d. Distribution of press releases and tournament info to the FIVB media list through the FIVB Media Delegate.
- e. Update of the FIVB website and the FIVB's communication channels, including social media;
- f. Dedicated FIVB event's website;
- g. Production of the FIVB Beach Volleyball World Tour Media Guide.

5.1.8 MARKETING

FIVB is to ensure and be responsible for:

- a. Confirmation of FIVB Partners' reserved categories;
- b. Use of the exploitation rights of the FIVB reserved categories;
- c. Production of the Branding Kit and Branding Guidelines;
- d. FIVB approval of the marketing/branding items
- e. Production and shipment of medals/awards to each competition.

5.1.9 SPORT EQUIPMENT & TECHNOLOGY

FIVB ensures and is responsible for:

- a. Provision of Mikasa VLS-300 balls (all events);
- b. Provision of net system for the centre court (FIVB WT 3*-5* & FIVB WCHs, WTFs);
- c. Provision of uniforms – FIVB Delegates (FIVB WT 1*-5* & FIVB WCHs, WTFs);
- d. Provision of uniforms – Referees (FIVB WT 3*-5* & FIVB WCHs, WTFs);
- e. Provision of uniforms – line judges, court personnel, organizational staff (FIVB WT 4*-5* & FIVB WCHs and WTFs);
- f. Provision of uniforms – athlete tops (FIVB WT 4*-5* & FIVB WCHs);

Equipment	WCHs	WTFs	WT 5*	WT 4*	WT 3*	WT 2*	WT 1*
Balls (Mikasa)	√	√	√	√	√	√	√
Net System for centre court (SENOH)	√	√	√	√	√		
Uniforms for athletes (ASICS)*	√	√	√	√			
Uniforms - FIVB Delegates (ASICS)	√	√	√	√	√	√	√
Uniforms - Referees (ASICS)	√	√	√	√	√		
Uniforms – line judges, court personnel, organisational staff (ASICS)*	√	√	√	√			

**For FIVB WTFs and WT 5* Major Series conditions apply as per FIVB-ORG agreement.*

- g. Software of the Volleyball Information System (VIS) and e-scoresheet implementation;
- h. Provision of Video Challenge System (FIVB WT 5* & FIVB WCHs, WTFs);
- i. Provision of Referee Communication System (FIVB WT 5* & FIVB WCHs, WTFs)
- j. Provision of scoreboards for center court (FIVB WT 3*-5* (except Major Series) & FIVB WCHs);
- k. Other new technology implementation if applicable will be provided by FIVB

5.1.10 PUBLICATION AND PROMOTION

FIVB is to ensure and be responsible for:

- a. Promotional activities of FIVB Partners;
- b. Display of live scoring on the FIVB website (whenever available);
- c. Environmental and Development Programs;
- d. FIVB Beach Volleyball Handbook and FIVB Beach Volleyball Sports Regulations;
- e. Compilation and publication of the Official Beach Volleyball Rules of the Game, Referee Manuals, Press Kit, Media Guide and FIVB events' final

- reports;
- f. Update and running of the VIS (Volleyball Information System) software for the technical competition management, etc.;
- g. Production of the FIVB flags, medals;
- h. Access to news, videos, pictures and athletes' biographies on the FIVB website and in the FIVB archives.

5.1.11 TELEVISION

FIVB ensures and is responsible for:

- a. International TV Plan;
- b. TV coordination fee to the FIVB TV Agency, Red Bull Media House (RBMH);
- c. Ensure worldwide media (TV and digital) distribution throughout all FIVB media channels;
- d. Master Recordings to Host TV Broadcaster, Pre-Post Unilateral, and Labels for Recordings and Boxes, test signal, replay;
- e. Promotion of the TV schedule through all possible means;
- f. Provision of international TV data related to the relevant event to all LOCs;
- g. Satellite costs

5.1.12 EVENT'S REGULATIONS AND PARTICIPATION

FIVB is to ensure and be responsible for:

- a. Technical competition regulations regulated by the FIVB Beach Volleyball Sports Regulations;
- b. Event calendar, team registration and withdrawal management through the VIS;
- c. Confirmed Team Entry Lists of participating teams (including Wild Cards);
- d. Approval of Competition Schedule, program for courts;
- e. FIVB World Ranking update;
- f. Issue of sanctions to LOCs, Athletes, etc.

5.1.13 MEDICAL CONTROLS AND MEDICAL SERVICES

FIVB is to ensure and be responsible for:

- a. Appointment of the FIVB Medical Delegate (if any);
- b. Agreement to conduct doping controls on behalf of the FIVB with national or other anti-doping organisations;
- c. Expenses associated with the anti-doping test controls (including analyses).

5.2 FIVB'S INCOME

The following rights and benefits belong to the FIVB:

- a. Sales of FIVB Partner/Supplier rights in accordance with the exploitation rights detailed in Rights Exploitation Matrix of the Letter of Organisation and the FIVB Handbook;
- b. International TV rights fees;
- c. Sales of commercial TV opportunities;
- d. Sales of new media first party rights;
- e. LOC's hosting fees;
- f. FIVB Merchandising;
- g. Advertising fees.

6. SUMMARY COST ATTRIBUTION

6.1 FIVB BEACH VOLLEYBALL WORLD CHAMPIONSHIPS AND WORLD TOUR

For FIVB WCHs and FIVB WT events the following cost split applies:

Role	Category	Int. Travel	Board & Lodging
Technical Delegate	WT 1*-5*	FIVB	LOC
Technical Delegate Assistant (if any)	WT 3*-5*	FIVB	LOC
Technical Delegate Trainee (if any)	WT 3*-5*	FIVB	FIVB (LOC to organize & bill FIVB)
Referee Delegate	WT 3*-5*	FIVB	LOC
Assistant Referee Delegate (if any)	WT 3*-5*	FIVB	LOC
TV Coordinator	WT 4*-5*	N/A	LOC
English TV Commentator	WT 4*-5*	FIVB	LOC
Media Operations Delegate	WT 3*-5*	FIVB	LOC
Photographer/ Video	WT 5*	FIVB	LOC
Social Media Journalist	WT 5*	FIVB	LOC
BTS Crew	WT 5*	FIVB	LOC
FIVB Representative	WT 5*	FIVB	LOC
Medical Delegate	WT 5*	FIVB	LOC
Referees	WT 3*-5*	FIVB	LOC
Video Challenge Referees	WT 5* +WTFs + WCHS	FIVB	LOC
Video Challenge Operators	WT 5* + WTFs+ WCHS	FIVB	LOC

6.2 FIVB BEACH VOLLEYBALL WORLD TOUR MAJOR SERIES

For FIVB WT Major Series the following cost split applies:

Role	Int. Travel	Board & Lodging
Technical Delegate	LOC	LOC
Technical Delegate Assistant	LOC	LOC
Referee Delegate	LOC	LOC
Assistant Referee Delegate	LOC	LOC
TV Coordinator	N/A	LOC
Media Delegate	LOC	LOC
Referees	LOC	LOC
Technical Delegate Trainee	FIVB	FIVB (ORG to organize & bill FIVB)
FIVB Photographers	FIVB	
Social Media Journalist	FIVB	
Video Challenge Referees	FIVB	
Video Challenge Operators	FIVB	

LOC = Local Organising Committee

Int. Travel = International Travel

7. MASTER PLAN

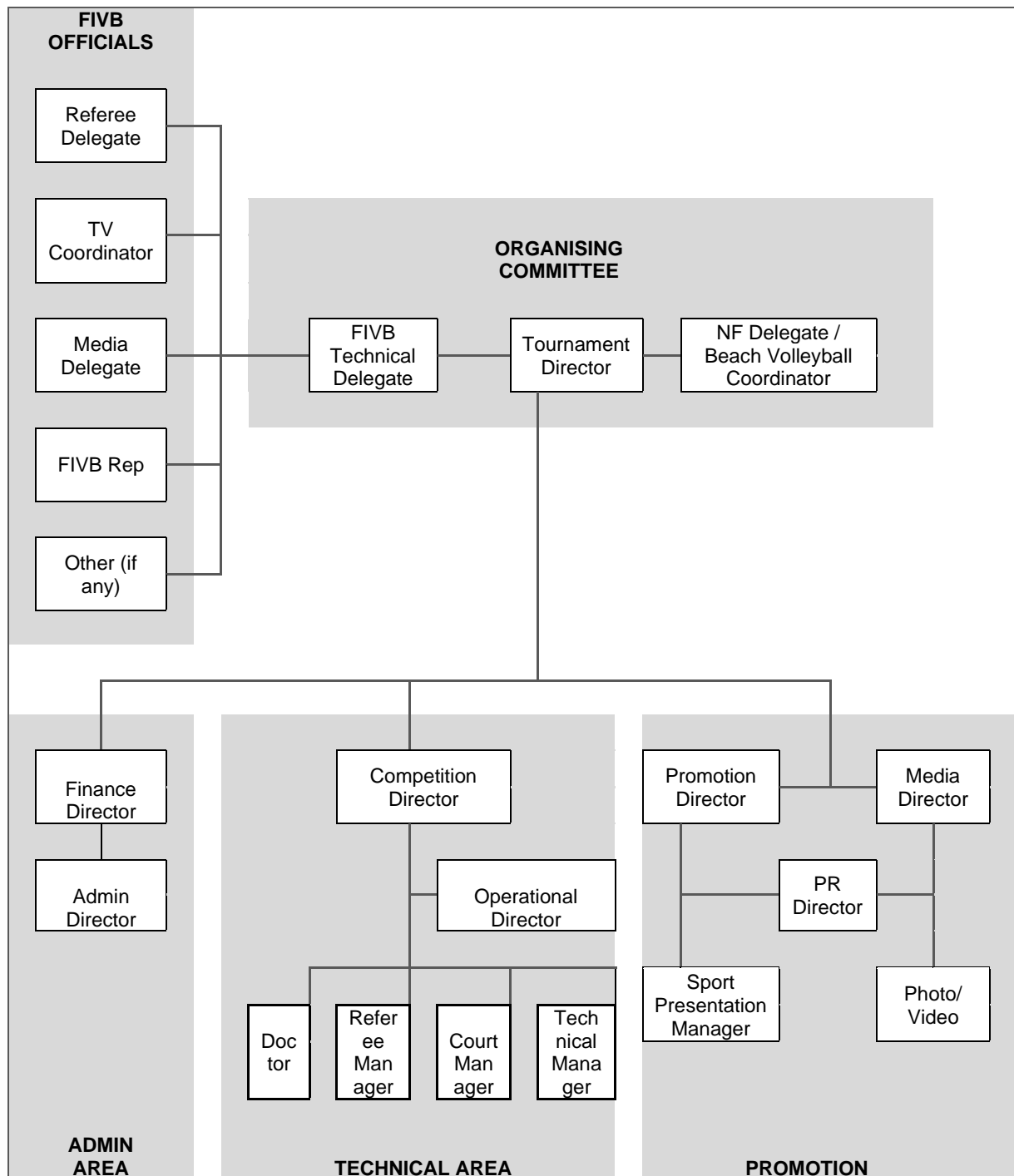
Preparation of each FIVB beach volleyball event is monitored based on the following platform: Collaborate, an interactive project management platform, is used to monitor the preparation of FIVB WT 3*-5* events;

- a. A master plan checklist is used to monitor the preparation of FIVB WT 1*-2* events;
- b. For 1 and 2-star events in Europe, they are managed by CEV;
- c. For 1 and 2-stars in Asia and Oceania, they are managed by AVC;
- d. For 1 and 2-stars in South America, they are managed by CSV.

CHAPTER 3 - TECHNICAL ORGANISATION

1. GENERAL PRINCIPLES

The following organizing structure is recommended for an FIVB beach volleyball event:



1.1 REQUIREMENTS / RECOMMENDATIONS

- a. The organizing chart key members are required to work in a fully equipped office starting at least six (6) months before the start of tournament.
- b. For WT 3*-1* events, functions in the organisational chart may be combined.
- c. LOC is to identify key people of the organizational chart to be responsible for the master plan tasks in Collaborate – Competition, Communications, Marketing and NF Delegate.

2. ORGANISING COMMITTEE

The Organising Committee is composed of:

- a. Tournament Director;
- b. Host NF Representative / Beach Volleyball Coordinator;
- c. FIVB Technical Delegate.

FIVB Delegates advise Organising Committee on matters among their responsibilities;

Organising Committee is responsible for:

- a. Operations;
- b. Solving contingencies;
- c. Reporting critical issues to the FIVB Beach Volleyball Department. In case, no communication with FIVB is possible, FIVB Technical Delegate makes the final decision.

2.1 TOURNAMENT DIRECTOR

The following are the main responsibilities of a Tournament Director:

- a. Submits the candidature of the event to the FIVB;
- b. Undertakes and follows up on all contractual obligations of the LOC;
- c. Sets up an organisational structure of the event;
- d. Establishes and follows event's budget;
- e. Implements a venue plan as per FIVB requirements;
- f. Coordinates receipt of sports equipment and technology supplied by FIVB;
- g. Ensures that TV/ Streaming Production and Broadcast requirements are fulfilled;
- h. Works with the FIVB Beach Volleyball Department to complete the event's master plan milestones within the timelines set.

2.2 HOST NF DELEGATE / BEACH VOLLEYBALL COORDINATOR

The following are the main responsibilities of a Host NF Delegate (or Host NF Beach Volleyball Coordinator):

- a. Follows up on all contractual obligations of the Host NF;
- b. Assists LOC to appoint national technical staff (Competition Director, Referee Manager, local referees, the auxiliary officials, volunteers as court

- personnel);
- c. Coordinates promotional activities through the Communications Department of the Host NF;
- d. Attends all organizational meetings;
- e. Prepares and sends out the invitation letter and the Specific Event's Regulations (BVB-06) of the event;
- f. Extends entry visa assistance to the participating NFs;
- g. Secures presence of a national anti-doping agency when required by the FIVB and ensures confidentiality of the matter.

3. ADMINISTRATIVE AREA

3.1 FINANCE DIRECTOR

The following are the main responsibilities of a Finance Director:

- a. Reports to the Tournament Director;
- b. Establishes and follows the event's budget, cash flow, invoicing, payments, etc.;
- c. Confirms fiscal legislation related to the prize money payment to eligible athletes;
- d. Provides tax declaration forms to athletes;
- e. Confirms prize money payments executed to the FIVB.

3.2 ADMINISTRATIVE DIRECTOR

The following are the main responsibilities of an Administrative Director:

- a. Supports event's operations by supervising staff; planning, organizing, and implementing administrative systems;
- b. Serves as the main contact for the NFs, FIVB Delegates and Referees and the athletes;
- c. Coordinates local transportation and accommodation for FIVB Delegates, Referees, athletes and their entourage;

4. TECHNICAL AREA

4.1 COMPETITION DIRECTOR

The following are the main responsibilities of a Competition Director:

- a. Acts as the highest authority at the venue under the Tournament Director and the FIVB Technical Delegate;
- b. Coordinates all technical aspects of the event – schedule, competition courts and facilities, equipment, sport technology used at the event, result update;
- c. Works closely with the Medical Director, Referee Manager, Court Manager and Technical Manager;
- d. Schedules and coordinates the flow of the tournament including all sport related activities – i.e. set-up/ dismantling of the competition courts, anti-

- doping activities, Preliminary Inquiry and Technical Meeting times, referee clinics, etc.;
- e. Assists Host NF Delegate in the preparation of the specific events regulations (BVB-06);
- f. Appoints Technical Area Directors/ Managers and volunteers.

4.2 OPERATIONS DIRECTOR

The following are the main responsibilities of an Operations Director:

- a. Reports to the Competition Director;
- b. Prepares the layout and supervises the setting-up of the tournament venue, facilities, equipment and technology as per FIVB's requirements;
- c. Liaises with the official FIVB's sand laboratory regards the sand quality as per FIVB's requirements;
- d. Ensures the set-up and dismantle of the FIVB partner's brand material;
- e. Coordinates security and access control at the venue.

4.3 MEDICAL DIRECTOR

The following are the main responsibilities of a Medical Director:

- a. Reports to the Competition Director;
- b. Medical Director must be a physician certified in sports medicine. His/ her CV must be submitted to the FIVB Medical Department for approval;
- c. Ensures that medical facilities and services including Anti-Doping Controls are set up as per FIVB Medical Regulations;
- d. Verifies nutritional balance and environmental conditions for the safety and well-being of the athletes, officials, volunteers;
- e. Supervises medical time-outs (MTO) and match forfeits in accordance with the Medical Injury Protocol and the Sports Regulations;
- f. Ensures medical services and equipment available at the venue from minimum 1 hour before the start of play until the end of play;
- g. Coordinates medical and physiotherapy services for the athletes and the first aid for the spectators and staff;
- h. Assists FIVB officials with the medical controls for Referees; alcohol tests for referees and auxiliary officials and preparation for Doping tests;
- i. Keeps accurate medical records of all assessments and treatment provided by medical staff during the event, in accordance with national medical regulations.

4.4 REFEREE MANAGER

The following are the main responsibilities of a Referee Manager:

- a. Reports to the Competition Director;
 - b. Instructs and trains local referees, auxiliary officials (scorers and line judges) and court personnel;
-

- c. Acts as a liaison between the Competition Director and the FIVB Referee Delegate;
- d. Organises extra referee clinic and referee clinic and ensures the attendance of all line judges and scorers;
- e. Coordinates daily referees' meetings under the supervision of the FIVB Referee Delegate;
- f. Assists FIVB Referee Delegate in coordinating assignment of referees, line judges, scorers, etc. and ensures availability of court personnel;
- g. Assists FIVB delegates with the running of the Video Challenge System and the Referee Communication System;
- h. Oversees implementation of e-scoresheet;
- i. At FIVB WT 1*-2* events, Referee Manager liaises with the FIVB Technical Delegate and is responsible for coordination of all refereeing aspects.

4.5 COURT MANAGER

The following are the main responsibilities of a Court Manager:

- a. Reports to the Competition Director;
- b. Coordinates all activities related to the Field of Play (FOP);
- c. Ensures the playing conditions as per FIVB Regulations;
- d. Verifies and handles sports equipment and technology used on the FOP as per the FIVB Regulations.

Court Manager must have one assistant for each court (including warm-up court) to:

- a. Set up the courts and ensure the operations and maintenance (sound system, seats, panels, scoreboards, litescore, etc.);
- b. Verify the sand condition and apply the necessary measures to improve it (i.e. watering or roto-tilling of the court);
- c. Verify the protocols related to marshalling, security and access control, couriers, supply of water and towels, locker rooms, working areas, VIP section and stands, awarding ceremony, etc.;
- d. Check the equipment and supplies (availability of poles, nets, reserve balls, pads and other sport material);
- e. Resolve contingency issues on the competition courts.

4.6 TECHNICAL MANAGER

The following are the main responsibilities of a Technical Manager:

- a. Reports to the Competition Director;
- b. Coordinates all IT matters;
- c. Ensures the necessary hardware and running of the Volleyball Information System (VIS)
- d. Guarantees distribution of the Daily Bulletin and the competition schedule,
- e. Verifies update of event information – results, photos, press releases on the FIVB website.

5. PROMOTIONAL AREA

5.1 PROMOTION DIRECTOR

The following are the main responsibilities of a Promotion Director:

- a. Reports to the Tournament Director;
- b. Works with the Tournament Director, Media Operations Director and PR Director to prepare an effective marketing plan, including promotion, media and PR actions;
- c. Handles activities related to advertising space in the media;
- d. Seeks promotion opportunities;
- e. Produces and distributes the official program, poster, brochures, media kits, etc. in collaboration with the Administrative and Media Operations Directors;
- f. Handles ticketing strategy and sales;
- g. Coordinates production of the event at the venue.

5.2 MEDIA DIRECTOR

The following are the main responsibilities of a Media Director:

- a. Reports to the Tournament Director and works with the FIVB Media Delegate;
- b. Works with the Tournament Director, Promotion Director and PR Director to prepare an effective communications plan, including promotion, media and PR actions;
- c. Must be a journalist working in the host country, with experience in running a Media Centre for an international sports event and excellent command of spoken and written English;
- d. S/he must be nominated at least six months before the start of the tournament, to facilitate the communication with the FIVB Communications Department and the FIVB Media Delegate.
- e. S/he should be employed, full-time, three months prior to the start of the competition until all necessary press-related reports are completed after the event.
- f. The Media Director is responsible for producing the final report (BVB-20 form) and sending this to the FIVB Communications Department a maximum seven days after the end of the competition.
- g. Collects athlete info and prepares biographies/ photos for media;
- h. Prepares and communicates event information to the FIVB Communications Department, local media, TV broadcasters, radio stations, etc.
- i. Works with Promotion Director on the content of the official program and sends it to the FIVB Communications Department for approval;
- j. Ensures the set-up and equipment of the Media Centre as per FIVB Regulations;
- k. Prepares press kits and organizes press conferences inviting national and international journalists, sponsors and FIVB partners;
- l. Coordinates volunteers servicing the Media Centre;
- m. Issues press releases for the local media;
- n. Provides daily information, results, notes, flash quotes from the mixed zone

- to the FIVB Media Operations Delegate and media on site;
- o. Coordinates interviews with athletes and VIPs attending the event;
- p. Coordinates the work of the local event photographer(s) to ensure that high-quality pictures are circulated to the media and uploaded on the FIVB website;
- q. Ensures constant result update at the Media Centre;
- r. Collects national press clippings, finalizes media report to be sent to the FIVB Communications Department.
- s. Oversees the social media accounts and their content;

5.3 PR DIRECTOR

The following are the main responsibilities of a PR Director:

- a. Reports to the Promotion and Media Director;
- b. Works with the Tournament Director, Promotion Director and Media Director to prepare an effective marketing plan, including promotion, media and PR actions;
- c. Programs side events;
- d. Develops and implements VIP packages / services;
- e. Invites VIPs (sponsors, local authorities, celebrities, etc.) to the press conferences and to the venue;
- f. Verifies that the international protocol is respected;
- g. Supervises the tasks of the translators;
- h. Prepares and attends the rehearsal of the awarding ceremony.

5.4 SPORT PRESENTATION MANAGER

The following are the main responsibilities of a Sport Presentation Manager:

- a. Reports to the Promotion Director;
- b. Works on and implements a sports presentation program involving venue technology/ digital engagement, content management, crowd engagement, artist live performance, live clipping;
- c. Coordinates sports presentation team (producer, MC, DJ, etc.)
- d. Collects information about the competition and the athletes and creates editorial content for the Announcers.

5.5 LOCAL PHOTOGRAPHER

The following are the main responsibilities of a Photographer:

- a. Reports to the Media Delegate;
- b. Captures and delivers photos for the FIVB website as per regulations applicable in Photographer Manual.

5.6 PHOTO MARSHAL

The following are the main responsibilities of a Photo Marshall:

- a. Reports to the Media Director;
- b. Ensures access control of the photographers in the designated areas;
- c. Ensures “clear shot” for TV cameras and Photographers.

6. FIVB OFFICIALS

6.1 FIVB TECHNICAL DELEGATE

The following are the main responsibilities of an FIVB Technical Delegate:

- a. Is appointed by the FIVB and represents FIVB at the event;
- b. Follows the event’s master plan through Collaborate (WT 3*-5*) or checklists (WT 1*-2*);
- c. Knows and applies FIVB Beach Volleyball Sports Regulations and FIVB Beach Volleyball Handbook;
- d. Carries out inspection visit(s) whenever required by the FIVB;
- e. Inspects and verifies event’s venue, facilities, equipment, playing conditions;
- f. Works with and coordinates actions with FIVB Delegates – Referee Delegate, Media Operations, TV, etc.
- g. For FIVB WT 1*-3* events, where there is no FIVB TV Coordinator assigned, FIVB Technical Delegate makes sure that streaming production requirements are met by the LOC;
- h. Verifies LOC’s compliance with operational plans for accommodation, accreditation / security, catering and local transportation;
- i. Verifies implementation of FIVB Partner’s rights;
- j. Implements necessary security measures to protect the spectators, athletes, officials, media representatives, sponsors, etc.;
- k. Reports on the preparation status of the event to the FIVB Beach Volleyball Department;
- l. Conducts Preliminary Inquiry and Technical Meeting;
- m. Ensures smooth operations of the event in cooperation with the LOC, the FIVB officials, the referees, the court personnel, the volunteers, etc.;
- n. Assists in optimizing competition schedule according to the number of spectators and the needs of media, Host Broadcaster and International Broadcasters;
- o. Assigns the courts in coordination with the Competition Director;
- p. In consultation with the Tournament Director and the Host NF Delegate, manages contingencies in case of protests or complaints about the organisation, match results, referee and medical issues;
- q. Represents the FIVB during press conferences, meetings, interviews, etc., during the event;
- r. Ensures the proper running of the awarding ceremony;
- s. Ensures update of the results on the online VIS system;
- t. Organises a debrief meeting with the LOC, the Host NF’s Delegate and the Referee Delegate to discuss the reports from the event;
- u. To educate and train a Technical Delegate Trainee.

6.2 FIVB REFEREE DELEGATE

The following are the main responsibilities of an FIVB Referee Delegate:

- a. Is appointed by the FIVB and reports to the FIVB Technical Delegate;
- b. Oversees refereeing operations, technology of the event and on the Field of Play;
- c. Works with Referee Manager to coordinate recruitment of court personnel, extra referee clinic and referee clinic;
- d. Confirms the list of referees and auxiliary officials before the event;
- e. Conducts referee clinics;
- f. Ensures that Mikasa balls confirm to the FIVB requirements;
- g. Evaluates referees' performance and conducts daily referee meetings;
- h. Ensures referees are equipped to do their job on the Field of Play;
- i. Ensures the implementation of match protocol;
- j. Supervises alcohol tests for referees and auxiliary officials;
- k. Reviews the scoresheets and supervises implementation of the e-scoresheet;
- l. Offers observations on refereeing operations to the LOC;
- m. Reports on refereeing operations and referee performance to the FIVB;
- n. Reports on refereeing matters to the FIVB Delegates of the following events;
- o. A Referee Delegate Assistant may be assigned in case of several venues or detached competition courts.

6.3 FIVB TV COORDINATOR

The following are the main responsibilities of an FIVB TV Coordinator:

- a. Is appointed by the FIVB and reports to the FIVB Technical Delegate;
- b. Works with the Host TV Broadcaster to implement a broadcast plan;
- c. Ensures TV equipment / camera set-up as per FIVB regulations;
- d. Ensures that minimum TV production standards are met as per contractual obligations;
- e. Confirms and verifies the TV broadcast schedule, SNG and times on satellite;
- f. Reports on TV operations and HTVB performance to the FIVB;
- g. For FIVB WT 1*-3* events, where there is not FIVB TV Coordinator assigned, FIVB Technical Delegate makes sure that streaming production requirements are met by the LOC.

6.4 FIVB TV COMMENTATOR

The following are the main responsibilities of an FIVB TV Commentator:

- a. Is appointed by the FIVB and reports to the FIVB Technical Delegate;
- b. Provides English language commentary for the international feed for the international broadcasters.

6.5 FIVB MEDIA DELEGATE

The following are the main responsibilities of an FIVB Media Delegate:

- a. Appointed by the FIVB and reporting to the FIVB Technical Delegate and FIVB Communications Department;
- b. Ensures all media (international / local) attending the event have everything they require to successfully report on it;
- c. Oversees all media content fed to the international media;
- d. Manages FIVB Media team on-site;
- e. Up-keeps the historical data, athletes' biographies, match results, match schedules, etc.
- f. Reports on Media Operations of the event to the FIVB.
- g. Ensures all media areas (media centre, tribune, photographers' area, mixed zone etc.) provided by the organiser meet FIVB requirements

6.6 FIVB PHOTOGRAPHERS (if assigned)

The following are the main responsibilities of the photographers:

- a. Reporting to the FIVB Media Delegate upon arrival at the event site;
- b. Capturing and editing photos of all days of the competition (athletes, spectators, sponsors and atmosphere) and uploading these on the FIVB website;
- c. Work must be divided between the 3 (when applicable) photographers on-site, by the Media delegate, so that all matches are covered.
- d. Add captions, athlete and team tags to the photos.

6.7 SOCIAL MEDIA JOURNALIST (SMJ) (if assigned)

The following are the main responsibilities of an FIVB SmJ:

- a. Appointed by the FIVB and reporting to the FIVB Media Delegate;
- b. In charge of the social media output of the event
- c. Assist Media Delegate with editorial work.

6.8 BEHIND THE SCENES (BTS) (if any)

The following are the main responsibilities of an FIVB BTS team (3-4-person team):

- a. Appointed by the FIVB and reporting to the FIVB Media Delegate;
- b. Will create video content for the FIVB Youtube channel and other social media platforms
- c. Will provide behind the scenes video coverage of the events.

6.9 FIVB MEDICAL DELEGATE (if any)

The following are the main responsibilities of an FIVB Medical Delegate:

- a. Appointed by the FIVB and reporting to the FIVB Technical Delegate and FIVB Medical Department;
- b. Ensures that doping control preparation is done prior to his/ her arrival and adheres to the FIVB Test Distribution Plan;

- c. Oversees medical services, doping controls and referee medical evaluations in line with the FIVB Medical & Anti-Doping Regulations;
- d. Verifies status of athlete forms - health certificates (BVB-10) and athlete commitment (BVB-01);
- e. Educate and offer advice to athletes on medical regulations including doping and therapeutic use exemptions (filled M-8 form must have been sent previously to the Medical Department).

7. REFEREES

7.1 FIVB INTERNATIONAL REFEREES

7.1.1 GENERAL PRINCIPLES

- a. FIVB assigns Referees to FIVB WCHs, WTFs, FIVB WT 3*-5* events;
- b. FIVB Referee assignments are established prior to the start of the season;
- c. FIVB assignments consider International Beach Volleyball Referees, and International Beach Volleyball Referee Candidates;
- d. A clear protocol of communication must be established between the FIVB, the FIVB Referee Commission member concerned and the Organisers (NFs and LOCs). This protocol of communication must be formally addressed to the President of the NF and must include a point of contact (with the authority to confirm the arrangements made with the NF and the LOC), within an established deadline;
- e. FIVB assigns four (4) referees per competition court to an FIVB beach volleyball event. Exceptions may apply based on the competition format and schedule;
- f. FIVB assigns referees under the Neutral Quota and the Local Quota;
- g. For FIVB WCHs, WT 4*-5* events, FIVB appoints only International Beach Volleyball Referees under Neutral and Local Quota, while for WT 3* assignments are complemented with International Beach Volleyball Referee Candidates as well;
- h. FIVB applies an assignment policy that gives priority to the best group of referees to the most compelling events. Where possible, the FIVB combines experienced top referees with the new generation of promising referees;
- i. Where possible, FIVB applies an assignment policy that considers International Beach Volleyball Referees and the International Beach Volleyball Referee Candidates living within proximity, while host NF referees are given priority provided, they are qualified;
- j. For FIVB WT 1*-2* events, Host NF is responsible for proposing the Referee assignments giving priority to International Beach Volleyball Referees, International Beach Volleyball Referee Candidates, Continental Beach Volleyball Referee (if any) and finally, National Beach Volleyball Referees; Should there be no International Beach Volleyball Referee or International Beach Volleyball Referee Candidate from the hosting NF, the organizer is encouraged to invite the necessary referee(s) from neighboring countries. In case the organizer fails to do so, on a case- by-case scenario, the FIVB can help to nominate such officials.

- k. For FIVB WT 1*-2* events, the FIVB requires at least 1 International Beach Volleyball Referees or International Beach Volleyball Referee Candidate per Competition Court. The accommodation and transportation cost shall be borne by the organizer and the per diem follows the organizer's standard for the local referees.
- l. Referees' contact details, biographies, personal and refereeing information may be retrieved from the VIS;
- m. Refereeing Official Rules of the Game and Casebook are available at: http://www.fivb.org/EN/Refereeing-Rules/RulesOfTheGame_BVB.asp
- n. Refereeing Manuals, Guidelines, Forms, etc. are available on the FIVB website: <http://www.fivb.org/EN/BeachVolleyball/Forms.asp>
- o. For assignments to the events, FIVB uses VIS: <http://www.fivb.org/vis2009/> where each Referee has a profile with personal data;
- p. Withdrawing from a referee appointment is only acceptable in case of "force majeure". However, FIVB must be informed as early as possible and FIVB will evaluate on a case by case basis.

7.1.2 NEUTRAL QUOTA

Referees appointed under the Neutral Quota are International Beach Volleyball Referees. Referees under Neutral Quota are appointed based on:

- a. Number of competition courts (min 1 per court);
- b. Level of neutrality required;
- c. Quality required.

7.1.3 LOCAL QUOTA

Referees appointed under the Local Quota are International Beach Volleyball Referees or International Beach Volleyball Referee Candidates. Referees under Local Quota are appointed based on:

- a. Number of competition courts (max 3 per court);
- b. Representation of the Host NF;
- c. If point b) is not possible, then representation of an NF in proximity.

7.1.4 HOST NF OFFICIALS

The Host NF is responsible for the selection of the host officials:

- a. Referee Manager;
- b. Assistant Referee Manager;
- c. Referees (for FIVB WT 1*-2*);
- d. Ball Checker;
- e. Line judges (3 per competition court);
- f. Scorers (3 per competition court);
- g. Court personnel (scoreboard operators, ball retrievers, sand levelers, athletes' attendants)

The Host NF is responsible for the training of the host officials through:

- a. Practical demonstrations;
- b. Multimedia Teaching Material;
- c. Videos of international matches;
- d. National level events.

The Host NF is responsible to present to the FIVB a list of the following host officials -8 weeks:

- a. Referee Manager;
- b. Assistant Referee Manager (in charge of e-scoresheet operations);
- c. Referees (for FIVB WT 1*-2*);
- d. Ball Checker;
- h. Line judges (3 per competition court);
- i. Scorers (3 per competition court).

Host NF officials must be available throughout the entire tournament;

Local Quota Referees, and auxiliary officials (Line Judges and Scorers) may be released from the tournament earlier depending on the competition schedule. Request for the release needs to be submitted to the FIVB -8 weeks.

Line Judges must be active or former qualified referees (beach volleyball or volleyball). The following number of Line Judges is required;

It is highly encouraged to provide meals to the staff (line judges and scorers, etc) officiating at the event as well as local transportation,

Competition Phase	Line Judges per match
QT & preliminary MD phase	2
Semi-Finals & Finals	4

7.1.5 REFEREES

The following are the main responsibilities of a Referee:

- a. Verifies the court set-up and equipment as per FIVB requirements. This includes verifying that the field of play does not present any danger to the athletes;
- b. Verifies the availability of the required court personnel;
- c. Checks the information featured on the scoreboards;
- d. Coordinates match protocol procedure;
- e. Reports issues related to athletes' uniforms to the relevant FIVB official;
- f. Officiates match (es) applying the requirements of the Official Rules, including all on court Protocols (e.g. Medical Injury, Ball Mark, Protest Protocol, etc.);
- g. Complies with the E-Scoresheet requirements, and ensure the scoresheets are delivered to the Referee Manager at the end of each match;
- h. Tests any amendments related to the Rules of the Game during FIVB beach

- volleyball events when required;
- i. Implements sport technology (Video Challenge System and Referee Communication System) when required;
- j. Implements the Heat Stress Monitoring Protocol (Wet Bulb Globe Temperature measurements).

7.1.6 COURT PERSONNEL

- a. The following number of Court Personnel is required:

Court Personnel	Per Court + per shift	Reserve in total
Scoreboard Operators	2	4
Ball Retrievers	6	3
Sand Levellers	2/3	2
Athlete Attendants (if any)	2	2

Note: It is recommended to have min. 2 shifts per court per day due to the length and weather conditions.

- b. Court Personnel must be of a minimum age of 14;
- c. Reserve court personnel must be available when all courts are in use.

7.1.7 REFEREE CLINIC AND EXTRA CLINIC

Requirement for the Referee Clinic are:

- a. Held in a conference room with writing surface for attendees, a projector, screen and white board with markers;
- b. Usually held one day before the tournament;
- c. Referee Clinic follows the following agenda:
 08:30 Theory - Referees
 10:30 Theory - Auxiliary Officials
 14:00 Practical – Referees & Auxiliary Officials
- d. All referees officiating at the event must be in attendance;
- e. All auxiliary officials must be in attendance;
- f. Other Host NF referees may attend the Clinic as observers;

Requirement for the Extra Clinic are:

- a. Held two days before the tournament;
- b. Mandatory for new LOCs and FIVB WCHs;
- c. All auxiliary officials and key court personnel must be in attendance;
- d. For events that experienced refereeing issues during the previous edition, Host NF Referees must also be in attendance.

7.1.8 COACHES

General principles:

- a. At beach volleyball events (except Age Group World Championships and Phases 1 and 2 of the Continental Cup) coaching on the field of play is not permitted by the FIVB;
- b. Coaches are assigned a designated area (chair and umbrella) outside of field of play on all courts;
- c. Coaches request accreditation through the NF at the latest 3 days before their arrival to the event via the respective forms;
- d. Coaches are granted an accreditation card for certain areas of the venue to facilitate their work;
- e. Coaches are allowed in the Mixed Zone and Medical Area;
- f. LOC may offer paying services to Coaches – local transportation, board and lodging (recommended to be free at charge).

Minimum requirements on the facilities for the coaches. Please ensure that the following facilities are set up for the coaches:

- Chairs behind the side court endline (outside the banners) so the coaches can watch the matches (sometimes record the matches). It is required to also have the parasol set up for sun and rain;
- Reserved seats shall be available at the stadium, so the coaches can watch (and record) the match at the center court.

8. VENUE

8.1 HOW TO CHOOSE A VENUE

LOC is to guarantee the set-up of a venue as per the FIVB requirements with a focus on:

- a. Safety and security;
- b. Strategic location with easy access to secure spectators;
- c. Using an existing venue (i.e. tennis stadium or an indoor facility);
- d. Sustainability and environmental impact;
- e. Proximity of the event's official hotel;
- f. Sufficient space for all competition and warm-up courts, facilities, trade village and parking;
- g. Possibility to use existing structures in proximity for facilities;
- h. Orientation of the stadium with regards to the position of the sun to fulfil TV needs;
- i. TV platforms should be set as per TV camera positions;
- j. Comfortable seating for spectators and designated seating areas for VIPs, athletes, media, etc.;
- k. Visibility from the VIP areas and general stands;
- l. Space to set up sound system and artificial lighting, where applicable;
- m. Space to set up game technology working positions on the centre court;
- n. Provision of strong internet connection to the venue;
- o. FIVB beach volleyball event venues should be non-smoking, where possible.

Venue Construction Consultants are available to offer the following general services:

- a. Venue plan analysis including feasibility, proposals on cost optimizations, sustainability, security, orientation of the venue, impact on the environment, etc.;
- b. Proposal on lighting systems for night matches;
- c. Proposals for the “look” of the venue as well as grandstand structures including internal walkways;
- d. Suggestions for side areas, VIP-areas (boxes, skyboxes, platforms etc.);
- e. Provision of a time schedule for different types of venue in terms of transport, set-up and dismantling;
- f. Conduction of site inspection/performance measurement during the implementation phase;
- g. Check the mandate during set-up and final acceptance of the construction work.

8.2 TRADE VILLAGE

LOC is required to allocate space around the venue for the organisation of side events and to conduct PR activities to attract public and media interest:

- a. LOC must install Trade Village for FIVB Commercial Affiliates and National Sponsors and shall provide sufficient space in a premium location based on sponsor’s needs.
- b. LOC shall allow FIVB Commercial Affiliates to set up booths to promote their respective products and services. FIVB shall confirm which FIVB Commercial Affiliates shall use the space eight (8) weeks before the start of the event.

8.3 FAN ZONE

For FIVB WCHs, LOC has the right to set-up and run a Fan Zone or a Public Viewing area outside the venue. Fan Zone should feature gigantic LED displays which broadcast the matches live.

8.4 TEMPORARY TRIBUNES

The following requirements apply in case of temporary tribunes at the venue:

- a. Requirements of European Buildings Standards (or equivalent) are to be respected;
- b. The tubular and/or temporary tribunes must be built/ assembled by an authorized local construction company. These tubular and/or temporary tribunes must be built/ assembled meticulously, and an official security certificate must be delivered;
- c. The construction company must guarantee that solid and quality material only is being used for the structure and that resistance tests are carried-out;
- d. Competent local authorities must recognize the legality of the security certificate and carry out the necessary inspection visits for all tubular structures and supporting foundations in order to assure that the facilities conform with the building codes (a written approval must be given to the

- FIVB);
- e. The foundations must be solidly fixed to and firmly support the body of the structure;
 - f. An insurance policy against accidents must be taken out for a minimum amount of USD 1,000,000 for the FIVB WCHs, FIVB WTFs, FIVB WT 4*-5*, and USD 500,000 for FIVB WT 3*-1*. The insurance policy must be provided to the FIVB Technical Delegate on the day of venue homologation, and it must include details of the construction of the tribunes to cover any risk of damages and accidents, (e.g. stands collapsing, faulty or incorrectly installed/torn down equipment/installations/facilities, damages arising out of the conditions of the event itself, etc.);
 - g. If LOC fails to present the insurance and the certification of correct set-up of the structure before the start of the competition, the FIVB Technical Delegate has the authority to suspend the event based on his/her evaluation.

8.5 FACILITIES

Facilities can be set up temporarily or use existing structures located within a walking distance, and ideally facing the venue. If facilities are set up in an existing structure, the LOC must ensure that the operating hours are in line with the tournament schedule.

8.5.1 VIP AREA/ TRIBUNE

For FIVB WCHs, FIVB WTFs, FIVB WT 3*-5* events, LOC is required to set-up a VIP Area – hospitality room, decoration and catering, as well as allocate seating in the VIP Tribune.

- a. VIP Tribune is a secured and roofed (recommended) section on the general grand stand at the centre court for the athletes, their family members and coaches, accredited media, VIPs:

Category	Min people in VIP facilitated
FIVB WCHs	800
FIVB WTFs	600
FIVB WT 5*	600
FIVB WT 4*	450
FIVB WT 3*	300

- b. VIP Tribune entrance must be separated and clearly identified from the general entrance;
- c. Working boxes / positions of the media and TV Commentators must be positioned in line with the net to all the best view.

8.5.2 ATHLETES AREA

LOC is to provide a locker room of high quality, a lounge for athletes to rest, relax, and socialize, and one designated toilet in close proximity to centre court for the athletes.

Athlete Lounge must be:

- a. Minimum 50 m² with air-conditioning and direct access to the court;
- b. Equipped with tables and chairs, 1 billboard (min. 2m x 1m) with competition results, wireless LAN and/or internet connection, and water, snacks, fruit and ice available at all times.

Athlete Locker room must be:

- a. Minimum 30m² with direct access to the court;
- b. Equipped with lockers, chairs or benches.
- c. Located close to the athletes' lounge.

Athlete showers must be in proximity to the centre court.

8.5.3 REFEREES AREA

LOC is to provide an area and locker rooms designated for referees and auxiliary officials (including line judges and scorers), which are sufficiently separated from the athletes' area.

Referee Lounge must be:

- a. Minimum 30 m² with air-conditioning;
- b. Equipped with a table and chairs, one whiteboard, and water, snacks, fruit and ice available at all times.

Referee Locker room must be:

- a. Minimum 30m² with direct access to the court;
- b. Equipped with lockers, two tables and chairs.

8.5.4 CATERING AREA - LUNCH

LOC is required to set-up a catering area at the venue, if serving lunch at the hotel is not an option due to distance.

- a. Catering Area must apply a consistent and flexible nutrition policy to athletes, officials, staff, venue crew, etc. for at least 3 hours per meal;
- b. Catering Area must be protected from wind and sun. Fitted floor is recommended.

8.5.5 MEDIA CENTRE

LOC is required to set-up an adequate and secure media centre (close to centre court) and offers the following services:

- a. Accommodates the needs of following number of media representatives:

Category	Media Representatives
WCHs	100
WTFs	100
WT 5*	100
WT 4*	60
WT 3*	40

- b. Reserved workspaces for international and national news and photography agencies,
- c. Secure lockers;
- d. Electric sockets at all workspaces;
- e. At least one high-speed photocopier (min. 30 pages per minute),
- f. A minimum of two stand-alone PCs with Internet access,
- g. Adaptor/plug for multi-country access,
- h. A minimum of two laser printers,
- i. Notice board,
- j. Pigeon holes for distributing information,
- k. Adequately fast internet Wi-Fi and LAN connection which can manage the high traffic of information in the media working facilities and stands,
- l. English-speaking support staff to help with the operation of equipment and keep the media working area clean and tidy,
- m. Television screens with TV coverage of the international feed or the domestic feed, and event information,
- n. Television screen devoted to content from the tournament's social wall or social media channels;
- o. A lounge with adequate on-site catering, refreshments, sun screen and towels for all accredited journalists and photographers;
- p. Security personnel to guard the photographer and videographer equipment;
- q. Media information/welcome desk to prepare and distribute official information in coordination with the LOC's technical office.

8.5.6 MIXED ZONE

LOC is required to set-up a Mixed Zone as per the following requirements:

- a. Next to the centre court, yet outside the competition area (out of reach from spectators, court personnel and officials);
- b. It should be located close to the exit of the centre court but possibly not be affected by the sound of the PA system;
- c. Mixed Zone features the official mixed zone backdrop and is meant for official post-match athlete interviews.
- d. It is recommended to have a mixed zone for all side courts whenever possible

8.5.7 PRESS CONFERENCE ROOM

For FIVB WCHs and FIVB WT 3*-5* events, LOC is required to make available a press conference room:

- a. Able to accommodate:

Category	Media Representatives
WCHs	150
WTFs	100
WT 5*	100
WT 4*	30
WT 3*	20

- b. equipped with the Press Conference Backdrop featuring Event Title, Tournament Title/ Logo, FIVB partners and local partners;
- c. Equipped with a 6-person head table, and chairs, microphones, water, and towels.

8.5.8 COACHES AREA

For FIVB WCHs and FIVB WT 1*-5* events, LOC is required to designate a Coaches Area:

- a. Accessible only to coaches and athletes;
- b. Equipped with tables, chairs and electric sockets.
- c. Umbrellas (if out in the open)
- d. Water
- e. Provision of internet connection is strongly recommended.

8.5.9 DELEGATES WORKING SPACE

LOC is required to provide designated working area adjacent to the competition courts for the FIVB technical officials needed to ensure the operations of the competition:

- a. Adequate workspace for up to 6 FIVB Technical Delegates:
 - 1. Technical Delegate;
 - 2. Assistant Technical Delegate (if any);
 - 3. Referee Delegate;
 - 4. Assistant Referee Delegate (if any);
 - 5. TV Coordinator;
 - 6. Medical Delegate (if any);
- b. Equipped with high-speed internet connection (preferably wireless);
- c. Equipped with 1 international phone line, 1 laser printer/ copy machine;
- d. 1 cellular phone for each assigned FIVB Delegate.
- e. Heating or AC if required

LOC is required to provide a separate and secure working space with high speed internet (Wi-Fi and LAN cable) and international telephone connection for the following FIVB Media Team including the following:

- a. Media Delegate;
- b. Official photographers (if any);
- c. Social media journalists (if any) and
- d. Behind the Scenes video crew members (if any);

8.5.10 MEDICAL AREA

LOC is required to set-up medical facilities providing medical assistance (during the entire event):

- a. Accessible to Physiotherapists and doctors of the participating teams who are endorsed by their respective NFs through the appropriate form, as well as coaches;
- b. Equipped with: bed(s); basic medical equipment; basic medications; defibrillator and oxygen; equipment to assess and treat dehydration and hyperthermia (including electronic rectal thermometer accurate to $>44^{\circ}$ and equipment for emergency cooling and intravenous treatment); stretcher(s); ice machine; telephone, and scanner.
- c. The medical service area must be protected from the open air and a heater must be installed in the rooms, if necessary.
- d. In addition, the following is required on site:
 1. An ambulance, parked as close to the venue as possible and adjacent to the Medical Area, with defibrillator available at all times;
 2. Paramedical personnel must be present at the venue during the entire competition.

8.5.11 MASSAGE AND PHYSIOTHERAPY ROOM

LOC is required to set-up massage and physiotherapy facility:

- a. Minimum 30 m²;
- b. Equipped with two massage tables per gender's event; physiotherapy equipment.
- c. The physiotherapy area must be protected from the open air and a heater must be installed in the rooms, if necessary.
- d. Accessible to accredited physical therapists, physicians and coaches.

8.5.12 DOPING CONTROL FACILITIES

LOC is required to set-up Doping Control Facilities:

- a. Sufficient area and facilities to allow the FIVB to conduct doping control and sample collection in accordance with the FIVB Medical and Anti-Doping Regulations.
- b. Minimum of 25 m², divided into 3 sections - 10 m² waiting room, 10 m² sampling room, and toilet - equipped with refrigerator and refreshments and a TV. The waiting room should be well supplied with refrigerated sealed bottled soft drinks and water. The refrigerator should be lockable.
- c. The Doping Control Test section must always be prepared as described, regardless whether doping controls have been scheduled or not, to allow for unannounced anti-doping controls performed by the FIVB or other anti-doping

authorities as provided for in the World Anti-Doping Code.

- d. Additionally, if requested by the FIVB at least three (3) months before the event, the LOC shall provide the FIVB with a booth near the court to conduct anti-doping education programmes.

8.5.13 OFFICE SPACE AND STORAGE ROOM

LOC is required to:

- a. provide and equip suitable offices at the venue or close by, for the use of the organizational staff, the NF, the Sports Presentation Team etc.
- b. To provide the Sports Presentation Team suitable changing rooms if required.
- c. Provide a Storage Room of a minimum surface of 25 m²; must be secured and locked; with a direct and easy access to the court for all equipment (such as balls, posts, net, lines, scoreboards, speed ball device, panels, billboards, water pipes, wind sleeves, towels, rakes, boxes, etc.) is needed.

8.5.14 VOLUNTEERS' AREA

LOC is required to provide a designated area for volunteers to rest, relax, and socialize.

8.5.15 ACCREDITATIONS AREA

LOC is required to set-up an accreditations area/ desk at the entrance of the venue.

8.5.16 BILLBOARDS

Three billboards with the competition brackets and three billboards with the court assignments must be located at the entrance of the stadium for spectators (min. 4 m x 2 m), in the press centre (min. 2 m x 1 m), and in the athletes' lounge (min. 2 m x 1 m) and must be constantly updated with match results and with details of the next matches.

8.5.17 OTHER REQUIREMENTS

LOC is required to set-up the following additional facilities:

- a. Platforms for TV cameras;
- b. Working boxes at the centre court for the TV Commentator, for the Video Challenge Operators, for the electronic scoreboard operators, sound system and PA / Announcer;
- c. Working position for video challenge referees as per video challenge system guidelines (only in events where the system is used);
- d. Working space with electricity and internet for the Team Statistics and Athlete Team Video operations.
- e. Temporary toilets near bleachers for the public and athletes.

9. COMPETITION AREA

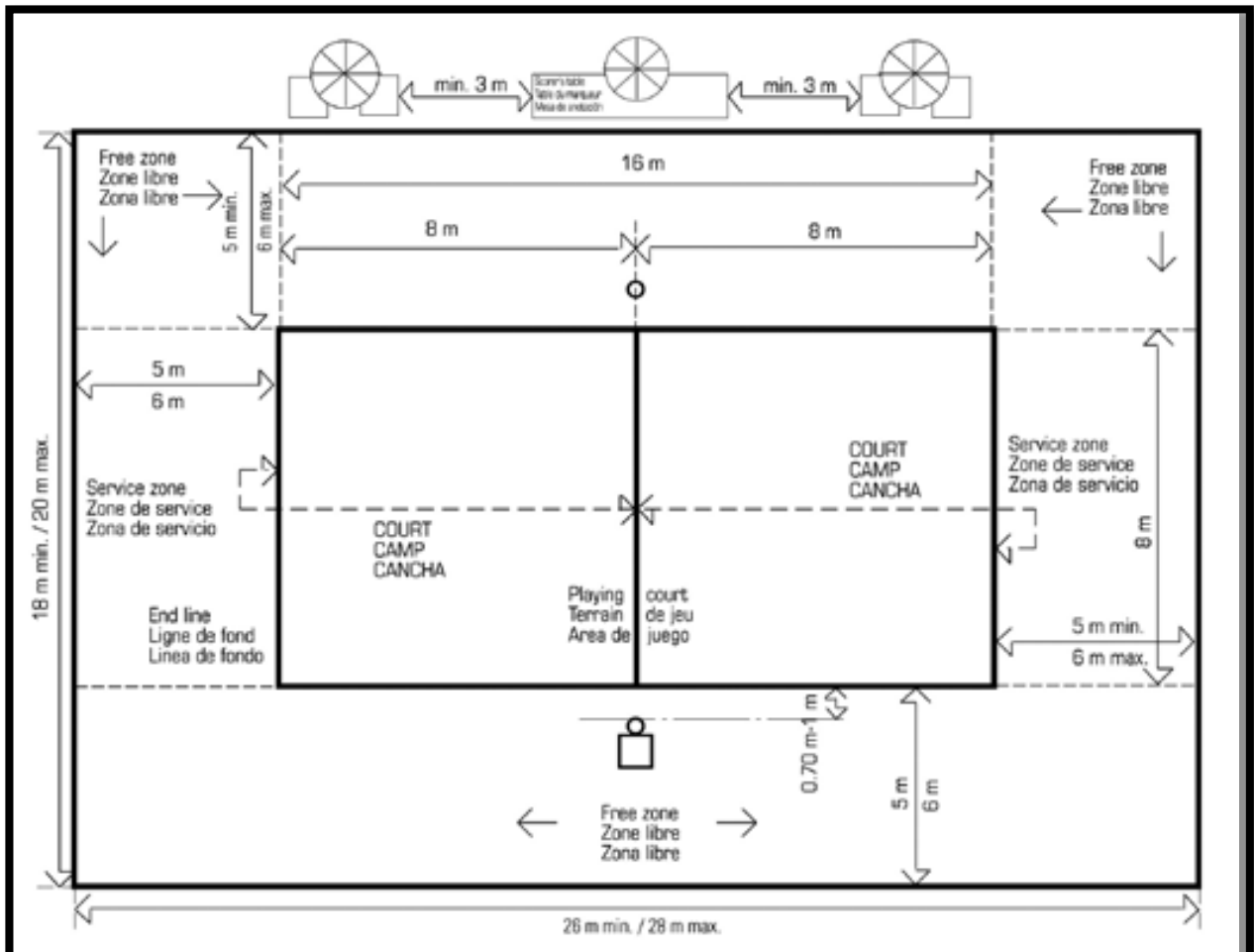
LOC is responsible for the set-up of the competition area in accordance with the Official Beach Volleyball Rules.

9.1 DIMENSIONS

A playing area of minimum 26 m to maximum 28 m X minimum 18 m to maximum 20 m must be set up with the following measurements:

- Court: 8 m X 16 m;
- Free zone: 5 m minimum - 6 m maximum on each side;
- Free passage way: 3 m;
- Free space without obstruction (roof height) of 12.5 m from the playing surface.
- Note: For 1-star and 2-star, the requirement must be respected as per 1.1.1 of FIVB Official Beach Volleyball Rules (2017-2020)

9.2 ORIENTATION



LOC is to consider the following factors regarding the orientation of the long axis of a beach volleyball court:

- The angle and direction of the sun at different hours during the day of the season, especially during the TV produced matches. The Sun should face

- main TV cameras to minimize shadows.
- b. Similar orientation should be setup for center courts and side courts, different orientation will be evaluated on a case by case basis by the FIVB;
- c. In areas with strong winds, stadium structures must be orientated to protect the centre court and the side courts.

9.3 SAND

9.3.1 SAND REQUIREMENTS

LOC is to secure sand to equip competition and warm-up courts as per the specifications set by the FIVB:

Name	Particle Diameter	Spec. (% ret. on sieves)
Gravel	> 3.35	0%
Fine gravel	2.0- 3.35 mm	0%
Very coarse sand	1.0 mm – 2.0 mm	0% - 6%
Coarse sand	0.5 mm – 1.0 mm	Min of 80% - Max of 92%
Medium sand	0.25 mm – 0.5 mm	Min of 80% - Max of 92%
Fine sand	0.15 mm – 0.25 mm	Min of 7% - Max of 18%
Very fine sand	0.05 mm – 0.15 mm	Not greater than 2.0%
Silt and clay	< 0.05 mm	Not greater than 0.15%

These requirements related to the particle sizes allow for excellent drainage properties and must be met in order to successfully provide a well-drained and non-compacted playing surface in adverse weather conditions. It is also important that the sand is free of organic materials.

The sand on the court should be at least 40cm deep.

The recommended sand requirements for Beach Volleyball court installations will also have the following physical properties:

- Be naturally weathered
- Be sub-angular/rounded
- Not be acquired from a crushed rock source
- Free of organic and deleterious materials
- Free of shells and coral
- The acceptable sand colour is an aesthetically pleasing, non-glaring colour, preferably tan, cream, off-white, beige, blonde or pale brown.

FIVB sands specifications sub-angular particles increase the soft texture of the sand, and the safety of the athletes (less abrasive than angular particles).

9.3.2 SAND CONTAMINATION

Sand contamination:

Sand must be free of contaminants i.e. organics, shells, coral or any other foreign abrasive materials. Contaminants change the physical properties of the playing surface and potentially results in an injury or non-playable court surface.

9.3.3 SAND HOMOLOGATION

- a. Sand used at FIVB beach volleyball events must be homologated by FIVB's Official Sand Laboratory, Hutcheson Sand and Mixes.
- b. Sand homologation granted applies for consecutive editions of the event.
- c. LOCs hosting an event for the first time, and the events where the quality of the sand was declared poor must secure the homologation of a sand sample.
- d. Each sample, up to 1 kg from different layers of 40 cm, must be sent to the FIVB's Official Sand Laboratory properly labelled.

9.3.4 SAND HOMOLOGATION PROCEDURE

The following procedure applies:

- a. Sample should be approximately 0.5kg to ensure a representative sample;
- b. Sample must be placed in a firm plastic container - it must withstand shipping to the FIVB's Official Sand Laboratory in Canada;
- c. Sample submission forms (available on the FIVB website: <http://www.fivb.org/EN/BeachVolleyball/Forms.asp>) must be completed entirely and included with the sand sample;
- d. Samples without proper documents may be seized and destroyed by the customs;
- e. Proper shipping documents for DHL/FED-EX must be included.

9.4 PLAYING SURFACE

9.4.1 GENERAL PRINCIPLES

- a. Playing surface must be at least 40cm deep, made of levelled sand (as flat and uniform as possible) with good drainage and free of rocks, shells or dangerous particles that may cause cuts or injuries to the athletes.
- b. On centre court use of tarpaulin is recommended in rainy weather conditions.
- c. The sand must be sifted prior to the event whenever a natural beach is used.
- d. Sand conditions must be the same on the centre court, side courts and warm up courts.
- e. If concerned about the quality of the sand, the FIVB Technical Delegate must send a sample to the FIVB's Official Sand Laboratory.
- f. LOC must maintain safe playing conditions on court and proper drainage throughout the event;
- g. LOC must have machines available to turn the sand to avoid contingencies;
- h. FIVB officials monitor quality, depth and levelling of the sand on all courts during the inspection visit prior to the event (i.e. before the court and the tribunes are completely set up) as well as during the event (at different times of the day and especially in wet weather).
- i. In case of poor sand results, FIVB may assign Representative of the FIVB's Official Sand Laboratory for an inspection visit of minimum 2 days. All costs related are covered by the LOC.
- j. FIVB Technical Delegate may decide to cancel an event if the quality of the sand is unacceptable and may lead to injury or if the deadline to change the sand, as per FIVB regulations, was not respected.

- k. Failure to comply with the FIVB sand requirements may result in an applied fine of up to USD 100,000 for FIVB WCHs, FIVB WTFs and FIVB WT 3*-5*, and up to USD 20,000 for FIVB WT 1*-2* events. Should the event be cancelled due to the above-mentioned reason, the LOC will be solely responsible for any expenses related including but not limited to the cost of airplane tickets of the teams, referees, FIVB officials, etc.

9.4.2 SERVICE ZONE

The service zone is the area behind the end line and between the extensions of the two side lines. In depth, the service zone extends to the end of the free zone.

9.4.3 TIME-OUT AREA

- a. The Time-out Area should be located at least 3 m away from the scorer’s table and equipped with two seats, beverage cooler, towels and an umbrella.
- b. The umbrellas must remain closed during all rallies to avoid obstructing the visibility of the TV cameras and spectator view.

10. COURTS

10.1 COMPETITION COURTS

LOC is required to set up competition, warm-up and training courts based on the applied competition schedule:

Double Gender Events

# of courts	WCHs	WTFs	WT 5*	WT 4*	WT 3*	WT 2*	WT 1*
Competition Courts	Min 3	Min 2	Min 4	Min 4	Min 4	Min 3	Min 3
Warm-up Courts	2	2	2	2	2	2	2
Training Courts	2	2	2	2	2		

For 1 & 2-star events, for single gender events number of courts = 2 competition courts and 1 warm up court

- a. Courts are to be set up and available to the athletes as per the following timelines:

Deadline	Court Category	Hours
2 days before the QT*	2 warm up courts	9AM – 6PM
1 day before the QT*	All competition courts (except center court)	9AM – 6PM
1 day before the MD*	2 courts for MD teams	9AM – 6PM

**QT – qualification tournament; MD – main draw tournament*

- b. A net of a minimum height of 3 meters must separate all adjacent courts.
- c. Additional courts may be required by the FIVB depending on daylight hours and weather conditions.
- d. The FIVB Beach Volleyball Department or the FIVB Technical Delegate may authorize the set-up of fewer courts, if there are less teams than expected registered for the tournament.

10.2 TRAINING COURTS

- a. Before the tournament, LOC must provide 2 courts (competition or warm-up) for the training sessions of the participating teams;
- b. During the tournament, LOC must keep available all courts to allow athletes to practice or for the organisation of camps, and/or side activities.
- c. If no training court is offered close to the hotel and venue, courts at the venue must then be made available in close proximity and a shuttle should be provided.
- d. One volunteer per court, working under the supervision of the Court Manager, must be available to coordinate the training schedule and to provide athletes with water, etc.
- e. Each of the participating teams is entitled to 1 hour's training per day while teams may be required to train together in the case of high demand.
- f. Mikasa balls should be provided to the athletes upon request for the training sessions. LOC may ask for a deposit from athletes in exchange for the balls (athletes are also responsible for the loss of balls during training sessions).

10.3 WARM-UP COURTS

- a. The Competition Director must ensure efficient communication between the playing courts and the warm up court(s) to constantly inform the athletes warming up of the scores and the start of their next match. LOC must appoint one person responsible for the warm up court area, in regular and direct contact (by walkie-talkie) with the Court Manager or with the scorers.
- b. LOC must provide a minimum of 2 official training courts for each gender at the venue minimum two days before the tournament.

10.4 PANELS

Even though all venues differ in size, both the space available around the court and the side and backdrop panels displayed must be of standard dimensions:

- a. LOC must comply with the advertising panel layout established by the FIVB for each event category and respect the specifications for panel sizes (H. 1m x W. 3m) and numbers around the court(s).
- b. Unless LED panels are used, panels must be made of a rigid material, easy to clean and must not represent any danger to the athletes.
- c. The second row of panels must be clearly positioned, and the first row should not obstruct the visibility of the second row. It is recommended to have the panel of the second row in the size of H. 1m x W. 5m

10.5 FLAGS

- a. Flags featuring local sponsors' logos should be set up vertically and should be placed at least 1.5m above the last row of the bleachers.
- b. Flags of participating countries must be displayed in alphabetical order by country code apart from the hosting country which must be placed first counting from left to right. With the FIVB and World Tour flag (respectively) in the middle of all the flags of the participating countries.

10.6 LIGHTING SYSTEM

Night matches and lighting systems should only be considered in countries where a full stadium during night matches can be guaranteed:

- a. For tournaments with night sessions, the lighting system must provide a minimum of 1500 lux, equaling illuminated measuring 1 meter above the sand.
- b. The lighting system should be ready for the appropriate testing and homologation by the FIVB Technical Delegate and a Host TV Broadcaster representative at least 3 days prior to the start of the event.
- c. Upon request, FIVB may provide complete guideline (in addition to the minimum required 1500 lux.) for the lighting setup, including the number of towers needed for the lights, their height and position, the number of lights and wattage of each light, etc via consultants at the cost of the LOC;
- d. LOC must follow the guidelines and consider and adapt to local conditions in order to meet the competition requirements or, alternatively, employ a lighting engineer sixty (60) days prior to the tournament to provide the FIVB with the venue lighting plans.
- e. Lighting systems must be directed partially on the audience for entertainment and TV purposes.

10.7 WATER PIPES

- a. Courts must be watered before every match and during the games whenever necessary. In high temperature conditions, water hoses should be provided to water the courts' surfaces.
- b. In case neither a high-pressure water system, nor hoses are available to water the sand, additional personnel may be needed to water the sand between matches with manual sprinklers (or water canisters) without delaying the start of the matches.

10.8 ROTOTILLER MACHINE

A minimum of one (1) rototiller machine must be provided and available during the entire duration of the event to improve the quality of the sand (especially in wet weather conditions). The FIVB may request more rototiller machines if the sand condition is very poor due to the drainage or other reasons.

10.9 WIND SLEEVES

A wind sleeve and an anemometer should be available in order to constantly monitor wind speed and direction.

11. SPORT EQUIPMENT

LOC should choose quality equipment and respect the FIVB standard requirements.

11.1 BALLS

- a. The official ball is the "Mikasa" VLS 300 (leather-like material 67 ± 1 cm).

- b. Five (5) balls must be used on each court (four (4) playing balls plus one (1) reserve).
- c. FIVB Official Supplier, Mikasa will supply the official balls at least one month before the tournament. It is forbidden to add, stick and/or write any marks, logos and/or inscriptions on the official Mikasa balls.
- d. Mikasa provides every LOC (if not already in their possession) with a “Ball Inspection Kit” and a “Beach Volleyball Inspection Manual”.
- e. FIVB Delegate (Referee or Technical) checks whether each ball fulfils the FIVB requirements.

11.2 HANDLING MIKASA BALLS

11.2.1 GENERAL PRINCIPLES

FIVB Technical Delegate at the venue makes sure the balls are properly inflated and have not been tampered with:

- a. FIVB Technical Delegate must make sure that the LOC is aware of the procedures in place, including the fact that the balls must not be handled before his/her arrival on site.
- b. The Ball Checker must be available upon the FIVB Technical Delegate’s arrival.

11.2.2 PROCEDURE - BEFORE THE COMPETITION

Upon arrival at the venue FIVB Technical Delegate checks the competition balls as follows:

- a. Meets and debriefs the Ball Checker on his/her role;
- b. Verifies the beach volleyball balls delivery by Mikasa. This includes the the “Ball Inspection Kit” and the “Beach Volleyball Inspection Manual”, plus the relevant forms (“check list” and “evaluation sheet”).
- c. Ensures that the balls are correctly inflated (0.200Kg/ cm² inner pressure). He/she should also ensure that the balls are properly stored during the event.

FIVB Delegate (Referee or Technical) must inspect all balls the day before the competition as follows:

- a. Checks that the inner pressure of each ball is 0.200 Kg/cm²;
- b. Checks that the weight is 260~280g and circumference is 66~68cm;
- c. Numbers/ identifies balls with very small digits;
- d. Conclusion of the inspection must be reported through the form “Beach Volleyball Checklist (for the 1st inspection)”;
- e. The same numbering/court code (see above) will serve as the homologation “signature” confirming that these are the only approved balls to be used for the competition.

11.2.3 PROCEDURE – EVERY COMPETITION DAY

- a. FIVB Delegate (Referee or Technical) and the Ball Checker inspect the
-

- competition ball's pressure, weight and circumference, including balls from warm up courts, seventy-five (75) minutes before the start of the day/session.
- b. Above procedure must be repeated at the end of each competition day (session).
 - c. Any ball considered to be over the approved weight or deformed in shape should be identified and replaced with a new match ball. Results must be recorded through the "evaluation sheet for Beach Volleyball (VLS300)".
 - d. Starting the match protocol, Referees assigned to each match will check the ball pressure of all five (5) competition balls and adjust it if necessary.
 - e. The Ball Checker must be available for responding to any calls on the courts whenever a ball is rejected by the referees or the athletes. This ball should immediately be checked for pressure, weight and circumference.
 - f. The Technical or Referee Delegate, with the assistance of the Ball Checker, must pay attention to the balls used in rainy weather conditions and replace the competition balls as much as possible after each set/match (if feasible) to avoid excessive water absorption. The balls must also be kept dry by wiping them with a cloth.
 - g. After the daily final inspection, the balls must be stored in a dry place with none or very low humidity levels. All used balls must be wiped with a cloth before being stored.

11.2.4 PROCEDURE – FINAL COMPETITION DAY

The Technical or Referee Delegate must complete the form "evaluation sheet for Beach Volleyball (VLS300)" and submit it to the FIVB.

11.3 NET SYSTEM

The FIVB Official Net Equipment Supplier delivers net system(s) for the centre court of FIVB WCHs, FIVB WT 3* - WT 5* events:

Event	Net System Set / #
FIVB WCHs	2
FIV WTFs	1
FIVB WT 5*	1
FIVB WT 4*	1
FIVB WT 3*	1

For 2- & 1-Star Events, the LOC must use FIVB Homologated equipment or cover ALL non-homologated branding from the equipment (including but not limited to Net and Posts)

Net system set includes:

- a. One (1) net
- b. Two (2) antennae and court lines;
- c. One (1) referee chair;
- d. Two (2) posts and pads;
- e. Two (2) post bases.

Detailed net system instructions are available in the [Net System Manual](#).

LOC may use any FIVB homologated net systems to equip the competition courts (except centre court at FIVB WCHs, FIVB WTFs and FIVB WT 3*-5* events where net system is supplied by the FIVB).

11.3.1 NET

- a. Net dimensions: length - 8500 mm X width 1000 mm, net band- width 70 mm top and 50 mm bottom.
- b. Supplier's Brand dimensions on the net bands: length - 93mm X width- 18mm. One logo to be displayed at front and back of the top edge cover on both sides of the net, four (4) logos in total.
- c. Net mesh dimensions : 100 mm x 100 mm ;
- d. Net with a mesh of 45mm X 45mm with applied branding might be used at selected FIVB beach volleyball events;
- e. Antennae dimensions: diameter- 10 mm X length- 1800 mm
- f. Supplier's brand dimensions: length - 10mm X width - 52mm per antenna
- g. While a flexible cable is located within the upper band, a cord can be found within the bottom band to fasten the net to the posts and keep its top and bottom taut.
- h. The height of the net must be 2.43m for the men and of 2.24m for the women tournament, measured from the centre of the playing court with a measuring rod. Both ends of the net (over the side-lines) must be at the same height (measured from the playing surface) and may not exceed the official height by more than 2cm.
- i. Two color bands of 5cm wide and 1m long are fastened vertically to the net and placed above each side line. They are considered as part of the net.
 - a. Two antennae are fastened at the outer edge of each side band and placed on the opposite sides of the net. Antennae are considered as part of the net and delimit laterally the crossing space.
 - b. The top 80cm of each antenna extends above the net and is marked with 10cm stripes of contrasting colors, preferably red and white.

11.3.2 POSTS

- a. Posts dimensions: diameter- 85 mm (upper post), 76.3 mm (lower post) X height- 2550 mm (at highest)
 - b. Brand dimensions on the posts: length- 35 mm X width- 181.3 mm for each post;
 - c. A system to set-up the poles is needed on the sand surface (beach events) and for hard surface that is 40 cm below the sand level (inland events).
 - d. Each post needs to have a system to change the height of the net in order to adjust the court to men's and women's matches;
 - e. Posts must be fixed to the ground at a distance of 0.7m -1m from each side line;
 - f. It is forbidden to fix the posts to the ground with wires;
 - g. Any parts considered dangerous or obstructive must be removed
 - h. All posts must be padded (Mandatory for safety and liability reasons)
-

11.3.3 POST PADDING

- a. Post padding dimensions: length- 230 mm X width- 275 mm X height- 1850 mm
- b. Brand dimensions on post padding: length- 466 mm X width- 90 mm. Limit of two (2) per pad.

11.3.4 COURT LINES

- a. Two side lines and two end lines mark the playing court. Both side and end lines are placed inside the limits of the playing court.
- b. There is no centre line.
- c. All lines are 5cm wide.
- d. The lines must be of a single color in sharp contrast to the color of the sand. No advertising or logos are allowed on the lines unless approved by the FIVB.
- e. Court lines should be ribbons made of a resistant, nonabrasive material, and they must be held at the four corners with buried round wood.
- f. While metal anchors are forbidden to fix the lines, any exposed anchor must be made of a soft and flexible material. The line judges shake the lines to clean off the sand at each court switch, timeout, technical timeout or whenever required. It is extremely important to have adjustable, high quality lines as well as flat rakes which will prevent problems during the games.

11.4 WET BULB GLOBE THERMOMETER

At all centre courts of the FIVB WCHs and FIVB WT 3*-5* events, referees are required to measure the wet bulb globe temperature (WBGT) (a combined measure taking into account air temperature, direct sunshine, radiant heat, wind and humidity).

- a. FIVB supplies Wet Bulb Globe Thermometer devices to the events through the a FIVB Referee Delegates assigned;
- b. Measurements are made 5 minutes before the start of each match on the centre court from the first match of the day until the last match in accordance with the FIVB Heat Stress Monitoring Protocol.

12. SPORT TECHNOLOGY

12.1 SCOREBOARDS

- a. LOC is required to have at least one (1) scoreboard on each competition court.
- b. For FIVB WT 3*-5*, FIVB supplies two (2) electronic scoreboards (LED screens) for the centre court to display match results, athletes' info, competition board, sponsor publicity, statistics, short videos.
- c. For FIVB WT 5* Major Series events, FIVB does not supply electronic scoreboards;
- d. One (1) manual scoreboard must be placed on the scorer's table.

12.1.1 ELECTRONIC SCOREBOARDS

- a. Electronic scoreboards must be placed in the position with the best view for the spectators and TV viewers. When possible, the electronic scoreboards must be placed diagonally at opposite corners of the court on specially built platforms. The visibility of the scoreboards must not be obstructed by any advertising material (e.g. sponsor panels).
- b. Platforms are placed at ground level with a height from min. 50cm to max. 1m from the sand and the wooden and/or metallic support hidden from view by means of a cover.
- c. When possible, it should be dressed with a banner featuring the FIVB event title and the tournament title. In any case, the two (2) scoreboards must be seen by the spectators and on TV;
- d. FIVB LED provider features competition, marketing and sport presentation info on the electronic scoreboards.

12.1.2 ELECTRONIC SCOREBOARDS – RESPONSIBILITIES

- a. Where FIVB supplies the electronic scoreboards (FIVB WCHs, FIVB WTFs, FIVB WT3*-5*), the FIVB Scoreboard Supplier is responsible for the shipping logistics, transportation and on-site operations and maintenance of the two (2) official scoreboards, with the assistance of two (2) scoreboard technicians.
- b. If the LOC chooses to source electronic scoreboards (FIVB WT 1*-2*), the LOC scoreboard supplier is responsible for the logistics, transportation and on-site operations and maintenance of the scoreboards, with the assistance of scoreboard technicians;
- c. FIVB Scoreboard Supplier is responsible for:
 - Providing two (2) scoreboard technicians for each event;
 - Providing two (2) scoreboards per event; and
 - Costs of travel, board and lodging of the two (2) scoreboard technicians;
- e. The FIVB is responsible for:
 - Providing the Scoreboard Company with the names of the FIVB athletes to allow the supplier to keep the database updated; and
 - Providing insurance and handling of all FIVB-designated scoreboard company materials to be used during the events, including set up, take down and packing of such branding material.
- f. Event LOCs are responsible for providing the Scoreboard Company with:
 - The basic feed cables for the two (2) scoreboards. Electrical power supply must be grounded;
 - Two (2) separate locations for the two (2) scoreboards (respecting all international security regulations) and the necessary fixing equipment such as a platform or other devices;
 - Storage for the fixation of such a platform or other devices;
 - A covered and secured storage room of approximately 6m² for all equipment;
 - An adequate location sheltered from inclement weather (with air-conditioning) and equipped with a table of 2m x 0.8m to install the equipment i.e. computers, video character generators, etc. and as well as basic feed, with optimum visibility for both technicians to follow the

matches in the best possible conditions and thus ensure the correct posting of the information on the two (2) scoreboards and on TV;

- One (1) wired Internet DSL connection dedicated to the FIVB scoreboard supplier for live scoring;
- Assistance with the booking of single-room accommodations for each of the two (2) technicians and one (1) FIVB scoreboard supplier representative (as requested) in the “main draw” hotel; and
- Assistance with the set up and take down of the two (2) electronic scoreboards. A minimum of three (3) workers must therefore be provided by the LOC two (2) days before the beginning of each event to one (1) day after the end of the competition in order to ensure the appropriate on-site operations.
- Providing insurance and handling of all FIVB Scoreboard Supplier materials to be used during the events, including set up, take down and packing of such branding material.

12.2 ELECTRONIC SCORESHEET SYSTEM

Implementation of Electronic Scoresheet (E-Scoresheet) to record results is mandatory at all FIVB 3-5-star beach volleyball events, FIVB World Championships and the FIVB World Tour Finals.

12.2.1 E-SCORESHEET EQUIPMENT

The following hardware is required for the E-Scoresheet system implementation:

- a. Two (2) tablets/laptops per competition court;
- b. One (1) tablet protective cover per tablet;
- c. One (1) to two (2) extra laptops or tablets as reserve;
- d. One (1) portable LEDscore (lite score) per competition court;
- e. One (1) to two (2) extra portable LEDscore as reserve;
- f. LOC is responsible to purchase the equipment in due time. Equipment has to be delivered to the venue 2 days before the first day of competition.

Recommended specifications for the tablets are:

- a. Tablet windows 10, min 8 inches;
- b. RAM 1GB, better to have 2GB;
- c. Screen resolution: 1280x800 or higher;
- d. Wireless and Bluetooth;
- e. Cover for the tablets.

12.2.2 FIELD of PLAY (FOP) REQUIREMENTS

Power strips and sockets at the competition office.

Power strips and sockets at the scorers table on each court.

12.2.3 E-SCORESHEET – FIVB RESPONSIBILITIES

FIVB is responsible for:

- a. Coordination with the FIVB Electronic Scoresheet System supplier regards equipment and E-Scoresheet Operators sent onsite;
- b. Electronic Scoresheet System Software available to download:
www.dataproject.com/FIVB
- c. Detailed instructions available in the [Beach Volleyball Electronic Scoresheet Operation Manual](#).
- d. Equipment purchase: Mr. Emilio Spirito, at spirito.emilio@gmail.com and info@tech4sport.com.

12.2.4 E-SCORESHEET – LOC RESPONSIBILITIES

LOC is responsible for:

- a. Space at the venue including access to rest area with food and drinks for E-Scoresheet Operators;
- b. Adequate power supply (with European and Standard plugs) to recharge all tablets /laptops and LEDscore (Lite Score);
- c. Furniture including big tables for the LEDscores (Lite Score) and tablets/laptops;
- d. Cabling Protection;
- e. Power wired Internet access;
- f. Secured storage area for the tablets/laptops and LED scores (Lite Score) with enough power outlets for overnight charging;
- g. Integration support with Sport Presentation technology as required.

12.3 VIDEO CHALLENGE SYSTEM

For FIVB WCHs and FIVB WT 5* events, World Championships and World Tour Finals, the LOC is required to implement the Video Challenge System (VCS) as per the FIVB requirements.

12.3.1 VIDEO CHALLENGE EQUIPMENT

VCS Supplier provides:

- a. VCS equipment is supplied three to four (3-4) days before the implementation of the video challenge;
- b. thirteen (13) color officiating cameras positioned around the court;
- c. On the day prior to competition, VCS Supplier requires a minimum of two hours of court time during daylight hours to set up and test the net post cameras;
- d. Ten (10) to twelve (12) cameras on upper tiers of stadium;
- e. Eight (8) PCs desktops;
- f. Cabling.

12.3.2 FIELD OF PLAY (FOP) REQUIREMENTS

The following requirements on the FOP apply:

- a. Position on FOP - only pre-installed cameras (FOP access will be required by Video Challenge Operators when cameras need attention)
- b. Space Required - only for pre-installed cameras behind court side boards
- c. Power - three (3) dedicated technical power sockets at each end of the court (230v, 16A or 110V equivalent), as indicated in the diagrams below with red crosses. Power outlets must be in place by 2 days prior to the use of video challenge).
- d. One (1) power socket located underneath the first referee chair (230v, 16A or 110V equivalent);
- e. No power outlets required for upper tier cameras (power to be supplied by cables supplied);
- f. Furniture - 4m desk space and 4 chairs (3 Video Challenge Operators and 1 Video Challenge Referee);
- g. Cabling - sufficient cabling length required to ensure that no VCS cameras or processes sit on the playing area.

12.3.3 OPERATIONAL AREA REQUIREMENTS

The following operational requirements apply:

- a. Position in the stadium - best position like a traditional media commentary box/booth within 90m of the FOP and with direct view to the FOP (Final location TBC with FIVB and VCS Supplier)
- b. Space required is minimum 5m x 5m room (e.g. a commentary box);
- c. Air-conditioning system;
- d. Power;
- e. Dedicated Technical Power as provided to the host broadcaster, otherwise a dedicated 230V power (require a minimum of 32A), distributed over 2 x 16A sockets. Power supply should be suitably earthed to ensure safe operations;
- f. In countries where only 110V power can be provided, a minimum of 33A will be required per socket;
- g. The power should be available to VCS at least 3 days before the tournament and always be solely for the VCS use.
- h. Furniture - 4 chairs, 3 x 2m desks
- i. Cabling Protection - protection of cables being run back to the operations area
- j. Internet - cabled Internet, at least 4Mb/s up and down. If this can be provided via Wi-Fi then this is sufficient.
- k. Integration with the Video Screen: VCS needs to be informed at least one week before the event the output format required for the Video Screen. For example, Analogue or SDI, HD or SD.
- l. Communication must be ensured with the Video Screen operator via radio or wired talk back to ensure a smooth switching protocol during reviews.
- m. Supplied cabling for VCS to provide output to the Video Screen.
- n. Radios – two (2) high performance two way radios and appropriate chargers;

-
- o. Storage - storage of three VCS flight cases (120 x 80 x 80 cm) before the arrival of Video Challenge Operators on site and during the event;
 - p. Access to Class II commercial ladder of at least 6 feet for positioning of elevated camera positions;
 - q. Video Challenge Referee must be present at the operations areas to liaise with the 1st Referee through the Referee Communication System.
 - r. Referee Communication System allows the 1st Referee to communicate through the PA system. However, a lapel (i.e. lavalier) microphone must be provided to the 1st Referee to improve the sound quality.
 - s. Detailed requirements are available in the [Hawk-Eye Beach Volleyball Technical Requirements](#).

12.3.4 TV BROADCAST REQUIREMENTS

The following TV Broadcast requirements apply:

- a. In advance VCS requires a TV Broadcast schedule with 'on air' timings and dates, alongside a production manual/ call sheet containing the relevant Broadcaster contacts;
- b. VCS provides TV Broadcast with one SDI vision feed output communicating the challenge decision. VCS can provide the vision feed in a variety of formats, however the format required must be communicated to VCS at least one week prior to the event;
- c. TV Broadcast needs to provide and run the cabling from the TV truck to the VCS Operations area for the VCS output to be sent to TV Broadcast;
- d. VCS requires TV Broadcast to provide and run the following vision feeds to the VCS Operations area:
- e. Program/TX feed as a HD-SDI signal
- f. Reference for our output if our signal to TV cannot be frame stored (black and burst or tri-level reference).
- g. VCS requires a communications panel and foot pedal with access to the TV Director, engineering and to hear court effects (e.g. umpire's microphone) at the VCS Operations area.
- h. Small speaker and XLR cable to hear court effects (e.g. umpire's microphone), to be provided in the VCS Operations area.
- i. VCS provides a computer server (Dimensions: 53cm x 45cm x 21cm & Weight: 25kg) in the TV Compound to capture all TV cameras to be used as part of the officiating procedure and for video recording and clipping services.
- j. TV Broadcast to provide all angles in HD-SDI. Super slow motion (SSM) cameras are to be made available across three phases. Sharing of the broadcast camera plan (in advance) will allow pre-definition of the specific feeds required by VCS.
- k. TV Broadcast to provide IEC power for the VCS Server (230V, 5A or 110V equivalent)
- l. TV Broadcast to provide BNC SDI vision loom for all camera feeds
- m. 1 GB/s network connectivity to be provided between the TV Compound and VCS Operations area by the event / TV Broadcast. If the distance to the TV Broadcast is less than 80m a Cat6 cable can be used, however if the distance

is greater than 80m a fibre connection with an RJ-45 connection at each end via 1GB/s media converters will be required.

- n. Cabled internet of at least 8Mb/s and down. If this can be provided via WI-FI then this is sufficient.
- o. VCS will require a small SDI monitor in the VCS Operations area to view the Program/TX feed.

12.3.5 CAMERA FEED REQUIREMENTS

The following Camera Feed requirements apply:

- a. VCS requires the following camera feeds from RBMH/HB
 - 1
 - (SSM across 3 phases)
 - (HSSM provided as a 50Hz feed)
 - (SSM across 3 phases)
 - 11
 - 12
 - 16 (HSSM provided as a 50Hz feed)
 - TX
- b. A TX feed provided in an SDI monitor in the operations area.

12.3.6 VCS – FIVB RESPONSIBILITIES

FIVB is responsible for:

- a. Coordination and logistics of the equipment delivery to the country of the tournament;
- b. VCS equipment including shipment;
- c. Part of the VCS service fee;
- d. International travel and per diem of the Video Challenge Operators and Video Challenge Referees.

12.3.7 VCS SUPPLIER'S RESPONSIBILITIES

VCS Supplier is responsible for:

- a. Pre-event communication with LOC;
- b. VCS Operator checks the camera angles on the FOP in the 2h 30-minute period prior to the first whistle.

12.3.8 VCS - LOC RESPONSIBILITIES

LOC is responsible for:

- a. Space at the venue - including access to rest area with food and drinks for Video Challenge Operators;
- b. Power supply;
- c. Furniture;
- d. Cabling Protection;
- e. Internet access;

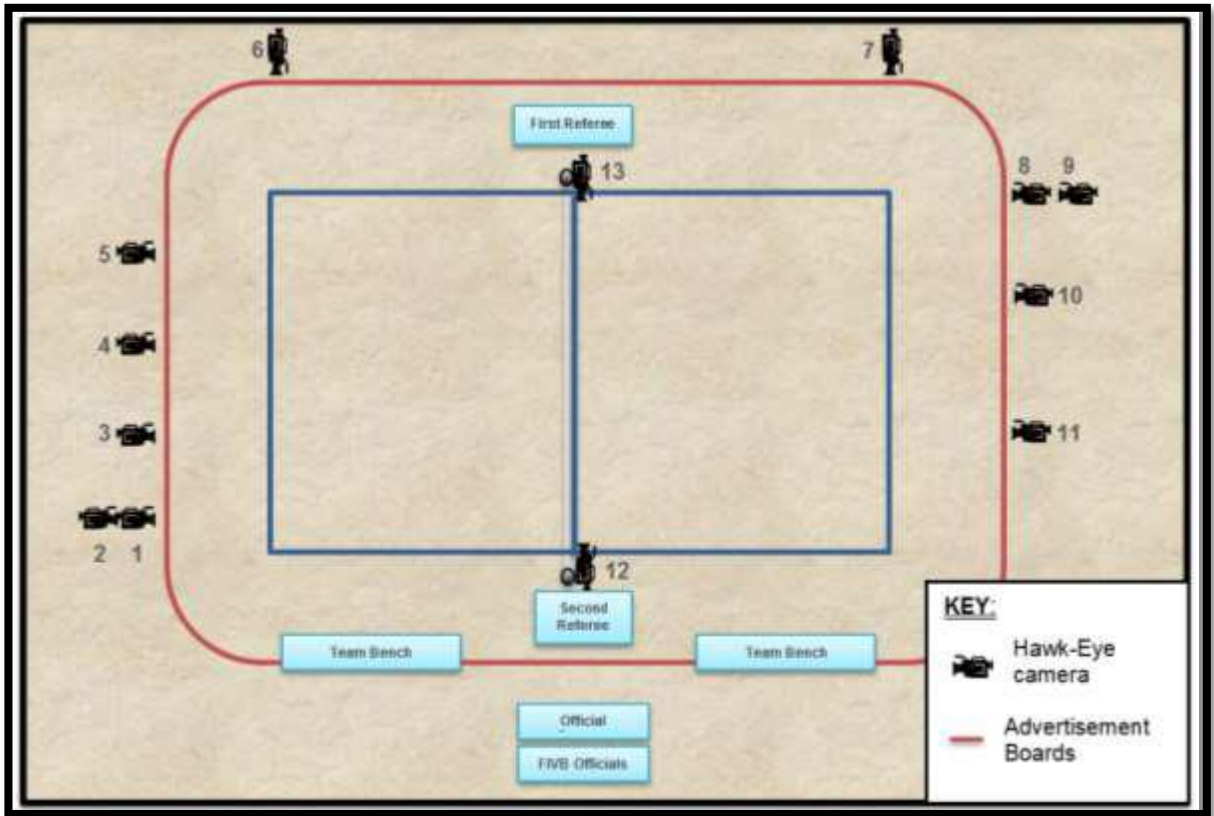
- f. Integration support with Sport Presentation technology as required;
- g. Lapel (i.e. lavalier) wireless microphone integrated with the PA system
- h. Accreditation for Video Challenge Operators with access to FOP, courts, camera position and operations area;
- i. Storage of three VCS flight cases (120 x 80 x 80 cm) before the arrival of operators on site and during the event;
- j. Delivery to the venue;
- k. Host broadcaster contact details/ camera plan where available;
- l. Graphics of sponsors, advertising or other images required in the virtual reality world;
- m. Local transportation, accommodation, and meals for Video Challenge Operators and Video Challenge Referees;
- n. Cover the cost for use of VCS, USD 4,000 per day of implementation;
- o. Photos of the venue to pre-agreed tracking camera locations, at least two weeks before the event;
- p. Details of the match ball to be used.

12.3.9 VCS – SET UP

VCS set up requires two days.

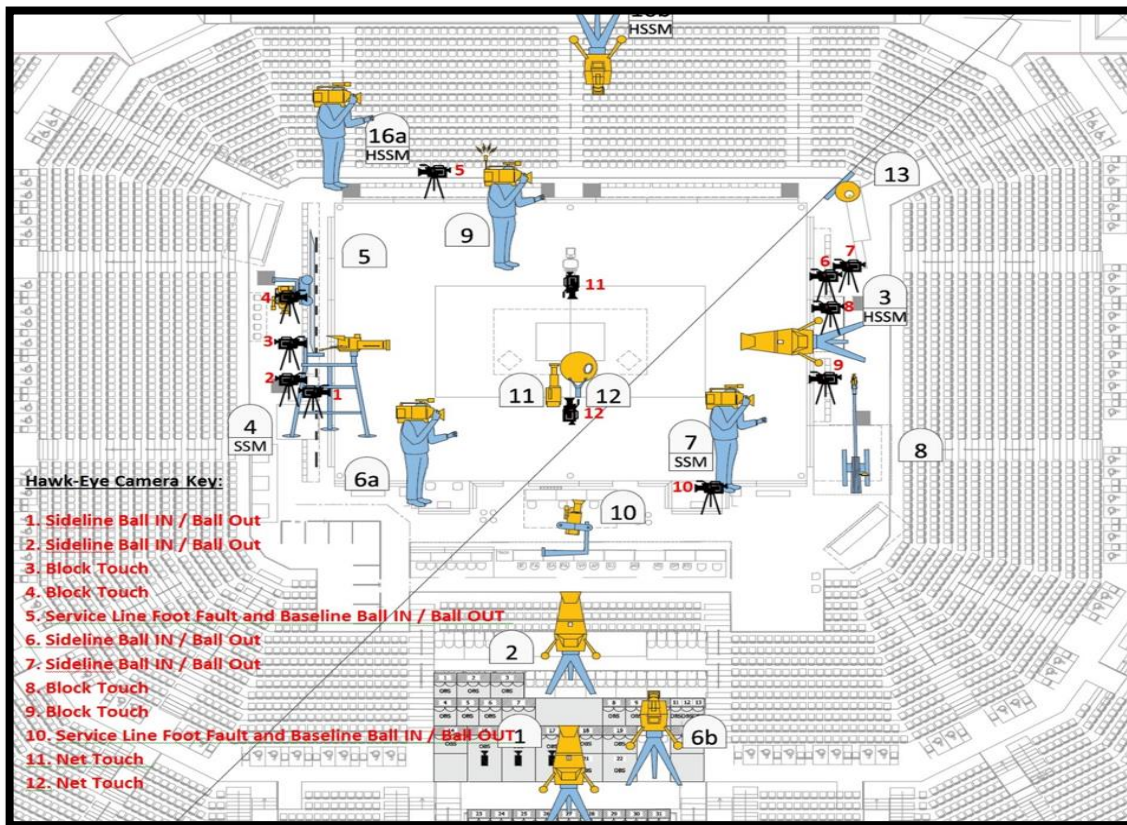
- a. Day 1 – LOC is to provide the following:
 - Accreditation;
 - Power in VCS Operations Area and Courtside;
 - Table and Chairs in the VCS Operations Area;
 - Suitable air conditioning in VCS Operations Area;
 - Internet in the VCS Operations Area;
 - Two high performance radios and appropriate chargers;
 - Cabling for integration with Video Screen;
 - Communication with the Video Screen Operators;
- b. Day 1 – VCS is to set up:
 - Operations Area;
 - SMART Replay cameras courtside;
 - Integration with Video Screen.
- c. Day 2 – LOC is to provide the following:
 - Protection of cables being run back to the VCS Operations Area from courtside;
- d. Day 2 – VCS is to:
 - Align SMART Replay cameras courtside;
 - Test automation system;
 - System sign off at Referee Clinic;
 - Set up integration with TV Broadcaster (depending on the arrival time).

Note: depending on the tournament and arrival of the VCS operators, the above schedule can change.



(Image 1 – Field of Play VCS Camera Layout – 18 cameras)





Upon request, FIVB will provide the VCS guidelines to the LOC.

Image 3- Copacabana Venue – OBS camera plans with 17 VCS cameras

12.4 FIVB COLLABORATION WITH SPORTRADAR

12.4.1 STREAMING FOR THE BETTING PLATFORM

Sportradar Media Services GmbH

SPORTRADAR MEDIA SERVICES GMBH, produce and encode the feed in order to allow the streaming on the platforms for internal purposes and FIVB's website(s). In order to fulfil the streaming, organisers are required to provide the following requirements for SPORTRADAR.

Sportradar Media requires access to a dedicated physical internet connection with a minimum UPLOAD and DOWNLOAD bandwidth of 4 Megabit/sec on each competition court for Internet Video LIVE Streaming & LIVE Scoring purposes on site.

As a high amount of data is constantly uploaded to a streaming server while an Internet Video LIVE Stream is processed, a reliable high UPLOAD and DOWNLOAD bandwidth – in this case 4 Megabit/sec – is crucial for successful production and broadcast. The provided internet line may not be shared with any other party (e.g. Press/Media, tournament office, etc.).

The required physical internet connection with a minimum UPLOAD and DOWNLOAD of 4 Megabit/sec has to be ordered by the local Organiser in due time and a written booking confirmation as well as the internet cost information must be forwarded to Sportradar Media at

(av-production@sportradar.com) no later than 8 weeks prior to the start of the event. Cost of internet will be covered by Sportradar.

Sportradar will inform the LOC prior to each event about the number of courts that will be covered (Centre Court and one side court) and reconfirm the required internet connection in time and prior the event. Cost of the internet connection is covered by the Sportradar.

Requirements to be provided by the organiser

- Provision of a dedicated physical internet connection with a minimum UPLOAD bandwidth of 4Megabit/sec.
- Provision of a router with at least 4 Ethernet ports provided by the local ISP (Internet Service Provider) accessible via LAN cable. Internet line/s and modem do have to be installed at the Sportradar Media main working positions.
- Installation on site no later than 2 days prior to the start of the Qualification tournament.
- Promote is required to ensure that the following ports are open:

TCP-Port 80, 443 and 1935 (incoming/outgoing)

UDP-Port 2077, and 2088 (incoming/outgoing)

This is crucial for our streaming production.

Provision of a main streaming and production working position

Sportradar will bring all required streaming and video equipment to the event.

- Access to the dedicated physical internet connection with a minimum UPLOAD and DOWNLOAD bandwidth of 8 Megabit/sec (as in 1.1.)
- Constant, reliable power supply (230 V) to the working position.
- Sufficient working space, for setting up the streaming/scoring/video system (e.g. desktop/table; approx. 2,00m x 0,75m, chairs, etc.)
- Weather-proof working position (rain-, wind-, sun-deflecting)
- Working position must have unobstructed view on the Centre Court. This can be a position between Centre Court and Side Court.
- Provision of the host broadcaster signal for all televised matches to Sportradar working position via BNC and embedded audio.
- Lockable storage for equipment overnight

As Sportradar will operate a LIVE Scoring System for internal purposes, a clear and unobstructed view of the court, the scoreboard & the referee is crucial.

Camera Position

Each LOC is required to do its utmost and provide Sportradar with the best possible camera position, as determined by Sportradar, in the audience behind the base-line (Sector A or Sector C) on the Centre Court. A power supply at each camera position must be provided by the LOC.

TV signal collection at the streaming workstation

- Provision of TV feed of all televised matches by the Host Broadcaster to Sportradar free of charge.
- Provision of the feed via HD-SDI cables and embedded audio to Sportradar main working position

Provision of a detailed map of the venue by the LOC

Detailed venue layout including the following information must be provide to Sportradar prior to the tournament

- Planned position of the streaming workstation
- Planned camera position/s

Any changes must be communicated by the LOC to Sportradar in due time

12.4.2 TEAM VIDEO SERVICES

FIVB in collaboration with Sportradar provide Team Video Services for the 3-5 star tournaments, Olympic Qualificaiton Tournament, World Championships and World Tour Finals. This service is provided on all competition courts. In addition to the requirements indicated in 12.4.1, LOC must ensure that a reliable internet connection will be provided on all competition courts for this service.

12.5 REFEREE COMMUNICATION SYSTEM (if any)

For FIVB, FIVB WT 5* events, World Championships and World Tour Finals, the LOC is required to implement the Referee Communication System as per the FIVB requirements.

12.5.1 EQUIPMENT

FIVB supplies the following equipment: 2x8 headsets 2 days before the tournament.

12.5.2 FIELD of PLAY (FOP) REQUIREMENTS

Power outlets at the competition office.

12.5.3 LOC RESPONSIBILITIES

LOC is responsible for:

- a. Provide a space at the venue;
- b. Power supply;
- c. Coordination with centre court Public Announcement System.

13. VENUE HOMOLOGATION

- a. One (1) day before the tournament, FIVB Technical Delegate inspects the status of the venue structure, courts and the sport material.
- b. FIVB Referee Delegate, Tournament Director, Competition Director and Operational Director attend the inspection visit.
- c. If the venue is not homologated by the FIVB Technical Delegate, he/she can decide to postpone the start of an event until all measures of security are guaranteed and the requirements are fulfilled by the LOC.
- d. FIVB Technical Delegate report to the FIVB through the Stadium and Facilities Homologation Checklist ([BVB/29 form](#)) and the Court Equipment Checklist ([BVB/30 form](#)).

14. TRAVEL

14.1 INTERNATIONAL TRAVEL

- a. FIVB is responsible for the international travel of the FIVB assigned Delegates and Referees unless FIVB - LOC agreement stipulates otherwise.
- b. FIVB Beach Volleyball Department coordinates the Delegates and Referees international travel 2 months before the tournament and confirms travel details to the LOC.
- c. FIVB recommends starting as early as possible the application of visas.

14.2 ENTRY VISA AND PASSPORTS

- a. LOC or Host NF is to supply official invitation letter and extend visa assistance where possible for athletes and their crew, FIVB Delegates and Referees.
- b. Athletes and their crew, FIVB Delegates and Referees are responsible for any costs associated to the passport or Entry Visa administration process.

14.3 LOCAL TRAVEL

- a. LOC is responsible for local transportation for Main Draw athletes and all FIVB Officials (Representatives, Delegates and Referees).
- b. Local transportation entails:
 - Greeting and transportation to and from the airport/ train station **starts as of five (5) days before the beginning of the Main Draw**
 - Main Draw Athletes will be picked up only if the organizer has received the forms duly completed (BVB/31) at least 3 days before the teams' arrival
 - The deadline to send the forms (BVB/31 and BVB/31b) is 3 days before the arrival or at least 2 days before start of the Main Draw.
 - Shuttle service between the venue and the hotel with 30 min interval at least 5 days before the tournament until the last day of the tournament;
 - Rate card for the local transportation service to the Qualification Tournament athletes/ teams, athlete's entourage – coaches, physiotherapists, family and guests.

- Shuttle service for media representatives is recommended.
- c. LOC may use a [BVB-31](#) form to receive local transportation need for athletes, or an online system
- d. Details on local transportation are included in the Specific Event's Regulations [BVB-06](#) issued 3 weeks before the tournament.
- e. Transportation vehicles must be of good quality and with air-conditioning, and sufficient space for luggage.

14.4 ACCOMMODATION

LOC arranges and pays for the hotel accommodation in the Host City for Main Draw athletes (excl. 1-star events) participating in the tournament, and all of the FIVB officials (Representatives, Delegates and Referees):

	Role	# of officials	Arrival (From start of the event)	Departure (From end of the event)
FIVB WCHs	FIVB Beach Volleyball Director	1	-5 days	+1 day
	Technical Delegate / Assistant Technical Delegate	1*	-5 days	+1 day
	Referee Delegate / Assistant Referee Delegate	1*	-2 days	+1 day
	TV Delegate	1	-4 days	+1 day
	TV Coordinator	1	-4 days	+1 day
	TV Commentator	1	-1 day	+1 day
	Media Delegate	1	-5 days	+1 day
	Social Media Journalist	2	-3 day	+1 day
	BTS Crew (if any)	4	-2 day	+1 day
	Photographer / Videographer	2	-1 day	+1 day
	Getty Images Photographer	1	-1 day	+1 day
	Medical Delegate	1	-1 day	+1 day
	Referees	16**	-2 days	+1 day
	Video Challenge Referees	3	2 days before the TV matches	+1 day
	Video Challenge Operators	3	3 days before the TV matches	+1 day
	Team Statistics Delegate	2	-1 day	+1 day
	Brand Implementation Manager	1	-5 days	+1 day
Main Draw teams	48	-1 day before MD	+1 day after elimination	

* - depends on # and size of the venues

** - depends on # of competition courts

WTFs & WT	Role	# of officials	Arrival (From start of the event)	Departure (From end of the event)
	Technical Delegate / Assistant Technical Delegate	1/2*	-3 days	+1 day
	Technical Delegate Trainee	1	-3 days	+1 day
	Referee Delegate / Assistant Referee Delegate	1/2*	-2 days	+1 day
	TV Coordinator	1	1 day before the TV matches	+1 day
	TV Commentator	1	1 day before the TV matches	+1 day
	Media Delegate	1	-1 day	+1 day
	FIVB Representative	1	-1 day	+1 day
	Referees	8/12/16**	-2 days	+1 day
	Video Challenge Referees	3	2 days before the TV matches	+1 day
	Video Challenge Operators	3	3 days before the TV matches	+1 day
	Main Draw teams	10/16/ 24/ 32***	-1 day before MD	+1 day after elimination

* - depends on # and size of the venues

** - depends on # of competition courts

*** - depends on the event's category

Note: Depending the tournament's needs, FIVB might decide to have the Technical Delegate arrive earlier than the above schedule.

- a. LOC provides local accommodation based on the tournament category:

Event Category	Hotel Category
FIVB WCHs & WTFs	Minimum 4 star
FIVB WT 3*-5*	Minimum 4 star
FIVB WT 2*	Minimum 3 star

- b. For Qualification Tournament teams and athletes' entourage, LOC recommends hotels nearby, but does not cover the cost.
- c. Main Draw athletes are required to check in 1 day before the Main Draw tournament and check out the morning after elimination;
- d. FIVB Delegates are accommodated in single rooms;
- e. For FIVB WT 4* and 5* events all referees should be accommodated in single rooms (3* hotel is acceptable) while for FIVB WT 3* events, double rooms (only for referees and athletes) are acceptable;
- f. LOC must extend accommodation assistance (not cover the costs) for FIVB Partners, Sponsors and Suppliers when required;
- g. Should there be a need to extend the hotel stay of Main Draw athletes and FIVB officials due to disrupted competition schedule, LOC covers the extra costs.
- h. All extra costs, like mini bar, phone calls, and additional hotel days for personal reasons are to be charged directly to the guest concerned upon check-out;

- i. LOC submits accommodation plan to the FIVB through the General Information Form by November of the preceding year of the tournament.
- j. Details on accommodation are included on the FIVB website and in the Specific Event's Regulations [BVB-06](#) issued 3 weeks before the tournament.

14.5 MEALS AND CATERING

LOC is responsible to provide quality breakfast, lunch and dinner to the athletes and FIVB Officials (Representatives, Delegates and Referees) except for 1-star events:

- a. Breakfast and dinner is usually served at the hotel;
- b. Lunch catering is usually provided at the venue, depending on the distance between the hotel and the venue;
- c. All meals need to be served for a minimum of 3 hours at a time. Service hours need to be extended in case of night matches or modified competition schedules;
- d. All meals need to be with carbohydrate-rich and protein rich foods.
- e. LOC provides refreshments and snacks in the Athletes' Area, FIVB Delegates Offices, Media Centre, Referee and Line Judges Area.
- f. Still water needs to be available for athletes, officials, staff and volunteers throughout the venue during the tournament.
- g. LOC submits meals and catering plan to the FIVB 8 weeks before the tournament;
- h. Rate card for the lunch catering service to the athlete's entourage – coaches, physiotherapists, family and guests is recommended.
- i. LOC must extend catering assistance for FIVB Partners, Sponsors and Suppliers when required.

15. PRELIMINARY INQUIRY AND TECHNICAL MEETING

15.1 GENERAL PRINCIPLES

- a. Athletes' attendance at the Preliminary Inquiry (PI) and/ or Technical Meeting (TM) is mandatory.
- b. Confirmation of the Preliminary Inquiry and/ or the Technical Meeting (date, time and location) is included in the [Specific Event's Regulations \(BVB-06\)](#) and posted on the FIVB website 3 weeks before the tournament.
- c. Athlete is responsible to consult the FIVB website and the Specific Event's Regulations regards the date, time and location of the PI and TM.
- d. Exceptionally, if an athlete or a team cannot attend the PI and/or TM, he / she must be excused in writing by the FIVB Technical Delegate assigned to the tournament.

15.2 PRELIMINARY INQUIRY

Preliminary Inquiry (PI) is held before the Qualification Tournament and before the Main Draw Tournament and lasts a minimum of 2 hours. PI is conducted by the FIVB Technical Delegate with the help of LOC to:

- a. Verify Athlete Eligibility and status of the Athlete Forms – [Health Certificate](#)

[\(BVB-10\)](#) and [Athlete's Commitment \(BVB-01\)](#);

- b. Confirm presence of the athlete / team;
- c. Verify athletes' ID;
- d. Verify athlete's uniforms and accessories as per FIVB Regulations;
- e. Verify athlete number (1 or 2) assigned through the VIS;
- f. Confirm Athlete Entry and Seeding points;
- g. Check athlete bank information in the VIS and remind athletes of the Prize Money payment method at the tournament;
- h. Record athlete shirt colors and sizes;
- i. Confirm eligible athlete / teams list;
- j. Draws the teams in case of ties of Seeding points within 1 h from the end of the PI.

15.3 TECHNICAL MEETING

LOC may choose to organize a Technical Meeting (TM) for the Qualification Tournament and / or Main Draw Tournament;

- a. Confirmation of the TM (date, time and location) is included in the [Specific Event's Regulations \(BVB-06\)](#) and posted on the FIVB website;
- b. Duration of a TM is approximately 30 minutes;
- c. TM is conducted by the FIVB Technical Delegate with the help of LOC to give the floor to the LOC, sponsors, Host NF Delegate to provide information to the participating teams.

15.4 TECHNICAL MEETING REQUIREMENTS

LOC coordinates and provides the following:

- a. Conference room with sufficient capacity;
- b. Translator if required;
- c. Sound system;
- d. Computer and printer to issue the Daily Bulletin;
- e. Urns for the drawing of lots with eggs containing the team names and country codes printed on paper;
- f. Board showing the first round of the draw;
- g. Blank bracket forms (same as the billboards) to be printed and distributed to the athletes immediately upon the conclusion of the draw;
- h. Court Assignment table;
- i. Billboard with competition brackets and court assignment table.
- j. Information kit including general info about the tournament and the FIVB Regulations related to international participation and social activities must be distributed to the athletes along with the following items if possible:
 - Participating teams/countries;
 - Athletes' eligibility;
 - Accreditations;
 - Regulations related to coaches and team physiotherapists;
 - Sanctions and withdrawals;
 - Prize Money payment procedure and breakdown;

- FIVB Entry/Seeding Points;
- Competition schedule and program;
- Stadium and facilities layout;
- Specific competition regulations for all participants;
- Information on board and lodging;
- Information on medical services and doping controls;
- Information on transportation for officials, referees, heads of delegation, athletes, LOC, FIVB Sponsors and partners, as well as media representatives;
- Uniform distribution procedures;
- Protocol for the awarding ceremony;
- LOC members ([BVB/05 form](#));
- Useful telephone numbers;
- List of the tournament's sponsors;
- Name of the Host TV Broadcaster.

15.5 DAILY BULLETIN

FIVB Technical Delegate is responsible to issue the Daily Bulletin in print, via email and posted on the FIVB website. The Daily Bulletin is distributed onsite to officials, LOC members, sponsors, host broadcasters, athletes and accredited media. In general, the daily bulletin is printed directly from the VIS and includes:

- a. One day before the start of the competition: cover, participating teams, match schedule, bracket/pools, any eventual communication of the LOC;
- b. At the end of each competition day: cover, match schedule, match results, bracket/pools, event's ranking, any eventual communication of the LOC;
- c. On the final day: cover, press release, match results, final bracket, final event's ranking, any eventual communication of the LOC.

16. MEDICAL SERVICES

16.1 MEDICAL ASSISTANCE

[FIVB Medical & Anti-Doping Regulations](#) are in force. During the competition, LOC must provide medical assistance for the athletes, including:

- a. Medical Services Area at the venue with at least two doctors on duty whenever there is a training session or during the competition;
- b. For events with more than one venue, it is required to have at least one doctor and one physiotherapist available at all courts;
- c. A doctor on 24-hour duty at the athletes' hotel with first aid medical supplies;
- d. Assigning hospitals near the venue for emergency specialist care and hospitalization, if needed;
- e. Massage room with at least 2 physiotherapists for single gender events and 4 physiotherapists for double gender events located close to the athletes' lounge; An ambulance equipped for advanced cardiopulmonary resuscitation (including defibrillator) must always be available, parked as close as possible to the venue, nearby the medical area.

- f. First aid room at the venue with a doctor on duty (the first aid room must be equipped with all necessary instruments and medicine);
- g. Tables for first aid as close as possible to the playing area with a Red Cross sign and a doctor on duty;
- h. Immediate medical assistance to be provided to the athletes on court whenever a medical time-out is called.
- i. The first aid and ambulance service must also be available to help FIVB Officials, referees, heads of delegation, spectators, LOC members, FIVB Sponsors and partners, as well as media representatives whenever needed.

16.2 ANTI-DOPING EDUCATION - CERTIFICATE

FIVB believes that it is vital that its athletes are aware of their rights when it comes to Anti-Doping:

- a. Therefore, the FIVB develops, maintains and distributes an Anti- Doping educational program. The e-learning platform "[FIVB Play Clean](#)" teaches athletes about their rights and responsibilities, gives advice on healthy lifestyle practices aimed at averting them from doping.
- b. Athletes, who successfully complete this educational program, will be granted an Anti-Doping certificate.
- c. Athletes who want to enter in an FIVB beach volleyball event must acquire an Anti-Doping certificate first.

16.3 DOPING CONTROLS

- a. All athletes are subject to in-competition testing by the FIVB, the athlete's NF, and any other anti-doping organization authorized for testing at the FIVB Beach Volleyball event in which they participate under the World Anti-Doping Code.
- b. All athletes are also subject to out-of-competition testing at any time or place, with or without advance notice, by the FIVB, WADA, the athlete's NF, the athlete's national anti-doping organisation, or the IOC during the Olympic Games.
- c. All controls must strictly follow the [FIVB Medical & Anti-Doping Regulations](#) and World Anti-Doping Code. The procedures for anti-doping controls are detailed in the [FIVB Medical & Anti-Doping Regulations](#). The controls should be conducted under the supervision of the FIVB Medical Delegate and/or the FIVB Technical Delegate.
- d. As specified in the [FIVB Medical & Anti-Doping Regulations](#), the FIVB has adopted the World Anti-Doping Code and the WADA List of Prohibited Substances. Note that this list is not exhaustive and is intended to serve only as an example of the types of substances and methods that are restricted. Any modification of the Prohibited List by WADA becomes effective for all FIVB purposes three months after publication by WADA without requiring any further action by the FIVB. The Code and Prohibited List in force are available online at the FIVB and WADA websites (www.wada-ama.org).
- e. The in-competition schedule is decided by the Medical Commission

President, and the FIVB Medical Department. The FIVB Medical Department makes the necessary arrangements with the national anti-doping agency (or other appropriate agency) to conduct testing on behalf of the FIVB, and organise appropriate staff on site and the equipment required for testing according to the anti-doping test plan for the event. The appropriate time to sign this agreement is at least 60 days prior to the event.

- f. During the competition, anti-doping controls are performed according to a schedule that is agreed upon by the FIVB Medical Delegate and the FIVB Technical Supervisor. Athletes are normally tested only after their last match of the day. However, athletes may be selected for doping control at any moment of the day and the FIVB Medical Delegate can decide to submit one or several extra athletes for testing at any time during the tournament.
- g. This includes athletes withdrawing from the competition. If a team withdraws from a match because of injury or illness or for other reasons, both athletes must report to the scorers' table to be available for doping control. Failure to report may be prosecuted as a missed test.
- h. The routine selection of athletes from a chosen match should be performed by a drawing of lots immediately upon conclusion of the match, usually by the team captain. However, the drawing of lots may also be undertaken by the Medical Delegate or by an authorized member of the doping control team under the Medical Delegate's supervision. Athletes are not allowed to leave the court area until the draw has been completed. Sanctions for a positive case will be applied according to the [FIVB Medical & Anti-Doping Regulations](#).
- i. Before the start of the season, the FIVB collects from the participants a valid [Health Certificate \(BVB-10\)](#) for the season.

16.4 HEAT PREVENTION MEASURES

16.4.1 GENERAL PRINCIPLES

FIVB Heat Stress Monitoring Protocol consists of three elements:

- a. Wet Bulb Globe Temperature (WBGT) measurements on centre court during all FIVB beach volleyball events;
- b. Continuous data collection covering all events;
- c. Systematic recording of any heat-related medical forfeits at FIVB beach volleyball events.
- d. The data collection and reporting are the responsibility of the FIVB Referee Delegate.

16.4.2 WBGT MEASUREMENTS

- a. Temperature measurements are to be taken on the centre court 5 minutes before the start of each game in front of the scorers' table, approximately 1.5m above the sand level.
- b. If the scorers' table is in the shade, the measurement must be made in a sunny area closer to the court or even on the court.
- c. No measurements are necessary from the outside courts.
- d. The measurements are to be taken by a reserve referee (or the referee from

- the previous match).
- e. The data collection procedures must be outlined at the referee clinic before each tournament.
- f. The following data should be recorded on the [Heat Stress Monitoring Form](#): Wet Bulb Globe Temperature (WBGT), Air Temperature (TA), Black Globe Temperature (TG) and Relative Humidity (RH).
- g. The data are recorded using a Heat Stress WBGT Meter (Model HT30, Extech Technology). User's Manual offers detailed instructions on how to operate the meter. It is important to note the following important points: First, the protective sliding cover must be open to allow air (wind) to flow through the meter. Second, the meter should always be set to outside (OUT) mode, regardless if there is direct sun exposure or not. The alarm settings should be disabled by setting it to the maximum limit.

16.4.3 WBGT DATA REPORTING

- a. An Excel reporting file has been created to enter the data collected.
- b. Daily printouts of the Heat Stress Monitoring Form should be used on center court to enter the data collected. Daily averages and peak values will be calculated automatically.
- c. Printouts must be checked and signed by the Referee Delegate against the original paper record.

16.4.4 RECORDING OF HEAT-RELATED MEDICAL FORFEITS

- a. If a medical forfeit occurs, the referee will ask the injured athlete if this is due to heat exhaustion and/or dehydration. If this is the case, the athlete is also asked, if he/she has suffered from diarrhea during the past five days.
- b. The Referee Delegate must include the medical forfeit in the final report. At the end of the tournament;
- c. The Technical Delegate will submit the signed printouts to the FIVB along with score sheets and other information after the event.
- d. The Referee Delegate is responsible for submitting the Excel file with all data to the FIVB Referee HUB.

16.4.5 HIGH HEAT AND / OR HUMIDITY

- a. Weather conditions can not represent any danger of injury to the athletes.
- b. FIVB beach volleyball events are regularly played in conditions of high heat and humidity, which may pose a risk of dehydration and heat exhaustion.
- c. Deciding if weather conditions are proper for playing each match during the competition should be based on the WBGT. Continuing with the match should be carefully considered if the WBGT index exceeds 31. Whenever the prevailing weather conditions indicate that the WBGT index will exceed 31, the decision should be taken by the FIVB Technical Delegate, in consultation with the FIVB Medical Delegate (if present) and the FIVB Referee Delegate:
- d. To schedule matches in the morning and the evening to avoid the heat of the middle of the day;
- e. To permit quick water breaks at side changes; and if necessary:
- f. To increase the time between rallies from 12 sec to 15 sec; and then:

- g. To assign an extra technical time-out when the sum of points scored by the teams equals 42 points;
- h. To require electrolyte rehydration fluids to be available (not just water);
- i. Before starting the season, athletes should be informed of the importance of getting used to heat and humidity through training, including methods for avoiding heat exhaustion symptoms.
- j. Tournament medical personnel must be competent and equipped for treating of heat exhaustion, including intravenous treatment. However, if emergency intravenous treatment is needed, the athlete should be transferred to a hospital for further assessment and treatment.
- k. Athletes requiring intravenous treatment must withdraw from participating in the event.

16.4.6 ALCOHOL TESTS

- a. During the competition, the FIVB is entitled to randomly select Referees and Auxiliary Officials to undergo blood alcohol tests as per the [FIVB Medical & Anti-Doping Regulations](#).
- b. The medical control for the Referees and the Auxiliary Officials is performed at each event in a separate room (if possible, in the referee's locker room).
- c. LOC provides the test device, such as an electronic breathalyser, as well as any disposable equipment needed to perform at least 30 tests during the competition.
- d. The blood alcohol tests are run by the Medical Director of the tournament under the supervision of the FIVB Medical Delegate (if present).

17. SECURITY

LOC is required to apply necessary security measures to guarantee the safety of the FIVB President (when visiting the event), FIVB officials, heads of delegation, athletes, spectators, LOC members, FIVB Sponsors and partners, media representatives etc. at the venue and at the official hotel:

- a. LOC has to inform the local authorities about the need for security detail for the venue and the hotel, as well as give a notice to the local police regarding the event schedule, eventual traffic surrounding the venue and parking needs;
- b. Local security staff is responsible for security arrangements and facilities onsite, before, during and after the tournament;
- c. Local security staff must be available at all areas of the venue and need to maintain order, guarantee assistance, surveillance, and security;
- d. Flow of public in restricted areas needs to be regulated;
- e. The security staff must be professional and well trained, and must be on duty at least one hour before the start of each competition each day;
- f. A security meeting should be held at the end of each competition day between the security staff and the LOC to discuss and fix any possible issues;
- g. All security people must be easily identified by uniforms;
- h. Staff coordinating flow of public must be familiar with the accreditation categories and the numbering system of the stands in the stadium;
- i. A walkie-talkie system must be used to intervene in case of contingency.

18. ACCREDITATIONS

LOC is required to implement an accreditation system at the venue of the tournament as a security measure:

- a. Accreditation system serves as a control tool for registries and entries into a venue, and facilitates integration with onsite security and access control;
- b. LOC must provide the FIVB President, FIVB Sponsors (as per FIVB-ORG agreement), FIVB Officials (Delegates and Referees), participating teams Heads of Delegation, athletes, Committee members, staff, FIVB partners, media representatives, athletes' coaches, physiotherapists, VIPs, guests, technical staff, court personnel, volunteers, medical staff, journalists, etc. with an accreditation card and ensure that only people with appropriate access rights are allowed in certain areas of the venue;
- c. Qualification Tournament and Main Draw Athletes must receive accreditation for the entire event, with access to the Athletes Reserve Seating.
- d. Accreditation plan must be developed by the LOC regarding access and circulation to all areas including parking;
- e. Different types of accreditations (cards or tickets) should be easily distinguished;
- f. Well identified and easy access accreditation area should be placed at the venue;
- g. LOC must provide vests (bibs) to all accredited photographers and TV crew authorized to access reserved court areas and all court personnel must wear their official uniforms;
- h. Photos with the name of the accredited person should be included on the ID cards in order to prevent abuse of use of accreditations.
- i. Members of FIVB Athlete Commission, if present onsite, must be provided with an accreditation granting them access to all areas to facilitate contact with LOC and the FIVB Delegates.

19. PROTOCOL

Protocol is a well-established and time-honoured set of rules, procedures, conventions and ceremonies that relate to relations between parties. The protocol represents the recognized and generally accepted system of international courtesy for the smooth and respectful handling of international guests.

19.1 INVITATION OF FIVB PRESIDENT

If LOC wishes to invite the FIVB President to attend the tournament an official invitation addressed to the FIVB President should be sent by the City Mayor, the Host NF, or the Minister of Sport.

The following information should be included in the invitation:

- a. Welcome of the FIVB President at the airport, including the name of the LOC member who will greet the President. This person should be knowledgeable about the organisation of the event and should accompany the FIVB President during his stay;

- b. List of the best hotels in the city/town, equipped with a suite for two people (a well-lit working area must be available).
- c. Proposed agenda during the FIVB President's stay, which should include a courtesy visit to the highest authority in the country, a meeting with the President and the members of the Board of the National Federation, a meeting with organisers, sponsors, Host TV Broadcasters, etc.;
- d. Ensure that a press conference is organized, preferably in the FIVB President's hotel or at the venue, and that the TV Host Broadcasters and international press agencies are invited and represented (a list of invited media should be submitted to the FIVB well in advance).
- e. LOC should contact the [President's Office](#) in Lausanne headquarters for any additional info before sending the invitation.

19.2 VIP HOSPITALITY

- a. LOC must prepare a welcome note, as well as an event program, for the VIP guests to be delivered to their hotel prior to their arrival.
- b. At the stadium signs should clearly indicate the seating areas for VIPs, FIVB, sponsors, LOC s, partners, etc.
- c. LOC is encouraged to set up a hospitality area to welcome their VIP guests and sponsors and provide first class catering;
- d. LOC may be asked to make available and set up an FIVB hospitality area. Costs of FIVB hospitality area are the responsibility of the FIVB.

CHAPTER 4 - MARKETING

1. INTRODUCTION

This chapter covers the relevant marketing content for FIVB Beach Volleyball World Tour (3* & 4* categories). For 1 & 2-star events, a separate chapter is available on the DAM branding kit.

This chapter should be used as a reference guide for LOCs, to set up the event, deliver sponsor rights as well as for the Technical Delegates to use as a control support in conjunction with the User Guide which is also provided in the branding kit.

2. BRANDING

2.1 MARKS USAGE

Event marks represent the intellectual property of the FIVB associated with the FIVB brand that is protected by international copyright, intellectual property and trademark laws (e.g., symbols, event naming, event logos, event visuals and images, designs, trademarks, venue and host city dressing affiliated with the FIVB and/or FIVB sponsors / suppliers / partners, etc.). Use of FIVB's official Marks is subject to guidelines and regulations which must be adhered to and be consistent with the branding kit provided by the FIVB. Use of Marks is also subject to FIVB approval and all items using the Marks must be submitted to the FIVB using the Collaborate platform. The FIVB will endeavour to answer as soon as possible but no item can be produced before FIVB has confirmed correct use of the Marks. Should any item be produced without approval, FIVB may ask for their removal if they do not comply with the branding kit/usage guidelines.

Principles:

- a. FIVB has designed Event logos and provided usage guidelines which the LOC should adapt and produce at its own cost;
- b. The event marks must always be used in the exact forms shown in the Brand Guidelines;
- c. The artwork should always be reproduced in the highest possible quality using either offset or digital process.
- d. Read this handbook carefully to understand what items are mandatory for each event.

Prior to sending elements for approval, please check:

- ✓ Correct use of official visuals/graphics
- ✓ Correct use of Event Name/Logo
- ✓ Tournament name used in full, in English
- ✓ English translation of any text in local language

The Branding Kit can be downloaded from DAM. Access details will have been sent to you by the FIVB Beach Volleyball Events Department. Please read the user guide which can be found in the branding

kit giving detailed instructions on how branding elements may be adapted. For all enquiries related to the FIVB Brand Guidelines and the elements within the branding kit, LOCs can contact the person responsible for their event at the FIVB Beach Volleyball Events Department.

2.2 OFFICIAL MARKS

The Official Marks consist of several different elements amongst which:

- a. Event name/logo: FIVB Beach Volleyball World Tour 2020 (star category): this is one part of the Dual Logo and indicates the level of the event. It exists in black, white and gold colours and can be used with or without the ball icon. All permutations are available in the branding kit.



- b. Tournament name/logo: is the official name of the specific competition, as defined by the FIVB and under the control of the LOC. The Tournament logo consists of the Tournament name and Host City as well as the Presenting Partner should the LOC have one. The design, colour palette, font and other graphic elements are left to the LOC to decide but must be approved by the FIVB in writing. The Tournament logo must ALWAYS be used WITH the star category World Tour logo in the form of a Dual logo. In the tournament name the following words cannot be used: "Grand Slam", "World", "Majors", "Final(s)", Master, and Satellite.

EXAMPLE:

Beach Volleyball VolleyFest (Host City) or Beach Volleyball (Host City) Open

- c. Dual logo: The Dual logo is composed of the Tournament logo AND the FIVB Beach Volleyball World Tour logo featuring the star category. The dual logo must be used on all visual representations of the event (e.g., print, online, video / television, etc.). Please see examples of how the Dual Logo should be used in the User Guide which can be found in the Branding Kit.

The LOC (and/or any authorized third parties) may:

- Implement the event logo in English only
- Use the event name for editorial content purposes (i.e., unpaid / non-commercial) without needing FIVB approval;

The LOC (and/or any authorized third parties) may not:

- Translate any portion of the event logo into the local language(s);
- Alter the Event name/logo in any way.

2.3 BRANDING KIT AND BRAND ITEMS

2.3.1 BRANDING KIT

The FIVB Branding Kit can be accessed through the official FIVB Branding Kit link on DAM which will have been provided to you

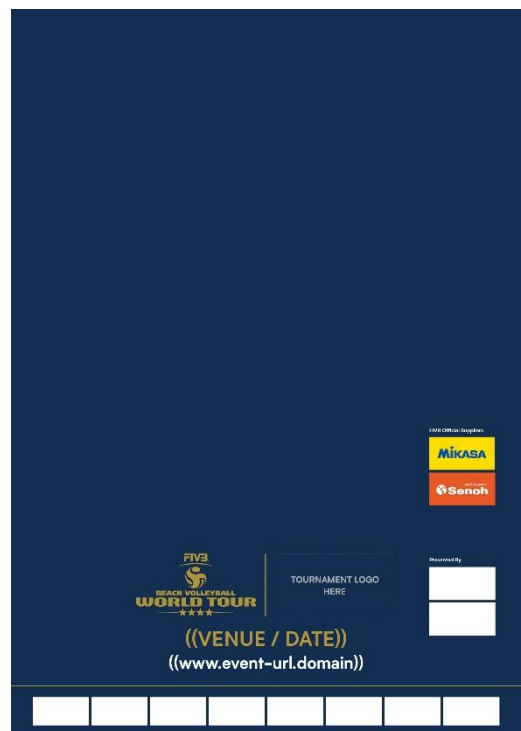
When accessed, each LOC can download the FIVB Branding Kit to use and refer to the guidelines offline. The FIVB encourages LOCs to share the FIVB Branding Kit with all partners and third parties that might be involved with the design, creation, production and/or monitoring and evaluation of any physical visual materials for the event (e.g., graphic designers, media relations, clothing producers, sponsors, etc.). Read carefully below in order to understand whether the items included are mandatory or optional.

Each Organiser has the opportunity to develop its own visual identity to better promote and sell its events in its respective territory. However, there are a number of mandatory items which need to be represented on the key visuals as follows:

- a. Dual logo (Tournament name + world tour star logo)
- b. Venue/Host City, date and of the Tournament
- c. URL (FIVB.com + any ticket sales platform)
- d. FIVB sponsors clearly identified as such and separated from the local sponsors

Details on how to adapt these visuals is provided in the user guide which can be found in the branding kit.

Example of Official poster using all elements mentioned above



2.3.2 OFFICIAL TOURNAMENT PROGRAMME

The LOC is responsible for the production of the Official Programme which can be sold or distributed for free during the event. It should help to maximise spectator interest, entertainment value and media appeal by providing useful information about the event, athletes, sponsors, host country and city. Official event publications should have an attractive look with appealing images and a consistent cover page which should be in line with the graphic and brand requirements set out by the FIVB. The LOC and the FIVB are responsible for editorial content, but the LOC must observe the minimum content requirements as stated below.

The local sponsors, once approved by the FIVB, are eligible for advertising in the programme.

- a. LOCs must print a sufficient quantity of the programme to cover their needs in size A4 / letter (minimum A5) with full-colour front and back cover featuring the FIVB visuals provided in the FIVB Branding Kit;
- b. The programme must be printed in both English and the preferred local language(s);
- c. Event LOCs may sell advertising within the programme and retain 100% of the revenues, provided the products and services advertised do not conflict with FIVB-reserved categories and do not depict any other sport than volleyball or beach volleyball;
- d. Position of Local sponsor advertising pages: anywhere internally in the programme

-
- e. The FIVB reserves the right to add 1 full colour page of advertising for any FIVB partner added prior to the start of the event (providing the Tournament Programme is not yet printed).

2.3.3 CONTENT OF THE OFFICIAL TOURNAMENT PROGRAMME (please refer to chapter 5 for further information)

The programme should include the following items (minimum 24 pages):

- a. The front cover may not contain advertisements, except small branded presence from official FIVB Commercial Affiliates and local sponsors;
- b. The FIVB President's Message and a colour photograph of the FIVB President at the front of the programme (first inside right page);
- c. The message of the president of the LOC;
- d. Event history text;
- e. One full page dedicated to the sponsors of the event (also known as "Sponsor Recognition");
- f. One full-colour page for advertising per FIVB Commercial Affiliate. Advertisements of the FIVB Commercial Affiliates will be provided to the LOCs by the FIVB;
- g. One full-colour pages for advertising of FIVB volleyball promotional campaigns to be supplied by FIVB if required;
- h. One full-colour pages for advertising of the FIVB's GoodNet project;
- i. The biography of all competing teams, including team photos;
- j. Ranking in the previous FIVB World Tour seasons and other major events;
- k. Information on television coverage of the competition (if relevant);
- l. Competition Schedule;
- m. All necessary information on the venue and Host City.

2.3.4 CONTRACTUAL ELEMENTS OF THE OFFICIAL TOURNAMENT PROGRAMME

Following FIVB Commercial Affiliates have the rights to receive a full page of advertising in the event official programme in the order specified below:

- a. Mikasa - FIVB Official Ball Supplier - outside back cover
- b. Senoh Corporation - FIVB Official Net Supplier - anywhere internally in the programme with positioning between FIVB Commercial Affiliates to be allocated in alphabetical order unless otherwise defined

The artwork for the Commercial Affiliates Advertising is available in the branding kit.

2.3.5 OFFICIAL TOURNAMENT BILLBOARDS AND FLYERS

Production of the official tournament billboards and flyers is recommended for 3* & 4* events in accordance with the FIVB Branding Guidelines and is the responsibility of the event LOC and should be included in the overall Event Promotion Plan. Materials for use on these items can be found in the Branding Kit. Should this material be produced the following FIVB Commercial Affiliates should be provided a presence in the form of a sponsor recognition strip on the materials:

- Mikasa – FIVB Official Ball Supplier
- Senoh Corporation - FIVB Official Net Supplier

2.3.6 EDITORIAL CONTENT / PRINT ADVERTISEMENTS FOR THE EVENT

Advertising for the event through newspaper, magazine or other print mediums should support the overall promotional plan for the event. Any graphic advertisements for the event (or using any of the FIVB brand elements or event marks) should be submitted to the FIVB for review and approval.

Materials for use on these items can be found in the Branding Kit. Should this material be produced the following FIVB Commercial Affiliates should be provided a presence in the form of a sponsor recognition strip:

- Mikasa – FIVB Official Ball Supplier
- Senoh Corporation - FIVB Official Net Supplier

2.4 COMPETITION AREA BRANDING

2.4.1 COURT LAYOUT

The court layout lays out the exact placement of all FIVB and NF/LOC allocated branding, i.e. the exact position of each sponsor board when used in the shared rotation configuration, the flags to be installed on the court as well as other elements. The court layout must be strictly followed and enforced, unless otherwise agreed through a bilateral agreement between the FIVB and LOC.

In Appendix 1 of this Chapter are the official court layouts (main and side courts) for FIVB World Tour events which will be used by the Technical Delegate during the inspection visit. Any discrepancies – unless agreed in writing prior to the inspection with the FIVB – will not be accepted.

Artwork for the FIVB partner boards and FIVB promotional boards can be found in the branding kit.

2.4.2 FIRST-TIER ADVERTISING BOARDS

- a. The main purpose of the advertising boards is to support sponsor advertising, fan entertainment and athlete presentation.

- b. Courtside advertising boards can either be LED panels using digital graphics or fixed boards with printed artwork. LED advertising boards are not mandatory for FIVB WT 3* & 4* events but it is recommended. All users of LED boards must comply with guidelines set out at the end of this chapter.
- c. It is the responsibility of the LOC to inform the FIVB whether they will be using LED boards.

2.4.3 CONTENT/ LAYOUT

The LOC shall inform the FIVB, at least fifteen (15) business days before the start of the event, of the running order/board configuration plan. The final programme to be shown during the event will be confirmed or modified no later than seven (7) business days prior to the event. Failure to submit and apply the correct programme provided by the organising committee to the FIVB will be sanctioned in the respect of the disciplinary regulations.

- a. The colours used for the boards or banners may not be fluorescent nor made of luminous material which could adversely affect the television broadcast.
- b. Each LOC shall be responsible for and pay the costs associated with the installation, maintenance and removal of such banners.
- c. The banners must be installed exactly as per instructions and neatly attached to each board.
- d. Advertising boards are positioned vertically between 5 and 6m from either end line of the court and from the side line facing the central cameras.
- e. The LOC provides the boards for each venue and monitors their visibility during the event to ensure there is no obstruction by photographers, clothing, etc, and replaces them if knocked down, damaged or moved by any action during the game.
- f. The boards must be mobile to avoid athletes being injured when bumping into them.
- g. Advertising boards and banners must be installed in the stadium no later than one day prior to the start of the event. The Technical Delegate will verify the setup and content on this same day.
- h. FIVB will maintain panel # 9 and 10 as fixed panels solely for the Event Logo and Tournament Logo.

2.4.4 LED BOARDS

LED Guidelines (including rotation regulations) are included at the end of this chapter in Appendix 2 and should be implemented carefully by LOCs using LED boards.

2.4.5 FIXED BOARDS

If no LED panels are available for implementation at the FIVB event the LOC may produce high-quality print banners in accordance with the Official Court layout and artwork provided in the branding kit. Production of these printed banners will be at the cost of the LOC.

2.4.6 FIRST TIER BRANDING

The FIVB and the LOC will share the space available as per the contractual provisions and official court layout.

For all World Tour events, specifications for second-tier panel are defined as follows:

- a. Mikasa has the right to one (1) 5m long x 1m high panel in Sector A furthest to the right when viewing from the court, above first-tier panel position # 5; and one (1) 5m long x 1m high panel in Sector C furthest to the right when viewing from the court, above first-tier panel position # 18.

Should the LOC use LED panels in the first tier, the share of time given to Mikasa should be equivalent to the allocation of space in the official court layout.

2.4.7 SECOND TIER BRANDING

Third-tier panels are panels located above the highest row of bleachers or stadium seating.

Allocation of Third-Tier Panels is according to official court layout and/or contractual provisions.

2.4.8 NET SYSTEM AND LAYOUT

The net system items include the net bands that run along the full length of the net, both top and bottom, the net mesh, the net ends/net scapes (or the attachments that connect the net to the poles), the poles, as well as, the protective padding around the poles.

The following shall apply for all nets on all courts at each FIVB beach volleyball event:

- a. The FIVB and LOC shall share the space on both the upper and lower horizontal bands of the net by using the Dual Logo (LOC is responsible for production of net stickers);
- b. For the 2019/2020 season, all nets will be free of advertising on the mesh.
- c. LOC is required to cover up any manufacturer logo which is not that of the Official Net Equipment Supplier (Senoh).
- d. At FIVB WT 3* & 4* Senoh has the right to have their manufacturer logo on the upper net band, at the extremities of the band, as per the official net layout – four (4) logos in total.

- e. The lower net band can be released upon request. If released there may be no more than 2 sponsors on the lower net band. The dimensions of the logos must equal to that of the dual logos should they have appeared and must not exceed the number shown on the net layout (9). Sponsor logos should ideally be in monochrome, but if logos are produced in colour, they should not dominate the WT logos located on the upper band. All uses of local sponsor logos on the lower net band are subject to FIVB approval
- f. Main court and side court net scapes shall feature two (2) World Tour Logos (double sided) and where possible will be provided by the FIVB.
- g. Net pole covers, where possible, shall be provided by the FIVB and will feature the Senoh logo and World Tour Star Logo.
- h. The FIVB net supplier to bear all costs related to the production and shipment of the nets (where applicable) while LOCs are responsible for all custom clearance costs as well as the cost of printing logos on the upper and lower net bands.

2.4.9 REFEREE CHAIR

The referee chair refers to the padding or dressing surrounding or attached to the referee chair on the main court and all side courts. Production of referee chair cover is mandatory for 3* and 4* events. The referee chair will be produced by the LOC and is limited to a maximum of two (2) logos on each side of the chair. The dual logo should also feature on the referee chair padding, as per the FIVB Branding Guidelines.

2.4.10 GIANT SCREEN

The giant screen is used for Sport Presentation, mainly to show replays and challenge calls but also to support fan entertainment, athlete presentation and sponsor advertising. Giant screens are recommended but not mandatory for 3* and 4* events. Outside of the specific “in-game” running order where the giant screens are used for replays and challenge calls, FIVB and the LOC will share the running order for sport presentation, corporate messages and sponsor advertising in the same proportion as the split of advertising boards on the court layout.

2.4.11 CHALLENGE SYSTEM

The challenge system is not mandatory for 3* and 4* events. Part of the Sport Presentation concept is to clarify and support referee decisions for athletes and spectators. Challenge graphics for giant screens will be provided as part of the package of sport presentation graphics. All technical aspects related to the use and set-up of the Challenge system can be found in Chapter 3.

2.4.12 FLAGS

In addition to the participating country flags, the LOC is responsible for providing poles and organising the setup of all flags around the venue in accordance with the Official Court Layout:

- a. The LOC must place one (1) FIVB and one (1) FIVB beach volleyball World Tour flag at centre court in the middle of all of the flags located above the main bleachers in Sector B;
- b. Mikasa has the right to display four (4) flags around the stadium as per official court layout. Flags will be sent directly to the Organiser by Mikasa. Should an organiser wish to change the shape of the flag, designs and technical specifications will need to be sent to FIVB for approval. Costs of such changes should be borne by the Organiser (i.e. neither FIVB nor Mikasa should pay for production costs of new flags).
- c. The LOC is responsible for placing country flags of all participating countries in and around the venue above the bleachers of Sector B in such a way that the country flags do not interfere with the required placement of FIVB Commercial Affiliates;
- d. The dimensions of all country flags should be as close as possible to the size of the FIVB and FIVB beach volleyball event flags (2m x 1.40m);
- e. FIVB flag, FIVB WT flag and FIVB Partner flags (Mikasa) are provided by the FIVB and/or FIVB partner, if the flags from the previous season are no longer usable;
- f. LOC to use vertical flags (approximately 1m wide x 3.37m high) for the local sponsors, while the FIVB beach volleyball event flag should be a landscape format (2m x 1.40m);
- g. LOC is responsible for displaying all local sponsor flags; and
- h. In the event the FIVB or FIVB partners are not interested in using the flags as part of their commercial inventory exposure opportunities, the FIVB reserves the right to release the flags to the LOC so that the rights can be sold to local sponsors.

2.4.13 ELECTRONIC SCOREBOARDS

- a. Electronic Scoreboards, to the contrary of giant screens should be used only to show the scores and game-related statistics (e.g. substitutions) and should not show any form of sponsor advertising or fan entertainment.
- b. Should a timing/technology partner be appointed by the FIVB, branding of such partner may appear on the scoreboard as agreed contractually.
- c. Scoreboard Platform Specifications – The height of the platform for the scoreboards must be between a minimum of 50cm to a maximum of 1m from the sand. The platform itself must be dressed in a banner featuring the Dual Logo, as per the FIVB Branding Kit. No part of the structure's base material, whether wood, metal or otherwise, should be visible once the banner has been applied.
- d. Scoreboards are provided by the FIVB and are mandatory for 3* and 4* events

2.4.14 SIDE COURT SCOREBOARDS

- a. One (1) manual scoreboard is required per side court (i.e., not the main court), preferably facing the spectator viewing area.
- b. Scoreboards for all side courts must be produced by the event LOC and any costs / resources must be borne by the event LOC (e.g., maintenance costs and related personnel).
- c. Manual scoreboard should follow the FIVB Branding Guidelines and specifications noted in this section.
- d. There are Two (2) different versions of the scoreboard can be used: a landscape version and a vertical version. LOCs can choose which scoreboard format would best suit the size and layout of the side court venue.
- e. Manual scoreboards should be made from sturdy, well–designed material that can withstand wear-and-tear and inclement weather.

2.4.15 INFLATABLE DISPLAY

- a. A maximum of two (2) inflatable displays can be placed in the proximity of the main court at the foot of the bleachers, in two of the four corners of the stadium. These inflatables should not obstruct the TV camera's line of vision or the spectator's view of the game. Inflatable displays should avoid inclusion of excessive noise features or movement to the point of distracting athletes.
- b. Should inflatables be used, Mikasa is entitled to one (1) of the two inflatables. Mikasa will contact the FIVB and LOC regarding the tournaments it wishes to activate if this possibility becomes available.

2.4.16 MEDALS

FIVB medals for the Awarding Ceremony are designed by the FIVB with the FIVB Event Logo and star category. The medals are produced by Bertoni in Italy at the cost of the FIVB.

Orders for medals are placed by the FIVB and when ready shipped to each event (LOC), at the cost of the FIVB, between 60 and 30 days prior to the event.

2.4.17 VENUE SIGNAGE

Venue (or composite) signage refers to a number of items, including (but not limited to):

- a. Media backdrops;
- b. Awarding ceremony backdrop;
- c. Technical meeting backdrops;
- d. Athletes' shower backdrop;

- e. Competition bracket / results billboard;
- f. Host City billboards;
- g. FIVB and Local sponsor billboards;
- h. Onsite directional signage (i.e., to identify the different areas of the venue);
- i. Street / airport banners;
- j. Prize money cheques;
- k. Stadium entrance

Design guidelines for some of the above-mentioned items are available as part of the FIVB Branding Kit. Items created by the LOC must be submitted to the FIVB for comments and/or approval at in accordance with the Masterplan.

LOC is responsible for bearing the production cost of all the above materials.

2.4.18 BRANDING ELEMENTS

by the LOC with Tournament branding (Dual Logo) and/or LOC sponsor logos at no cost to FIVB. For clarity, Table 1 shows all the items which are mandatory at each event, including those discussed in this chapter. Table 2 shows whether or not these items, if produced, should feature the dual logo.

Table 1 Mandatory and Non-Mandatory Items

Items	3*	4*
1st Tier	Mandatory	Mandatory
2nd Tier	Recommended	Mandatory
Accreditation	Mandatory	Mandatory
Awarding ceremony backdrop	Mandatory	Optional
Ball Boy Stands Branding	Recommended	Recommended
Beverage Coolers	Optional	Optional
Billboards and Flyers	Recommended	Recommended
Competition bracket / results billboard;	Optional	Optional
Editorial Content/Print Advertisements	Recommended	Recommended

FIVB and Local sponsor billboards	Optional	Optional
Flags	Mandatory	Mandatory
Inflatables	Optional	Optional
LED/Static Boards	Mandatory	Mandatory
Mixed Zone Backdrop	Awarding Backdrop can be used	Mandatory
Net Band	Mandatory	Mandatory
Net Pole Covers	Optional	Optional
Net Scapes	Optional	Optional
Official Programme	Mandatory	Mandatory
Onsite directional signage	Optional	Optional
Press Conference Backdrop	Recommended	Recommended
Prize money cheques	Optional	Optional
Referee Chair Cover	Mandatory	Mandatory
Scoreboard Platform	Mandatory	Mandatory
Scorer's Table Branding	Recommended	Mandatory
Stadium Entrance	Optional	Optional
Street / airport banners	Optional	Optional
TV Camera Tower	Optional	Mandatory
Umbrellas	Optional	Optional
Uniforms	Mandatory	Mandatory
VIP Tribune Branding	Recommended	Mandatory
VIP Tribune Roof	Optional	Optional

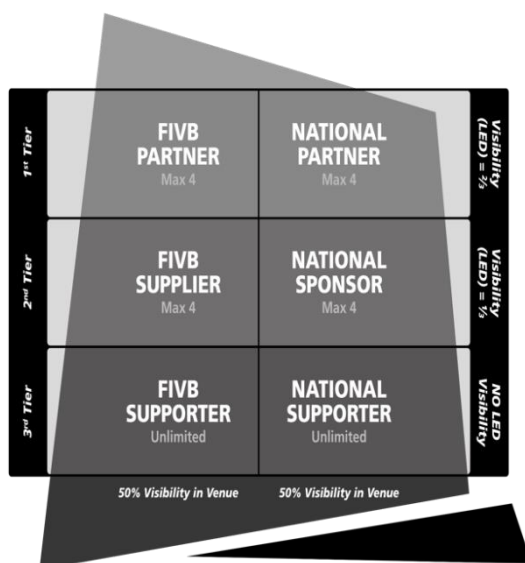
Table 2 Items which should feature the dual logo

Items	3*	4*
1st Tier	X	X
2nd Tier	X	X
Awarding ceremony backdrop	<input type="checkbox"/>	<input type="checkbox"/>
Accreditation Card	<input type="checkbox"/>	<input type="checkbox"/>
Ball Boy Stands Branding	X	X
Beverage Coolers	X	X
Billboards and Flyers	<input type="checkbox"/>	<input type="checkbox"/>
Competition bracket / results billboard	<input type="checkbox"/>	<input type="checkbox"/>
Editorial Content/Print Advertisements	<input type="checkbox"/>	<input type="checkbox"/>
E-Scoreboard	<input type="checkbox"/>	<input type="checkbox"/>
FIVB and Local sponsor billboards	<input type="checkbox"/>	<input type="checkbox"/>
Flags	<input type="checkbox"/>	<input type="checkbox"/>
Inflatables	X	X
LED/Static Boards	<input type="checkbox"/>	<input type="checkbox"/>
Mixed Zone	<input type="checkbox"/>	<input type="checkbox"/>
Net Band	<input type="checkbox"/>	<input type="checkbox"/>
Net Pole Covers	<input type="checkbox"/>	<input type="checkbox"/>
Net Scapes	<input type="checkbox"/>	<input type="checkbox"/>
Official Programme	<input type="checkbox"/>	<input type="checkbox"/>
Onsite directional signage	X	X
Press Conference	<input type="checkbox"/>	<input type="checkbox"/>
Prize money cheques	<input type="checkbox"/>	<input type="checkbox"/>
Referee Chair Cover	<input type="checkbox"/>	<input type="checkbox"/>
Scoreboard Platform	<input type="checkbox"/>	<input type="checkbox"/>

Scorer's Table Branding	<input type="checkbox"/>	<input type="checkbox"/>
Stadium Entrance	<input type="checkbox"/>	<input type="checkbox"/>
Street / airport banners	<input type="checkbox"/>	<input type="checkbox"/>
TV Camera Tower	X	<input type="checkbox"/>
Umbrellas	X	X
Uniforms	<input type="checkbox"/>	<input type="checkbox"/>
VIP Tribune Branding	<input type="checkbox"/>	<input type="checkbox"/>
VIP Tribune Roof	X	X

3. FIVB COMMERCIAL AFFILIATES RIGHTS DELIVERY

The FIVB works with a centralized approach to sponsorship sales to promote consistency between events and the creation of a stronger global brand. This structure, known as the FIVB Global Partnership Programme is based on a strict hierarchy and product exclusivity.



3.1 FIVB EXCLUSIVE PRODUCT CATEGORIES

The following categories are reserved for the FIVB and are referred to as “Reserved Categories”:

- Beach Volleyball Balls
- Beach Volleyball Sports Equipment (including without limitation nets, antennae, posts, post pads, poles basis, referee chairs)
- Betting and gambling
- Sports and other Apparel (including, without limitation, headwear)

- Automobile & car Courier, freight forwarding & logistics
- Personal care
- Time keeping and Game-related technology (e.g. VCS, statistics, LED net, etc.)
- Data
- Water (does not apply to 3-star events)
- Airlines (does not apply to 3-star events)
- Restaurants (does not apply to 3-star events)
- Home Appliances (White Goods) (does not apply to 3-star events)
- Mobile/Smart Phones (does not apply to 3-star events)
- Banking (non-exclusive)

Category Release - Should the LOC have an opportunity to contract a local sponsor in one of the FIVB reserved categories, a written request must be made to the FIVB Sponsorship Sales Department (Mario.medeiros@fivb.com) minimum 2 months before the event to release a category. Only after receiving confirmation in writing from the FIVB may the LOC move forward.

The full list of local partners must be submitted to the FIVB for approval as per Masterplan deadlines. Please note that the FIVB does not allow publicity for strong Alcohol (spirits), Pornography and Tobacco at all areas of the site.

3.2 FIVB COMMERCIAL AFFILIATES

3.2.1 FIVB OFFICIAL SUPPLIERS

Official Suppliers may only be appointed by the FIVB, unless the LOC has been specifically authorized to do so by FIVB TV & Marketing Department, with respect to any goods or services to be used by the LOC teams, officials, etc. (e.g. drinks, transport, etc.). Official suppliers' goods or services shall be used to the exclusion of similar goods or services of competitors.

The following companies have been appointed as FIVB Official Suppliers:

- a. MIKASA: FIVB Official Ball Supplier
- b. SENOH CORPORATION: FIVB Official Net Supplier

NOTE: the FIVB has sold advertising rights on a non-exclusive basis to Banco do Brazil for Brazilian matches of the World Tour, excluding Beach Major Series and World Tour Finals (advertising board only, as per official court layout).

3.3 RIGHTS EXPLOITATION PLAN

The Rights Exploitation Plan lays out all rights given contractually by the FIVB to its partners. It is an integral part of the contract between the FIVB and NF/OC and all rights must be respected. Any advertising and commercial rights not mentioned in the Rights Exploitation Plan are the exclusive property of the FIVB.

The full document can be found at the end of this chapter in Appendix 3 and must be studied carefully but to help simplify this task, the main items to concentrate on are highlighted in the boxed section to the right and, in some cases, detailed further below.

Sponsor rights checklist (non-exhaustive):

- ✓ Commercial display booth
- ✓ Tickets
- ✓ Accreditation
- ✓ Accommodation
- ✓ Hospitality (if applicable)
- ✓ Official programme presence
- ✓ Premiums
- ✓ Logo on media backdrops

3.3.1 COMMERCIAL DISPLAYS- LOCAL SPONSORS

All local sponsors have the right to set up commercial displays, point of sale (POS), hospitality tents and fan zones, as desired, at all FIVB beach volleyball events. FIVB partners have the right to display one (1) tent in the promotional area at their own cost. For further information, please refer to the Commercial Display guidelines at the end of this chapter.

3.3.2 COMMERCIAL DISPLAYS- FIVB COMMERCIAL AFFILIATES

FIVB partners have the right to set up a commercial/point-of-sale display World Tour events as per FIVB Commercial Display and Premium distribution guidelines.

3.3.3 SPONSOR PRODUCT PLACEMENT

Should the event LOC wish to set up a sponsor product display inside the stadium (e.g., time out areas, bleachers, etc.), the FIVB requires a venue layout (to scale) inclusive of the display specifications, such as product design and size, backdrop, the size and height of the platform, etc. for approval.

3.3.4 CONTESTS, GIVEAWAYS AND PREMIUMS

FIVB, FIVB partners, LOC and local sponsors have the right to create contests and distribute prizes/premiums (promotional items) to spectators, VIPs and/or media. LOC may not sell or distribute products within any of the FIVB sponsor categories, unless authorized in writing by the FIVB and FIVB partners;

Premium distribution must be in line with the premium guidelines provided by the FIVB (featured at the end of this chapter)

Note: Please note that all giveaways, with and without FIVB brand and/or event marks, require FIVB approval.

3.3.5 MERCHANDISING AND PROMOTIONAL ITEMS

FIVB may grant the LOC license rights if requested by the LOC in writing. In this case the license fee including approval process is a subject of a separate OC/FIVB license agreement.

The following principles apply:

- a. The official designation of the FIVB Beach Volleyball World Tour (star category) and the usage of all marks are owned by the FIVB and legally protected;
- b. The FIVB Official Merchandise should add value to the Event overall;
- c. It provides the LOC with an additional revenue stream;
- d. A merchandising programme is a key component for public relations and media exposure in the host country. Hence the FIVB official merchandise will strengthen the brand development on a national level and help attract both commercial partners and respective target groups in the territory.

3.3.6 MASCOTS

Should the LOC wish to create or use an existing mascot they may do so providing it is notified to the FIVB in advance, including photos and intended use, in order for the Technical Delegate to be aware of the planned activities.

The FIVB reserves the right to create an Event mascot in the future.

3.3.7 LOC WEBSITE

The official World Tour website is the main site covering all events, rankings and team information (volleyball.world/worldtour), however, in order to promote ticket/hospitality sales and showcase the Tournament, LOC may set up a website (in local language and English) to promote its Tournament. Event websites may include:

- a. All key information about the event;
- b. Pictures from past editions of the event;
- c. Media Section with link to FIVB media accreditation system;
- d. VIP packages;
- e. Complete calendar and overview of the FIVB Volleyball event;
- f. Venue plan, maps and transportation links;
- g. Event programme, including side events, development events and entertainment;
- h. TV broadcasting schedule;

- i. FIVB partner / local sponsor logos and website links; and
- j. Relevant links to FIVB Homepage, social media, etc.

4. CLEAN VENUE / RIGHTS PROTECTION

Each LOC shall deliver a clean venue as per article which includes but are not limited to the below duties:

- a. Ensure that only officially appointed Commercial Affiliates have any form of identification in the venues.
- b. Supply venues clean and free of any branding, advertising and charges unrelated to the event.
- c. Monitor and control, during the entire competition, that no company which is not directly linked to the competition by contract claim to have a relation with the competition, through unauthorised use of Marks, misleading communication or improper association.
- d. No use of competitive branding/logos in any event material (print, merchandise, digital, etc)

5. PROMOTIONAL PLAN

LOC shall submit for approval an overall promotional plan of the event to the FIVB Beach Volleyball Department for approval in accordance with the deadlines set up in the Masterplan.

6. HOSPITALITY

VIP Hospitality at the Tournament must be organized by the LOC for FIVB senior officials and sponsors as per contractual obligations. Additionally, the LOC has the option of creating hospitality packages to be sold and generate additional revenue. The hospitality plan (if applicable) should be sent to the FIVB for approval.

LOC should refer to the Rights Exploitation plan for information on VIP hospitality obligations towards FIVB commercial affiliates.

- Promotional Plan content
- ✓ Event promotion
 - ✓ Host City promotion
 - ✓ Ticket promotion
 - ✓ Fan activation
 - ✓ Development activities
 - ✓ Side Events

7. UNIFORMS AND OFFICIAL APPAREL

7.1. GENERAL REGULATIONS FOR UNIFORM AND APPAREL

- a. FIVB supplies uniform packages for FIVB WT 3* & 4* events in line with FIVB requirements as outlined below.
- b. In accordance with the table below the LOC shall bear the cost for the

production of all items which are not supplied by the FIVB. This shall also include the cost of additional printing where the FIVB has supplied items.

Category	WT 4*	WT 3*
Uniforms for athletes	√	
Uniforms - FIVB Delegates	√	√
Uniforms - Referees	√	√
Uniforms – line judges, court personnel, organisational staff	√	

7.2 BRAND PLACEMENT

The following items must appear on the uniforms as per the layouts featured at the end of the handbook:

- a. FIVB logo (printed by the FIVB Supplier for 4* events).
- b. FIVB Supplier ASICS logo (printed by the FIVB Supplier) – where applicable. Otherwise, should Asics not be the chosen manufacturer of the uniforms, no other manufacturer logo should be displayed
- c. LOC’s sponsor(s) and tournament title (printed by the LOC).
- d. Athletes numbers (1 or 2) and country code (printed by the LOC).
- e. Athletes name for TV matches (printed by the LOC - two (2) options available)

7.3 ORDERS AND SIZES

- a. The FIVB shall provide the apparel sizes for the FIVB Delegates and referees (appointed by the FIVB) to the FIVB Supplier.
- b. For the sizes and quantities of apparel for line judges / scorers, organisational staff and court personnel for the FIVB WT 3* & 4*, LOC should complete the apparel order form by the date specified. If the sizes and quantities from the LOC are not received by the established deadline, the FIVB will send materials with standard sizes and quantities.
- c. Before the start of the season, each LOC will receive the following:
- d. Order forms for the collection of sizes of all uniform items for the uniform categories concerned;
- e. For the FIVB beach volleyball events, where the FIVB Supplier is not providing the material, organizers must respect the same colour choices to create a

consistent look for all FIVB beach volleyball events, while allowing the organizer to engage other suppliers for the uniform category (ies).

7.4 OFFICIALS, REFEREES, COURT PERSONNEL AND ORGANISATIONAL STAFF

7.4.1 FIVB DELEGATES & REFEREES

- a. FIVB Supplier will provide one set including the following materials to FIVB Delegates for all events:
 - Polo shirt (4)
 - Rain Jacket (1)
 - Sweat shirt (1)
 - Cap (2)
 - Shorts (2)
 - Trousers (1)
- b. FIVB Supplier items must be worn by the FIVB Delegates at the venue during the entire duration of the event and during any associated official competition activity.
- c. For official dinners, cocktail engagements, press meetings / conferences and/or whenever requested by protocol, the FIVB Delegates must wear business / professional attire, i.e., shirt, tie and sports jacket.
- d. For the Referees, FIVB Supplier will ship the materials in a dedicated box to the shipment address of the LOC of the first event of the season where the referee will be assigned.
- e. Referees (neutral and local) must always be in possession of their own non-branded uniform for the FIVB beach volleyball events to where they are assigned in case the FIVB Supplier is not able to provide the uniform kit for whatever reason. These personal uniforms, to be used in contingency situations only, include a minimum of two (2) white Polo shirts, one (1) pair of white Bermuda shorts, one (1) white cap, one (1) pair of white tennis shoes and one (1) pair of sunglasses.
- f. Neutral referees must also wear their international Beach Volleyball Referee badge. Referee uniforms must not include any local sponsor advertising, except for the manufacturer's logos (max. 20cm sq.).

7.5 ATHLETES UNIFORMS

The official FIVB beach volleyball men's uniform for all FIVB beach volleyball events consists of:

- a. tank top and shorts AND eventual accessories

The official FIVB beach volleyball women's uniform for all FIVB beach volleyball events consists of:

- b. tops and bikini bottoms AND eventual accessories

LOC must distribute the above material to the athletes during the Preliminary Inquiry and during the event.

All men's and women's uniforms must correspond to the standards indicated hereunder. According to the Olympic Charter, religious, political and racial messages are strictly forbidden on athlete uniforms.

7.6 MEN'S TANK TOP / WOMEN'S TOP

- a. Style: The style of the tank tops / tops must be as per the layouts displayed in this chapter. The men's tank tops must fit closely to the body and must be sleeveless, respecting the space for the required brandings. The women's tops (a crop top design) must fit closely the body as well and the design must be with deep cutaway armholes at the back, always respecting the space for the required brandings.
- b. Fabric: Tank tops / tops must be made of elastic material, preferably of "Lycra®" or a combination of "Lycra® / cotton" or other similar good quality synthetic material. Due to severe weather conditions that may be faced by athletes during the competition, the fabric must be breathable.
- c. Colour: Tank tops / tops will be of bright and light colours (red, blue, yellow, green and white) to represent the colours of the flags of the nations of the top ranked athletes.
- d. Country Code: NFs should be represented by the three-letter country code. However, for Brazilian players the NF prefers to display the full country's name with the following spelling: **BRASIL**
- e. Team names: athlete's name is the name most frequently used by an athlete during his/her career. The Athlete's name (or brand name or team's name) is usually his / her last name or nickname (i.e. nicknames to shorten long Brazilian names). Ex: Carol Solberg Salgado – Nickname: Carol.
- f. Athlete's name must be featured consistently throughout the world ranking, the results, on athlete's top, TV graphics, giant screens (if any), scoreboards, bulletins, press releases, publications, announcements, etc. Athletes' nicknames (if different from last name) are registered on athlete's profile in the VIS.
- g. Athletes' names may vary during the career. Ex: Changing names when getting married. This change must be communicated by the athlete's NF to the FIVB in writing (FIVB World Tour worldtour@fivb.com. Ex: May becomes May-Treanor.
- h. Symbols: In featuring a teams' name vs another team, it is required to

separate the names with a slash: Hochevar/McGuire

- i. In case of the same athlete's name for a team it is required to add the initial of the first name of each athlete on all the outputs to distinguish them. Exemplar: D. Schwaiger and S. Schwaiger
- j. Athlete's nickname must never imply religious, political or customs reference in line with the Olympic Charter.

7.7 INFO PRINTED ON TOPS

LOC is responsible to print the following information on the athlete tops:

Please see the user guide included in the branding kit for uniform guidelines or please refer to the end of the handbook for details.

7.8 ATHLETES' RIGHTS AND OBLIGATIONS

- a. Athletes must wear the official tank top / top provided by LOC s at all times: during a match, on the field of play, during warm-up sessions, during post-match interviews, during the awarding ceremony as well as during press conferences. During the awarding ceremony, athletes are not authorized to have any additional accessories such as sponsor's flags, towels, etc., that may obstruct the visibility of the tank top / top.
- b. Athletes can neither alter nor cover the identification of the official FIVB or LOC's sponsors on the tank tops / tops.
- c. Men and women athletes must provide their own shorts and bikini bottoms or one-piece bathing suits. Team members must wear identical shorts / bikini bottoms (or one-piece bathing suits).
- d. Men athletes must wear shorts as per the diagram. Shorts must not be baggy and must be above the knee cap. In the competition area this rule must always be respected - during warm up, match protocol, awarding ceremony, etc.
- e. Women athletes must wear bikini bottoms that are in accordance with the diagram, be a close fit and be cut on an upward angle toward the top of the leg. The bottoms must be made of elastic material, preferably of Lycra® or a combination of Lycra® / cotton or any other similar quality synthetic material.
- f. Athletes are authorized to have personal sponsor's logos (including manufacturer) on their shorts / bottoms located in any position and of any size. There is no limitation in the number of sponsors to be displayed on the shorts / briefs. Women's athletes may also display one (1) additional sponsor's logo either on their lower back or on one shoulder by means of a temporary tattoo.
- g. Male athletes are required to print their name, nickname (see graph) or team

name on their shorts / bottoms (or one-piece bathing suits). It is strongly recommended for female athletes but due to limited space available, it is not compulsory. Athlete's name must correspond with the international athlete's identification (team name registered in the VIS, rankings, on scoreboards, TV graphics, etc.) and be written in Latin letters (between 5cm and 8cm high and 1cm-1.5cm wide). They must be visible for the audience as well as for TV.

- h. Athletes cannot print on their uniforms religious and/or political statements as well as any logos / symbols pertaining to organisations other than their NFs. Upon the request of the FIVB Technical Delegate, athletes must submit their own shorts / bottoms (or one-piece bathing suits) for approval during the Preliminary Inquiry. After the Preliminary Inquiry, and unless specifically authorized in writing by the FIVB Technical Delegate and the LOC, athletes are neither allowed to include any new sponsors' logo / name on their shorts / bottoms (or one-piece bathing suit) nor enter into any agreements with companies wishing to sign with them at the last minute;
- i. Athletes must wear their official tops immediately after a match and at all times inside the venue for interviews. A fine of USD 300 will be applied only if an athlete does not wear his/her top for the compulsory post-match interviews.
- j. Athletes are not permitted to throw their tops into the crowd after a match on centre court.
- k. Media Operations Delegate must always have a supply of additional athletes' tops next to the centre court to ensure that they can be provided in case the athletes do not have them.

7.9 COLD WEATHER UNIFORM

- a. In cold temperatures and pouring rain conditions (where the temperature is expected to fall below 15°C) athletes are permitted to wear uniforms composed of a close-fitting t-shirt with long or short sleeves and, long tight pants (down to the ankle and not to the knees).
- b. Cold weather uniforms must be consistent in style, length and colour for both athletes in the team and must follow the same marketing rules as for the athletes' shorts and briefs regardless of size and position.
- c. After consultation with the medical staff, Technical Delegate is responsible for allowing athletes to wear the cold weather uniforms whenever deemed necessary.
- d. For the men's cold weather shirt and pants, no sponsor logos (excluding manufacturer of 20cm²) are permitted. Men are required to wear their shorts over the long pants.
- e. Women athletes (not wearing their briefs on top) may display their sponsors' logos according to the requirements.

7.10 ATHLETE ACCESSORIES

- a. Athletes are authorized to use the following accessories:
 - Visor / cap / hat / head band.
 - Sunglasses.
 - One (1) watch.
- b. A total of 3 items can be used as follows:
 - Temporary tattoos (max 10cm width) or armbands (max 10cm width).
 - A combination of the two, may be worn, but only one item on each arm.
 - In addition to the above another temporary tattoo (max 20 cm²) can be worn on any other part of the body (not including the arms). Tattoos and armbands may be of different sponsors and of any category. At the FIVB WCHs specific guidelines shall apply.
 - Footwear and/or athletic socks (with the approval of the Referee).
- c. Injury Prevention Devices:
 - Compression pads are approved but must be of the same colour design of the uniform. Teams using compression pads must be uniform in colour/design for all athletes.
 - No padding is allowed in the forearm, as it provides advantages to the athletes' performances.
 - Neutral colours, black or white are acceptable.
 - Gloves are not accepted, except in case of medical necessity especially in the case of skin disease.
- d. Athletes are responsible for providing their own accessories.
- e. There are no limitations concerning the position and size of sponsor logos on athletes' shorts / briefs and headgear.
- f. For the remaining accessories, the athletes can display a maximum of 2 sponsors (72 cm² each) plus the manufacturer's logo.
- g. LOC s may provide towels for all Main Draw athletes and court personnel (ball boys) should they wish.

8. APPENDIX 2: LED BOARD GUIDELINES

8.1 GENERAL PRINCIPLES

As described in the relevant rights agreements (“Rights Agreements”) between FIVB and sponsors, suppliers and supporters (together “Commercial Affiliates”) of the FIVB Beach Volleyball World Tour (“Event”), the use of LED/electronic perimeter advertising board systems (“LED Systems”) at World Tour matches is subject to guidelines issued by FIVB.

These guidelines shall apply in order to deliver improved branding presence to Commercial Affiliates around the field of play whilst also protecting the basic integrity of FIVB matches. One of the key principles of these guidelines is to ensure that the use of LED Systems shall not cause disruption to athletes, officials, spectators and broadcast viewers.

These guidelines shall apply in relation to all Commercial Affiliates identifications (and the artwork for such identifications) used on LED Systems at the applicable Event matches.

FIVB reserves the right to modify and update these guidelines. In the event of any inconsistencies between these guidelines and the terms of any Rights Agreement, the terms of the Rights Agreement shall prevail.

8.2 RULES FOR ROTATION DURING MATCH TIME

The identification of Commercial Affiliates and/or FIVB on LED Systems is split into shared rotations and solus rotations, which change during a match in accordance with a pre-set order determined by FIVB. The term “rotation” as used in these guidelines means a period during which identifications are displayed on the LED System before being replaced in their entirety by new identifications.

The split of time defined in the contract between the LOC’s Commercial Affiliates and the FIVB’s will be calculated during match play time. The periods discussed below are not included in match play time, are subject to the following protocol and are subject to change at the FIVB’s discretion:

- Pre-match
 - Welcome Message
 - Tournament Logo
 - Team Presentation
 - Player Introduction
- Start of the Set
 - At the beginning of each set, the first minute of the Commercial Affiliate shared rotation will be applied
- End of Set
 - First Set: Shared rotation will be applied when the first team reaches 17 points
 - 2nd + 3rd Sets: Shared rotation will be applied when the first team reaches 10 points
- 1st Technical Timeout

- Shared rotation
- 2nd Technical Timeout
 - Local Activation or FIVB messaging. In case neither is available, the shared rotation will apply
- Team Timeout
 - Shared rotation
- Between Sets
 - Entertainment or if not available then shared rotation
- After the Final Whistle
 - Shared rotation
- Challenges
 - Challenge message will be showed
- Awarding Ceremony and Side Events
 - Separate Awarding ceremony & side events (e.g: concerts, shows...) rotation needs to be identified and approved by the FIVB prior to the event. Please refer to the timeline for further details

8.3 SHARED ROTATIONS

8.3.1 DEFINITION

- a. A shared rotation is a period of time during which, in principle, all of the Sponsors are identified on the LED System at the same time.
- b. Running Orders and Guidelines are applied at the start of T-18 Minutes before the first whistle of the match.
- c. Total rotation will have an approximate duration of 4.30 Minutes.

8.3.2 LAYOUT

During periods of shared rotations, the layout and position of Commercial Affiliate identifications on the LED System will reflect the board layout/positions used on fixed perimeter advertising boards as per the official court layout.

8.3.3 IDENTIFICATIONS

A Commercial Affiliate's identifications during shared rotations cannot be changed during a match.

8.3.4 ANIMATIONS/ MOVEMENTS

- a. The use of small or slow transitions involving moving images, special effects or animations, such as flashes, waves, celebration claps, spinning, zooming in or out, fading in and out etc., shall be permitted, subject to principles agreed upon by the Parties and final approval of each use of animation by the FIVB.

The total time used for transitions should be no more than three (3) seconds of the (fifteen) 15 seconds rotation and can be split using any method across the intro and outro of the rotation.

8.3.5 TECHNICAL SPECIFICATIONS

Images:

- a. All files must be High Resolution JPEG files (72 dpi resolutions). EPS or PSD Files to be provided to FIVB at all times.
- b. “Call to action messages” are not acceptable with corporate logo.
- c. Messages should be limited to 15 seconds in duration.

8.3.6 POWER AND CABLING

- a. System back to full power in case of pitch power loss in less than 25 seconds;
- b. Weather protection to IP 65 (front) and IP 54 (back);
- c. Rubber louvers and rubber padding (impact protection) to protect athletes from injury;
- d. Ability to adapt safety and access gates at numerous locations with no signal loss;
- e. Systems must be well maintained with full maintenance and failure records.
- f. All exposed cabling (incl. data cabling) must be protected.
- g. Power loss must be limited to one cabinet – not tolerable to affect other cabinets.
- h. Safe, secure and demonstrably reliable pitch-side power required for system.
- i. Fully backed-up power / two independent power sources preferred. Examples of current power requirements: 2 x 125A / 4 x 63A versus 4 x 125A / 8 x 63A.

8.3.7 INVENTORY SHARING / SWAPPING

Commercial Affiliates cannot share or swap their shared rotations with other Commercial Affiliates.

8.4 SOLUS ROTATIONS

8.4.1 DEFINITION

A solus rotation is a period during which a single Commercial Affiliate is identified on the LED System.

8.4.2 LAYOUT / RUNNING ORDER

During solus rotations, the layout and position of Commercial Affiliate covers the entire surface of the boards except for the fixed panels as identified in the official court layout.

8.4.3 IDENTIFICATIONS

- a. Subject to applicable local laws and regulations, during solus rotations each Commercial Affiliate is free to promote:
- b. Products/brands in relation to which the Commercial Affiliate is permitted to exercise their rights pursuant to their Rights Agreement. Commercial Affiliates' Rights Agreements may further regulate the manner in which certain Brands may appear; and/or any of the following:
 - products and/or services (including pictures/illustrations);
 - support for both teams playing in one specific game (support must be fair and equitable)
 - slogans/messages/commercial Affiliate campaigns/commercial Affiliate product call to action (for example 'new Honda arrives in December'); and/or
 - Websites, social media pages/platforms
- c. Provided these fall within the Commercial Affiliate's product category set out in the Commercial Affiliate's Rights Agreement ("Product Category") and relate to the Commercial Affiliate's Brand(s).
- d. A Commercial Affiliate's identifications during solus rotations can vary by match.
- e. No more than three different Commercial Affiliate identifications may appear at the same time (i.e. as a combination) during a single solus rotation e.g.
 - Commercial Affiliate Brand + picture of Commercial Affiliate's product + Commercial Affiliate's website, or
 - Commercial Affiliate Brand + Commercial Affiliate slogan + name of an affiliate of the Commercial Affiliate (provided such affiliate is a Brand), or
 - Name of Commercial Affiliate's product + picture of Commercial Affiliate's product + Commercial Affiliate's campaign message.
- f. Each Commercial Affiliate may only use one combination of identifications during solus rotations during a single day.
- g. The following may not appear in Commercial Affiliate identifications during solus rotations:
 - References to individuals, teams and officials, even if the Commercial

Affiliate has a relationship with them;

- Religious or political messages or messages that are, in FIVB's opinion, offensive in nature;
 - Comparative advertising;
 - References to the particular match at which the LED System is being used (or to live action taking place within that match);
 - References to other Event matches;
 - References to other sports properties or events which the commercial affiliate might be involved with;
 - References third parties (including third party products and/or services, merchants and/or promotional Affiliates).
- h. Commercial Affiliate identifications may be displayed in any language during solus rotations, however a script with full English translation must be provided to FIVB for approval.

8.4.4 ANIMATIONS / MOVEMENT

- b. The use of small or slow transitions involving moving images, special effects or animations, such as flashes, waves, celebration claps, spinning, zooming in or out, fading in and out etc., shall be permitted, , subject to principles agreed upon by the Parties and final approval of each use of animation by the FIVB. The total time used for transitions should be no more than three (3) seconds of the (fifteen) 15 seconds rotation and can be split using any method across the intro and outro of the rotation.
- a. Rotation length shall be 15", the same for all Commercial Affiliates but some may be repeated more often to fit within the sponsor structure with the hierarchy of the sponsorship programme.

8.4.5 TECHNICAL SPECIFICATIONS

Images:

- a. All files must be High Resolution JPEG files (72 dpi resolution). EPS or PSD Files to be provided to FIVB at all times.
- b. Call to action messages are not acceptable with corporate logo.
- c. Messages should be limited to 15 seconds in duration.

8.4.6 POWER AND CABLING

- a. System back to full power in case of pitch power loss in less than 25 seconds;
- b. Weather protection to IP 65 (front) and IP 54 (back);
- c. Rubber louvers and rubber padding (impact protection) to protect athletes from injury;
- d. Ability to adapt safety and access gates at numerous locations with no signal loss;
- e. Systems must be well maintained with full maintenance and failure records.
- f. All exposed cabling (incl. data cabling) must be protected.
- g. Power loss must be limited to one cabinet – not tolerable to affect other cabinets.
- h. Safe, secure and demonstrably reliable pitch-side power required for system.
- i. Fully backed-up power / two independent power sources preferred. Examples of current power requirements: 2 x 125A / 4 x 63A versus 4 x 125A / 8 x 63A

8.4.7 INVENTORY SHARING/ SWAPPING

- a. Commercial Affiliates cannot share their solus rotations with other Commercial Affiliates.
- b. If an alcohol brand is signed on as a local Commercial Affiliate and that branding on boards is affected by local regulations related branding must be discussed and agreed in writing with the FIVB in advance.

8.4.8 AWARDING CEREMONY AND SIDE EVENTS

A separate Awarding ceremony & side events (e.g: concerts, shows...) rotation needs to be identified and approved by the FIVB prior to the event. Please refer to the timeline for further details

8.4.9 ACCEPTABLE COLOUR(S) AND BRIGHTNESS

The LED System should not negatively affect the playing, officiating and/or viewing of the game (broadcast or spectator), nor lead to or create confusion. Therefore:

- a. to avoid any confusion with the colour(s) of the assistants' flags no artwork can be predominantly the same colour as the flags (i.e. red or neon yellow);

- b. Commercial Affiliate artwork should not contain highly saturated colours;
- c. artwork colours must be kept within broadcast required ranges after colour corrections are applied;
- d. FIVB may adapt colour saturation level of Commercial Affiliate identifications before or during a match broadcast

8.4.10 APPROVALS, PROVISION OF ARTWORK AND COST

All Commercial Affiliate identifications are subject to FIVB approval and must be submitted to FIVB/OC at least four weeks prior to the intended use. All Commercial Affiliate artwork must be submitted in a specific file format (with pantone colour references if required) according to the respective technical specifications and deadlines as communicated by FIVB/OC to the Commercial Affiliates.

For the avoidance of doubt, if any artwork has been used at a venue, it is the Commercial Affiliates' responsibility to cover any costs to adjust the artwork to be used at another venue.

These costs include transforming the Commercial Affiliate artwork into workable files (including for example format translations), management cost, codec licenses, file quality control, copy positioning, and colour correction. Any costs incurred in relation to additional artwork will be charged to the relevant Commercial Affiliate.

You will find a template for the running order in the branding kit.

Should you have any questions please contact: marketing@fivb.com

CHAPTER 5 - COMMUNICATIONS AND DIGITAL

Communications is a core strategic function of any organisation, and with the diversification of the global information landscape it has increasing importance. Driven by the revolutionary change in the way that information is channelled and consumed, leaders of organisations can now engage with their target audiences in hitherto unimaginable ways. Opinions are built and shared globally, 24/7, through and in web-based communities and media. These new processes represent a huge opportunity for the FIVB, but also a responsibility for the LOC.

Effective, well managed communications are essential to the continued success of FIVB events. The FIVB's objective is to engage with all target audiences on a local, national and international level in order to establish its properties more solidly and promote beach volleyball globally. Only proactive cooperation among the LOC, local Press Directors and the FIVB Communications Department will deliver enhanced communications and meet this objective.

Over the past few years the FIVB has made efforts to communicate activities across all levels of the FIVB, as well as those of Confederations and National Federations. The focus has been on the athletes in order to make them more visible and more memorable not just with still picture images but also video content at the forefront.

The decision reflects the wide-reaching aim of the FIVB to infuse a modern style of communication, which conveys beach volleyball to the world in a fresh, dynamic and exciting manner. This new direction will have a direct impact on media operations.

This chapter sets out the minimum requirements for media operations at FIVB beach volleyball events. The guidelines for hiring media staff and setting up and maintaining media facilities are designed to provide the best possible service to the media and maximize event coverage. Event Organisers are therefore expected to provide professional communications staff and high-quality media facilities that reflect a commitment to the future of their event, the FIVB's worldwide image and the sport in general.

The LOC must commit to:

- a) Hire (part-time) an experienced, professional Press Director by at least six months before the start of the tournament to warm up the interest of the media and raise awareness about the event, to design a comprehensive Media Plan and to allow the FIVB to send instructions and start preparing the event, while it is mandatory to hire a full-time experienced and professional Press Director and other media staff 90 days before the start of the event;
- b) Promote the event to all domestic media (TV, radio, internet, written press, etc.) well in advance and keep them regularly informed. An effective Media Plan must be realized by each LOC and submitted to the FIVB for its approval at least four months before each event. For the FIVB Digital Strategy and Content Tips on social media download the presentation here!

<https://bit.ly/2moWwfz>

The following media items must be prepared and sent by email to the FIVB Communications Department (time period: 90 days before the start of the event):

- a) Description of the Event media facilities (including a detailed map that clearly shows the location of the media centre, media tribune and what is foreseen for the mixed zone – please mention any particular issue concerning the setting of the media facilities);
- b) List of media staff (including the expected number of volunteers and their roles);
- c) List of the invited media to the launch press conference(s) and other media opportunities organised for the promotion of the event; List of the VIP media invited to the event (if applicable);
- d) Comprehensive Media Plan for the event including date, location, invitees, speakers for the launch press conference(s), distribution of news information, printed materials and distribution channels, information on the internet and social media strategy, press kit, promotion campaign on TV & Radio etc.;
- e) Confirmation that the FIVB online accreditation wizard tool has been implemented on the event's website and that domestic media is invited to register via the FIVB's online accreditation system. It is recommended to invite domestic and international media to the event via the FIVB's online accreditation system (For FIVB World Tour events).
- f) Confirmation of the accreditation facilities for the international media according to the FIVB guidelines;
- g) Confirmation that international standard facilities will be available to the accredited media (by setting up a functional, comfortable and appropriately equipped Media Centre for the journalists, broadcasters, photographers etc. and testing the internet connection bandwidth) (see Press Facilities section 5.3).

The FIVB Communications Department will work closely with the LOC and support their Press Director in the most effective way, making active contributions concerning the following:

- a) Implementing the media items listed in the Master Plan using the FIVB's collaborate tool;
- b) Producing press releases for the international media and promoting the event through the FIVB's different media channels (website, publications, social media etc.);
- c) Assisting the Press Director with the implementation of the Media Plan;
- d) Facilitating contact, based on the terms of the NF-Player's Commitment, between the LOCs and the FIVB partners/sponsors' local public relations representatives in view of a possible collaboration. Athletes shall also show their best efforts by personally getting involved in the promotion of the tournaments and side events. On such a matter, the section 5.14 in this chapter will give a better understanding concerning the rights and obligations of each participating athlete, towards the media.
- e) It is recommended that first- or second-year FIVB Beach Volleyball LOCs contract a local communications and public relations agency to attract, engage and motivate stakeholders to act and media to give maximum exposure to the event. The Qualification Tournament will set a milestone in the way content is produced and managed by the FIVB. For the first time ever the FIVB will produce automated clips and provide a big increase in digital content production.

Content for FIVB Channels

This year the FIVB has also decided to streamline the production of videos and articles content for its website.

With a high number of matches to cover, the FIVB has appointed **several high-level sports**

photographers, video editors and writers to produce content for all the FIVB’s digital channels. The photos, videos and articles will be free to use by the National Federations and LOCs, their athletes as well as local and international media outlets with the condition of crediting the FIVB and the FIVB’s social media accounts if used on any of the social media platforms

Content for Communications Channels of the NFs

The NF Communications Officers will still be required to produce content for the federations’ communications channels as well as texts and other promotional material in the local language. The communications officers are also free to use the content from the FIVB website and the FIVB’s social media channels throughout the tournament. **Potential Content Plan**

PREMIUM COVERAGE			
	BEFORE	DURING	AFTER
Social Media Editorial & Video	<ul style="list-style-type: none"> - <u>Look back into previous edition</u> - <u>Preview of the this year's edition</u> - <u>Publishing the important milestones on all channels</u> 	<ul style="list-style-type: none"> - Near Live videos - Smart Segmentation of the different Productions - Highlighting only the Top Games and Top Players - Minimum coverage to all games 	<ul style="list-style-type: none"> - <u>Recycling of all the content from the edition</u> - <u>Focusing on the top performances</u> - <u>Preparation to other tournaments</u>

More details to be submitted by the FIVB Digital Team in December 2019.

MEDIA STAFF

FIVB Communications & Digital Department

The FIVB Communications Department coordinates the media action from the FIVB headquarters in Lausanne, Switzerland, while the FIVB Communications & Digital Department assigns on-site an FIVB Press Delegate and an FIVB Official Photographer (when foreseen) and supervises that they perform in accordance with the terms of their respective mandate.

The FIVB Communications & Digital Department also:

- a) Verifies that the event’s Media Plan fits in with the FIVB’s communications strategy;
- b) Ensures via the Media Operations Director that all the necessary media matters which are listed in the Master Plan and in the approved Media Plan are efficiently implemented by each LOC;
- c) Gives instructions to the FIVB Media Operations Delegate to manage the media and the distribution of information on and offsite and through the different FIVB’s communications channels;
- d) Provides daily “on demand” support to the FIVB Press Delegate;
- e) Creates tools for the media (Media Guide, Statistics, Players’ Biographies, etc.);
- f) Provides worldwide visibility with press releases, FIVB publications, the FIVB website, engagement activities on FIVB social media channels, PR activities with international agencies and daily contact with the media. – Organises a “kick off” to launch the beach volleyball season (if any);

- g) Provides media services on the occasion of special events such as “drawing of lots”, FIVB press conferences, Press Director seminars, etc.; Issues and circulates FIVB press releases whenever needed.

Local Press Director

The Press Director must be a journalist working in the host country, with experience in running a Media Centre for an international sports event and excellent command of spoken and written English. He/she must be nominated at least three months before the start of the tournament, to facilitate the communication with the FIVB Communications & Digital Department and the FIVB Press Delegate. He/she should be employed full-time three months prior to the start of the competition until all necessary press-related reporting is completed after the event. The Press Director is responsible for producing the final report (BVB-20 form) and sending this to the FIVB Communications & Digital Department a maximum seven days after the end of the competition.

Main responsibilities

- a. Effectively managing on-site media operations, to ensure the smooth functioning of the Press Tribune, Press Working Room, Mixed Zone and Press Conference (if required) as well as delivery of press material on-site and off-site.
 - I. Ensuring the correct media infrastructure is installed and functional (Press Tribune, Mixed Zone, Press Working Room) – See section below.
 - II. Verifying the accuracy of statistical data, with the VIS team, and transmitting this information to the media and TV commentators.
 - III. Supplying cohesive quotes from the Mixed Zone and/or Press Conference if no FIVB Press delegate is onsite
- b. Properly promoting the event to the local media and ensuring that the Tournament is sufficiently promoted on the national federation website homepage and social media channels.
 - I. Producing a national media plan (see section below)
 - II. If there is a demand for it, organise a launch press conference a few days before the first match with national and local media. The press release and images should be uploaded into the VIS system and an email sent to the FIVB Digital Team and Communication Department.
- c. Receiving and verifying international and national accreditation requests. See section below
- d. Producing feature articles in the lead up to and during the tournament.
- e. Producing social media content via Twitter, Facebook and YouTube. (Respective page details must be sent to the FIVB Digital Department).
- f. Cross posting social media content on Facebook between the FIVB’s Official social media channel and National Federation official channels. This is to be coordinated with the FIVB’s Social Media team.
- g. Tagging and referencing the FIVB social media accounts on all posts related to the event in order to increase the reach of the social media channel.
- h. Preparing a final report on media operations after the tournament to send to the FIVB Communications/Digital Department no later than 10 days after the event. See section below.
- i. Using the official thumbnails templates when publishing video content on social media.
- j. Always Using the official hashtag when communicating about the event on social media.

- k. Ensuring assistance to FIVB in promoting ticket sales by providing ticketing platform links and other information on ticket sales.
- l. Providing FIVB with information on the TV Broadcasters for the games.
- m. Providing the official FIVB photographer with the relevant access to cover the game (no other photographer shall have more access than the official FIVB photographer).
- n. Developing a relationship of trust with media of the participating countries he/she is involved with.
- o. Communicating with FIVB and providing the information required from the National Member Federation.
- p. Being easily reachable during the competitions via live communications channels (like Skype/Whatsapp or similar).
- q. Ensuring that media procedures are understood and followed by the team on preparation and Game Days.
- r. Securing the involvement of star athlete in the coverage of the games.
- s. Screening and managing of media accreditation requests received from FIVB (establish clear process).
- t. If a press conference is taking place, finding a moderator for the press conferences (and providing supporting translation from local language to English).
- u. Coordinating media activities involving the teams such as pre-game media availability and post-game mixed zone and press conference.
- v. Organising photo/video shoot (if any) and any other promotional activity FIVB may require.

FIVB Press Delegate

The FIVB Press Delegate will assist the local Press Director. The LOC must provide the Press Delegate with a mobile phone (allowing international calls) from their arrival to the morning after the end of the competition. The Press Delegate also:

- a. Represents the FIVB when on-site and is in constant communication with the FIVB Communications Department regarding all matters taking place on-site and all answers to be given to the media.
- b. This delegate oversees the FIVB Media team on site, if no representative of the FIVB Communications & Digital Department is onsite
- c. The FIVB Press Delegate oversees all the editorial content being produced by the onsite FIVB Media team. /he works alongside the local Media Director in successfully communicating all aspects of the event.

The content plans below provide an overview of the website content required from the FIVB Media Delegate during a tournament. The FIVB Communications Department will work with the Media Delegate prior to the tournament on a more detailed plan.

Base content plan for 1 and 2 star event

Match Day - 1	Match Day 1	Match Day 2	Match Day 3	Match Day 4	Match Day 5
Event Preview	End-of-day review – Men	End-of-day review – Men	End-of-day review – Men	End-of-day review – Men	Live streaming promo End-of-day review – Men
	End-of-day review – Women	End-of-day review – Women	End-of-day review – Women	End-of-day review – Women	End-of-day review – Women

Base content plan for 3 to 5 star events

Match Day -1	Match Day 1 / Qualifications	Match Day 2	Match Day 3	Match Day 4	Match Day 5	Match Day 6
Tournament preview				Live streaming promo		
End-of.day review of country quota matches	End-of-day review – one per gender	End-of-day review – one per gender	End-of-day review – one per gender	End-of-day review – one per gender	End-of-day review – one per gender	End-of-day review – one per gender
	Player profile / feature	Player profile / feature	Player profile / feature	Player profile / feature	Player profile / feature	Player profile / feature

MEDIA OPERATIONS – TASK LIST

S.No	Task	Contents
1.	Accreditation	<ol style="list-style-type: none"> Assists with international media applications. Inform LOC of onsite accreditation applications.
2.	Media Facilities	<ol style="list-style-type: none"> Check on all media areas in the venue (if applicable): <ul style="list-style-type: none"> - FIVB office - Media centre - Mixed zone - Media tribune - Press conference room - Accreditation
3.	FIVB Media Ops team	Ensure all FIVB Media ops team members have everything they need to carry out their duties for the event

Split of responsibilities: FIVB and Local Photographer

High-quality professional photography is vital to the success of the event's image. Most importantly, the photos should reflect the core values of volleyball. Volleyball is one of the most all-round athletic, entertaining and challenging team sports, in which precision, performance and teamwork are key components.

FIVB Official Photographer

The FIVB has enlisted local photographers for the duration of the tournament.

The local photographers representing the FIVB will oversee taking **on-court photos** at all COQT games and capturing the sporting action from each match as well as producing the photos as per the agreed upon briefing.

There will be one FIVB photographer assigned to 4-star and 5-star events .

- a. The FIVB Communications Department will inform the host federation of the person as soon as possible.
- b. The FIVB photographer should be provided with an accreditation that allows him or her access to all media areas and the field of play.
- c. The work of the FIVB photographer will be supervised by the National Federation Communications Officer.
- d. Produce specific photos which illustrate the marketing activities and involvement of FIVB Commercial Affiliates. The images/information are/is requested per venue. One set of images will be sufficient.
- e. The FIVB Photographer will also follow the FIVB's photographer guidelines
- f. Upload requirements will be forwarded separately

LOC appointed photographer

- a. The LOC is strongly encouraged to hire a local photographer to cover technical meetings, country quota play-off matches, the side courts, the side activities and focus on atmosphere pictures. All photos must be provided by the local photographer free of any rights in perpetuity, including use in FIVB publications, website, social media and by media worldwide. The local photographer will not give or sell photographs produced to third parties, except with the FIVB's prior agreement. The LOC must send a signed BVB/07 photographer's agreement to the FIVB no later than one month prior to the start of the event with his/ her signature
- b. The photographer must have experience covering international/ domestic beach volleyball events and must be approved in advance by the FIVB.
- c. The local Media Director must provide the e-mail address of the local photographer to the FIVB (press@fivb.com) 30 days before the event so that the FIVB can send information outlining specific guidelines to be followed on-site (uploading process to the FIVB website, location in centre court, etc.)
- d. The LOC is required to create separate entrances/exits to the "field of play" for photographers and television cameramen (separate from athletes and officials) and must have thin breathable vests (bibs) possibly of a dark colour, to identify cameramen and photographers individually. Light cotton coloured bibs are required for the playing area. Bright colours should be avoided for bibs especially during televised matches.

Photo Requirements

PHOTOGRAPHERS TECHNICAL REQUIREMENTS

All photographs must be produced using a professional digital camera as they will be used in the event's photo gallery and slideshow on the FIVB website as well as in press releases and social media platforms. Photographers must read the Photographers Manual sent to them prior to the event.

The photographs must meet the following criteria:

1. Captioned appropriately in English when uploaded to the VIS (written as such: USA's Todd Rogers, not Todd ROGERS (USA) or any other form) in the photo and their country/countries, with an explanation of their actions in the photo
2. Team and athlete name tags should also be used in the VIS before uploading
3. The photo caption must not include the photographer's name
4. The digital camera used to produce the photographs must be a professional camera which creates files of at least eight megapixels.
5. The files produced must be saved in JPEG format in the Adobe Photoshop programme (minimum of eight on a scale from one to twelve).
6. The size of the files must be at least 3,000 pixels (longest side) – high resolution.
7. The focus, contrast and levels must be of print-ready standard.
8. The photographs posted in the photo gallery must be of print ready quality for the media.
9. Photos must also be taken with the photo slideshow in mind, which tells the story of the event.
10. A minimum of five digital photographs of each match is to be uploaded to the FIVB website for each day of the event.
11. A minimum of 10 digital photographs of the prize-giving ceremony is to be uploaded to the FIVB website.
12. No later than seven days after the event, all photos should be uploaded on the link provided by the FIVB Digital Department. They must be of the best maximum resolution and web resolution digital photographs of the event, properly captioned and organised in separate folders (men/ women, by day of competition and web/high resolution) (min. 300 dpi, 18cm X 13cm).
13. Must upload digital photographs from every match to the FIVB website as soon as the match has ended. Photos of the surroundings and pre-match photos are also welcome, which are uploaded to the various file

14. All photographers should wherever possible ensure that sponsor signage and the spectators are visible in the background so that the photographs can be used for promotional material.
15. If the stadium is full, the photographer should take panoramic shots.
16. If the stadium is not full and there are few spectators, the photographer should take close-ups so that the empty seats are not visible.
17. When the FIVB President is present, the photographer should pay attention to his requests for photographs of ceremonies with VIPs, of meetings, etc. The photographer should look for the opportunity to take a variety of photos of the spectators, personalities, children having fun as well as TV and journalists covering the event, etc.
18. The photographers should take one or two panoramic photos of the stadium from outside the venue.
19. The excitement, the ambience, the crowds, side events activities, night pictures, dinner party, sponsors' activities, kid camps, venue, village, etc. should be an integral part of photographer's coverage of the event.
20. Further event related photographs may be required for specific tournaments. The FIVB Digital Department will communicate this to the photographers in advance.

Duties

- a. The photographers should be **available for briefing** by the local Press Director/Media Operations Director **before the start of the event**
- b. The photographer must be **available until the conclusion** of that day's matches
- c. FIVB's photographer guidelines

Positioning and photographs

- a. The photographer shall pay particular attention to **framing the photographs**. For example, the athlete's hands and the ball are visible in action shots and, in the case of low attendance, that no empty seats are seen in the photographs
- b. **Photos must be cropped** with an emphasis on the following:
 - I. Crowd in the background
 - II. Branding and sponsorship signs, logos, flags, etc. clearly visible
 - III. Half- of the pictures must be in a "landscape" format. This is for use on the front page of the FIVB website
 - IV. If possible, the athlete's number must be visible to easily identify the athlete, especially in early rounds.

FIVB Photographer

Work flow

At least two (2) photos should be sent to the FIVB prior to the match starting, ten (10) after the completion of the first set and the remaining photos at the end of the match.

However, in an effort for quality rather than quantity, a total of only twenty (20) per match should be published on the FIVB website e.g. two (2) before the match, five (5) after the first set and the remaining thirteen (13) at the end of the match, keeping in mind the order of photos to replicate the match order.

The FIVB will require all photos to be uploaded on the shared link sent by the FIVB Digital Department.

NB: The FIVB will forward upload instructions for the website photos

The photographer has the obligation to tag the photos properly with the Athlete’s Name, Team Name and the Name of the Competition and Year. In addition, adding a small tag to describe the photo (i.e.: Spike, Dig, Set, Fans...)

Photo list

Photo Checklist – Photographer Local and FIVB	
When	What to shoot
Pre-Match	<ul style="list-style-type: none"> <input type="checkbox"/> Athlete arriving at the venue <input type="checkbox"/> Athlete’ warming-up <input type="checkbox"/> Referees/TV getting prepared, checking the match balls etc <input type="checkbox"/> Fan excitement
Pre-Match Protocol	<ul style="list-style-type: none"> <input type="checkbox"/> Athlete lined up <input type="checkbox"/> Portraits of athlete who are lined up for the national anthems <input type="checkbox"/> Team photos <input type="checkbox"/> Team officials during the national anthems <input type="checkbox"/> Fans during the national anthems – for local
Match	<ul style="list-style-type: none"> <input type="checkbox"/> Action photos of both teams showing the principle actions in volleyball (spikes, blocks, digs, etc.) <input type="checkbox"/> Close-up action shots of each athlete, coaches, referees and fans – showing emotions <input type="checkbox"/> Panoramic shots <input type="checkbox"/> Fans showing emotions <input type="checkbox"/> Entertainment between the sets <input type="checkbox"/> Photographs of time-out periods, coaches/ athlete talking about strategy, etc. <input type="checkbox"/> Referees <input type="checkbox"/> TV (cameramen, commentators), journalists and photographers

Post-Match	<ul style="list-style-type: none"> <input type="checkbox"/> The winning team and the defeated team at the end of the game (looking for emotion) <input type="checkbox"/> Mixed Zone interviews <input type="checkbox"/> The prize-giving ceremony, if applicable <ul style="list-style-type: none"> <input type="checkbox"/> Athlete being presented medals, flowers, gifts, etc. <input type="checkbox"/> Pictures of the gold medal team showing award. <input type="checkbox"/> Pictures of the silver medal team showing award. <input type="checkbox"/> Pictures of the bronze medal team showing award. <input type="checkbox"/> Group shot of all three teams with presenters. <input type="checkbox"/> Group shot of all three teams on podium. <input type="checkbox"/> Branding and sponsorship signs, logos, flags, etc. clearly visible. <input type="checkbox"/> Press Conferences (if applicable)
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Pre-Competition	<input type="checkbox"/> Technical Meeting/Press Conferences
Court Panels / Boards	<ul style="list-style-type: none"> <input type="checkbox"/> Static boards: close-up of every board <input type="checkbox"/> LED: full rotation of boards (long and short sides) during action
Floor stickers	<p>Before the match</p> <ul style="list-style-type: none"> <input type="checkbox"/> During action (wide angle)
Net Mesh	<ul style="list-style-type: none"> <input type="checkbox"/> No action (but with spectators in stands in the background) <input type="checkbox"/> During play
Media Backdrops – standalone and with athlete (unobstructed)	<ul style="list-style-type: none"> <input type="checkbox"/> Mixed zone <input type="checkbox"/> Pre- and post-match press conference (where applicable) <input type="checkbox"/> Flash interview (if applicable)
General	<ul style="list-style-type: none"> <input type="checkbox"/> Spectators: crowds, full stands, dancers <input type="checkbox"/> VIP stand (with guests) <input type="checkbox"/> Food and beverage counters/snack bars
On-court activity	<input type="checkbox"/> Entertainment (dancers, lightshows, etc...)
Hospitality Area (where applicable) (with & without guests)	<ul style="list-style-type: none"> <input type="checkbox"/> Tickets <input type="checkbox"/> Accreditation <input type="checkbox"/> Parking Passes <input type="checkbox"/> Official Programmes <input type="checkbox"/> Poster/Flyer

Stadium Dressing	<input type="checkbox"/> Promotional banners <input type="checkbox"/> Outside dressing <input type="checkbox"/> Billboards <input type="checkbox"/> Backdrops <input type="checkbox"/> Directional signage <input type="checkbox"/> Roll-ups <input type="checkbox"/> Tier dressing (with crowds)
Commercial display (if applicable)	<input type="checkbox"/> Product display on/off court <input type="checkbox"/> Promotional activities onsite (inflatables, POS) <input type="checkbox"/> Sales stands <input type="checkbox"/> Product branding (i.e. Mikasa balls, Gerflor flooring, Nets, etc.)

Required Publications & Content

National Media Plan

The National Media Plan should list:

- a. Information on date, location, invitees, speakers for the launch of the press conference(s).
- b. A distribution list for news information (the media list should include details of national media agencies, national and regional newspapers, magazines, radio stations, television stations, as well as the personal details of sports editors and volleyball journalists. It should also contain the details of the main news agencies and media from the visiting national federations).
- c. Printed material produced for the event as well as and distribution channels, information on the internet and social media strategy, press kit, TV & Radio promotional campaigns etc.
- d. List of social media channels with respective contact details.
- e. List of proposed content for the different communications channels.

Press kit (if any)

The Local Press Director can prepare a Press Kit to distribute to the accredited media and FIVB Communications Department which should include the following items. This can be available in a digital copy and distributed to all the media available on site:

- a. Full details of the location of the event, including an access plan, location of the accreditation desk and transport options.
- b. A map of the arena where the Press Tribune and the Mixed Zone (and access from the first to the second) are clearly identified.
- c. Hotel and training hall of the teams.
- d. Name, email and mobile phone number of the Local Press Director.
- e. List of athletes in the participating teams and athlete biographies.
- f. Match schedule.
- g. Official programme.

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- h. Details of the FIVB website for research purposes and downloading of photographs.
 - i. Details of the FIVB social media channels for general content following
 - j. Other local and sponsor information.

Feature articles

The FIVB is looking to create content for fans, to help expand beach volleyball's reach and provide the right coverage to their events and national teams. To do so, the FIVB is requesting the assistance of all National Federations in identifying athletes and their stories in the lead up to and during the tournament for these personality pieces.

- a. This piece would be an inside look at the beach volleyball star that should highlight the human aspect of an athlete and also shed light on their life outside beach volleyball.
- b. Another piece should highlight an achievement of an athlete during his or her career in beach volleyball (i.e: great action that saved the game, a high-stats performance game)
- c. The National Federations must explain why this athlete should be featured in a personality piece (both on and off court reasons and how it could potentially tap into a new market/group of fans).
- d. This piece would consist of in-game, training and behind the scenes video footage, interviews, key stats, interesting "Did you know?" for infographics and other fun facts that can be provided by the National Federation.

Process

Feature articles should be produced from mid-December looking ahead to the tournaments at the beginning of January, as well as during the tournaments themselves.

- a. National Federation identifies the story angle for the feature article
- b. The National Federation Communications Officer:
 - I. Creates and publishes this piece on the National Federation website, in the local language if necessary.
 - II. Sends the link to the FIVB Communications Department (press@fivb.com) & Digital team (digital@fivb.com)

The FIVB Communications Department, in collaboration with the Digital Content and Social Media teams, will make a decision on its inclusion into the overall content plan.

MEDIA FACILITIES

Ensuring media have good visibility of the live action as well as smooth flow and easy access to athletes is the priority.

However, media facilities will vary greatly according to the event. A few media seats will suffice for some matches, depending on the teams and the media coverage available in the region, but the working space requirements will increase in the case of matches generating great media

interest. The capacity of facilities for the media must be adapted according to the match and to the number of media representatives anticipated.

Setting up top-notch media facilities go some way towards ensuring that the journalists, broadcasters, photographers etc. are able to cover the event effectively and as a direct result help expand the awareness to the FIVB's events and the sport in general.

Media facilities should be operational one day before the start of the tournament. On the competition days, the media facilities must be open at least two hours before the start of play and should remain open for at least two hours after the conclusion of the final match. Organisers should be prepared to extend the opening hours to assist any journalists working to meet international deadlines. The FIVB Technical Delegate should inspect and check the media facilities during the stadium homologation.

The Media Centre, Press Conference Room (if any) and Mixed Zone must be located adjacent to the centre court as much as possible. It is mandatory to provide sufficient seats for the accredited media in a reserved roofed area in the VIP stand, with electricity plugs (tables are not necessary in this area) and in a working area facing the main court as much as possible.

Facilities & Infrastructure	WCHs	WTFs	WT 5*	WT 4*	WT 3*	WT 2*	WT 1*
Media Centre	√	√	√	√	√		
Mixed Zone	√	√	√	√	√	√	√
Media Tribune	√	√	√	√	√		
Media Lounge	√	√					
Press Conference Room	√	√	√	√	√		
Accreditation Office	√	√	√	√	√	√	√
Internet connection	√	√	√	√	√	√	√
Office Space – Media Operations Team	√	√	√	√	√	√	√

Media Centre

The Media Centre should be located close to the Media Tribune and must be accessible to all accredited journalists:

- a. Working spaces should be allocated according to the type of accredited journalists, giving priority to international and national news agencies.
- b. Consideration should be given to extra working space or a separate room for photographers to accommodate their equipment.
- c. Lockers with padlocks should be available for all print, electronic media and photographers to secure professional and personal items.
- d. International and national agencies (both print and photographic) should be offered the option to order (at their own cost) their own telephone and internet lines. These lines should be installed in special reserved workspaces. A minimum of one international phone line should be available for media for emergencies only in addition to broadband internet access.
- e. LOC is requested to provide high-speed WiFi internet access separately for the athletes and media with separate LAN cable access for photographers (FIVB Official & agency photographers).
- f. WiFi should be password protected to avoid external access which can slow down the connection. The bandwidth of the internet lines, especially for uploading, should be adjusted according to the number and type of journalists accredited and increased if necessary, for the efficient transmission of material. The internet connection must not be switched off before midnight of the last competition day, or later if night matches are foreseen.
- g. Installation of internet/phone lines must be completed the day before the start of the tournament to accommodate the needs of journalists preparing preview and feature material.
- h. The Media Director must ensure that the Media Centre and all equipment inside it is adequately protected from sand and rain and must appoint support staff of a minimum of two persons to assist with the operation of all equipment and to keep the media working area clean and tidy.
- i. Security staff should be present to ensure no equipment is stolen.

Mixed Zone

- a. Mixed Zone must be set up adjacent to the main court where athletes can be interviewed after each match in front of the FIVB official backdrop (fixed and/or removable). If more than 2 courts are used for the tournament, a second mixed zone should be set up closer to the side courts.
- b. The space required will vary according to the importance of the match/number of accredited medias. For good working conditions a journalist should have 2.5m² of space.
- c. The Press Director must ensure that proper lighting is in place while the official TV broadcaster is responsible for all TV requirements in this area. Portable lights on cameras are not considered proper lighting. Spotlights that are fixed or on a tripod should be set in place.
- d. Local Media Director must hire a Mixed Zone quote taker to provide flash quotes from each Centre Court match, since these matches usually feature host country teams. For semi-finals and medal matches, the quotes must be more than just one or two comments. For all the media at the event, all quotes must be released on the FIVB website.
- e. Barriers (roped or fixed) should separate the media from the athletes (the Mixed Zone is not a 'free' zone). There should be a backdrop of event signage positioned in the Mixed Zone for television and video interviews.
- f. The first part of the Mixed Zone should be available only for broadcasters, with clear signs. The second part should be open to other media.

The official order for journalists in the Mixed Zone is:

1. TV Host Broadcaster*
2. Television Rights Holders
3. Host Federation video journalist/FIVB Journalist/FIVB Media Operations Delegate
4. Radio and News Agencies
5. Online/Print Journalists
6. Television Non Rights Holders

Note that this order can change taking into consideration the respective deadlines of each type of media and the time when a match finishes. However, clear communication to the media is essential.

*TV Host Broadcasters are allowed to hold court flash interviews which are used to transmit live interviews immediately after the match. There should be a flexible backdrop of event signage positioned at flash interview position(s).

The Local Communications Officer is responsible for coordinating the media/athlete flow in the Mixed Zone. This will be managed by the FIVB Communication teams when onsite for specific events. At the end of each match, each team must pass through the Mixed Zone. All athletes are requested to positively respond to any requests for media interviews.

Press Conference Room

- a. The Press Conference Room should be next to the Media Centre and located possibly within metres of the Mixed Zone, easily accessible to accredited journalists and athletes.
- b. A service for translating the interview of the athletes is strongly recommended.
- c. A person coordinating the interviews is strongly recommended to liaise with journalists and athletes. If an FIVB Communication team member is onsite, this person will look after this.

Requirements if press conferences are foreseen:

- a. FIVB and competition flags;
- b. Raised podium with table and chairs for four people (BVB: two players of each team, plus two extra chairs in case extra athletes are requested by the media to attend and/or interpreters);
- c. The official competition backdrop (as per the Branding Kit) must be installed behind the podium, with other branding items (e.g. event posters) on the other walls;
- d. Name plates;
- e. Towels and bottled water should be available for the athlete/coaches on the podium; water should also be available for the media;
- f. Chairs (in rows) for media representatives;
- g. A good quality loudspeaker system (for press conferences only) with speakers positioned at the back of the room to allow journalists to hear and record quotes easily;
- h. A minimum of four (4) microphones, two for the podium (one for each team), one for the MC, and one (or two) wireless microphones for questions from the media;
- i. Good lighting for photographers and television cameras;
- j. At the back of the room, facing the platform, a podium should be erected, allowing TV crews to set up their cameras and tripods;

Set up of mandatory areas

The three mandatory areas to be set up at all matches are:

- a. The Press Working Room
- b. The Press Tribune
- c. The Mixed Zone
- I. A map of the venue including the locations of the Press Tribune, the Press Working Room and the Mixed Zone must be sent in advance to the FIVB Communications Department for approval. Any issues concerning these three media areas need to be discussed beforehand with the FIVB Communications Department.
- II. There should be easy circulation between the various media working areas.

Press Tribune

Special Press Tribune seating must be set up and reserved for accredited media with an unobstructed view of the court and easy access to the Mixed Zone. The size of the media tribune will vary, depending on the number of accredited journalists present at the tournament. Ideally, depending on the venue, the Press Tribune should be located in the spectator seating at the long side of the court, away from the courtside, and be on the same side as the main television camera opposite the first referee. All Press Tribune locations must be secure and provide easy access for the media to the Mixed Zone (and Press Conference Room and Press Working Room if they exist). A position at the short end of the court can be used if the venue only allows this.

A space with internet access must also be reserved for the match text commentator in the tribune.

Access to the tribune must be controlled by security who must check all accredited media.

Media Reports, Photos and Press clippings

The BVB-20 Media Report, along with the press material, photographs (in high-resolution and web-resolution) and press clippings (in digital format) must be prepared by the Press Director and uploaded on a link provided by the FIVB Communications Department no later than seven days after the end of the event. The high-resolution photos (separated from the digital photos supplied for the FIVB website), and also the press clippings, are essential for the promotion of the sport and future FIVB events. Other information such as website hits, radio station

MEDIA INFORMATION

Biographical information

All National Federations must develop biographical sketches in English for all their beach volleyball athletes and send them to the FIVB at press@fivb.com before the start of the season (i.e. player's quotes, information on relatives, education and other interesting personal facts). This material will be used during the season to help the media. This information must be updated by the National Federations each year and will be included on the FIVB website.

Each player has a password, provided by the FIVB, to revise his/her personal bio on the FIVB website, which must be done at the start of each season and during the season if any changes are required.

Press releases

The following press releases must be issued before, during and after the tournament:

- Each Press Director is strongly recommended to send to the FIVB Communications Department any relevant information and/or photos concerning his/her event during the entire season, which could be suitable for a press release.
- The FIVB Communications Department will produce a preview press release to be issued in time for the media deadlines, 1-2 days before the start of the competition. Contributions and information from the Press Director on the local venue and the history of the event should be emailed to the FIVB Communications Department at press@fivb.com no later than four days before the start of the competition.
- The Press Director is responsible for preparing daily press releases suitable for the local media, including special athletes' features.
- The FIVB Press Delegate, in coordination with the Technical Delegate, is responsible for preparing and distributing daily press releases suitable for the international media.
- An additional wrap-up press release should be issued at the conclusion of the final day's play, summarizing the week's activities and the sporting highlights.

All press releases should be prepared in time to respect media deadlines. The press release can be written in the local language for domestic media. The international title must be included in each press release. There should be no conflicting information in press releases. The Press Director is also responsible for the smooth circulation of all outputs and the copies must be posted

on the tournament notice board and in the pigeonholes for journalists. Additional press releases concerning specific items (news, colour pieces, etc.) can be issued according to newsworthiness and relevance.

Daily start notes

The Press Delegate shall provide to the media each day's activities along with event notes, past podium placements and other pertinent facts and figures using BVB Info as a source.

Team information

The Press Delegate shall provide to the media a list of the first and last name for each player on each team from each country together with the player's uniform number by printing out the Entry List from the website. Additional player info is available on the FIVB website under the player biographies.

Results

To help increase the distribution of match results, the information should be distributed with the winning team listed first followed by the losing team and the score of the match with duration.

“Final Four” notes

The Press Delegate shall prepare a notes package on the teams advancing to the semi-finals and medal rounds featuring each player's first and last name, uniform number, past FIVB results, current season information, etc. This package will help the attending media along with providing graphic information for the TV crew.

Collaboration with BVB Info

BVB Info will provide the Tournament Notes (a preview of the event) and the Final Four Notes to the FIVB website however it is the Press Delegate's responsibility to ensure that they are printed and made available to the local media.

DISTRIBUTION OF PRESS INFORMATION

In addition to the local press operations, all international press releases must be distributed to the international media via the FIVB news distribution platform. The FIVB Media Operation Delegate will receive instructions for uploading the international press releases directly to the FIVB website and distribute them to a global media distribution list. The FIVB Media Operation Delegate is required to report back to the on-site FIVB Technical Delegate on the smooth functioning of the media information plan. If no Media Operation Delegate attends an event, the FIVB editorial team is responsible for uploading the international press releases to the FIVB website, distributing them outside as per the FIVB media priority list.

THE DAILY BULLETIN

The Press Director must issue in collaboration with the FIVB Press Delegate a press release to be included in the Daily Bulletin, starting one day before the start of the competition (after the Technical Meeting of the Country Quota Play-Off). The Daily Bulletin is distributed onsite to officials, Organising Committee members, sponsors, host broadcasters, athletes and accredited media. An electronic copy of the Daily Bulletin must be sent to press@fivb.com once the competition is over. In general, the daily bulletin is printed directly from the VIS (Volleyball Information System) and includes:

One day before the start of the competition: cover, press release, participating teams, match schedule, bracket/pools, any eventual communication of the Organizing Committee;

- At the end of each competition day: cover, press release, match schedule, match results, bracket/pools, event's ranking, any eventual communication of the Organizing Committee;
- On the final day: cover, press release, match results, final bracket, final event's ranking, any eventual communication of the Organizing Committee.

LAUNCH PRESS CONFERENCES

It is recommended to launch the event through a series of press conferences as follows:

- Introduction of the event (at least two months before the start);
- Presentation of the event (ideally with the participation of the top two national athletes) no less than four days before the start.

The Press Director must ensure to keep the FIVB Communications Department up to date regarding the organisation of such media events (schedule, invitees, speakers, programme etc.). He/she is expected to prepare press material (press release, interview and feature pieces) as well as provide photos and video content in order to guarantee global coverage to the event through the different FIVB channels.

MEDIA REPORTS, PHOTOS, AND PRESS CLIPPINGS

The BVB-20 Media Report, along with the press material, photographs (in high-resolution and web-resolution, on DVD, two copies) and press clippings (in digital format) must be prepared by the Press Director and sent to the FIVB Communications Department via international express mail no later than seven days after the end of the event. The high-resolution photos (separated from the digital photos supplied for the FIVB website), and also the press clippings, are essential for the promotion of the sport and future FIVB events. Other information such as website hits, radio station coverage, TV audience and highlights of the tournament is also important to report in order to better assess the media coverage of the event. These facts and figures must be sent along with the rest of the press material.

MEDIA ACCREDITATION

Accreditation Office

The Accreditation Office can be a relatively small area or even a desk, provided that it is not an obstruction if queues were to form. It should be situated at a separate entrance of the sports hall, with easy access to the media areas. It must be clearly signposted.

Media Accreditation Procedure

All members of the media wishing to attend an FIVB event need to sign up to the FIVB Media Club via the online accreditation form: <http://www.fivb.org/EN/media/accreditation.asp> (a user reference guide is also available):

Already registered FIVB Media Club members can log in with their username and password to their account to apply for credentials under “My Accreditations” tab;

Please, inform the FIVB Communications Department of any problems accessing the platform.

For FIVB WT 4*-1* events, all accreditations should be processed through the FIVB online accreditation system.

- a) The Media Director is strongly encouraged to implement the FIVB accreditation wizard tool (provided upon demand to the LOC, either in English or in the local language) to the event’s website in order to facilitate the accreditation process.
- b) If there is another media accreditation system in place, please, inform the FIVB Communications Department, so they can inform the media and provide you with the list of media that applied through the FIVB system.
- c) The Media Accreditation Cards must be printed out of the system to include the ID photo, the full name, the function and the media outlet for each accredited journalist;
- d) LOCs are encouraged to use the FIVB online accreditation system to establish good practices. The FIVB Communications Department will provide support and guidance to use the system and run the accreditation process in an effective way.
- e) The Media Directors should remain at the disposal of the FIVB Communications Department during the entire accreditation process in order to confirm the status of the applications.
- f) On-site accreditation should provide journalists with access to the Media Centre, Mixed Zone, Press Conference Room (if any) and designated media tribune.
- g) Accreditation passes and a media kit are issued at the accreditation desk at the venue upon arrival.
- h) Appropriate identification (vest or bib possibly of a darker colour) must be given to photographers when they collect their accreditation. The bib cannot be plastic. It must be light, with wide cotton weave (large net texture).
- i) The accreditation desk should be operational at least one day before the start of the competition and must be staffed for the entire duration of the event.
- j) The event’s attendance list should be updated in the accreditation system at the end of the final day of competition.
- k) All accreditation requests can be managed here: <http://www.fivb.org/EN/Media/login.asp> Please contact the FIVB Communications Department (press@fivb.com for personal login information).
- l) The FIVB Communications department will forward any emails received to the Local Press Officer for registration and approval.

- m) Any media accreditation requests coming to the Local organiser directly do not need to go through the FIVB system to facilitate the process.
- n) Please provide the FIVB Communications Department with a complete list of media representatives who attended & who registered but failed to attend at the end of the tournament.

Press Hotel and Transportation

The Press Director must verify the options concerning hotel accommodation for media close to the venue or easily reachable by public transport. A shuttle service should be provided. A price list of rooms should be available upon request for the media. V.I.P. journalists invited by the FIVB (see below) need local transportation provided by the organiser. The Press Hotel should have in-room internet connections.

Team Journalists

In order for team journalists to attend a match, the National Federation concerned must register their details via the FIVB online accreditation platform – same system as for the members of the general media

A team journalist must have journalist qualifications. S/he will be a social media contributor while travelling with the team and will play an active role in the FIVB's social media coverage. S/he is required to be active on social media platforms such as Facebook and Twitter and produce video interviews in addition to behind-the-scene videos and photos.

Once appointed, the team journalist must provide details of their respective Facebook and Twitter accounts to the FIVB. The team journalist is required to update their account regularly (i.e. daily posts prior to the competition; a minimum of four times a day the day before the match as well as during and one day after the match). This content will provide a key part of the FIVB's overall social media coverage.

The host National Federation Communications Officer has to be aware that although the team journalist will have a Team ID accreditation, they must receive all the services and information as any other member of the media including dedicated internet access in their hotel room. To avoid problems in the controlled Media areas, team journalists must be provided with an additional Media ID accreditation.

V.I.P. Journalists

The FIVB, especially for major events, invites V.I.P. journalists from main international agencies or top national media. If they are attending the event, the Press Director has to behave considerately towards these guests and organise local transportation to and from the Press Hotel each day.

TRANSPORT, PARKING AND ACCOMMODATION

If the venue is located far away from the city centre or major hotels, a minibus shuttle service should be provided for journalists. An on-site parking area for TV broadcast vans, the Host

Broadcaster personnel and a certain number of accredited media shall be foreseen at the venue in proximity to the centre court. Journalists are responsible for their own accommodation and/or travel arrangements and expenses (except for the shuttle bus service above). Organisers may provide practical help by supplying a list of suitable hotels (within a different range of categories) upon request.

INTERNET STRATEGY

The FIVB will feature each event on dedicated pages of the FIVB website, including general information about the event and a list of participating teams. Other information will include the beach volleyball global calendar and map, results of previous Tour stops, world rankings, athlete's database, etc. The FIVB website also contains the Rules of the Games, details of any rule interpretations, resolutions or policy changes, etc.

Below are useful links to the FIVB web resources:

- FIVB Beach Volleyball website:
<http://www.fivb.org/EN/BeachVolleyball/index.asp>
- FIVB Beach Volleyball Age Group websites:
<http://www.fivb.org/EN/BeachVolleyball/competitions.asp>
- Players' Database:
<http://www.fivb.org/EN/BeachVolleyball/PlayersDatabase.asp>
- BVB Info:
<http://www.bvbinfo.com>

The FIVB website is in continual development and improvement, and supplemental materials are made available on a regular basis. The FIVB is continuing the process of creating a completely new website in line with the needs of the entire FIVB audience. Any major changes will be communicated in due time.

The LOCs must develop a well-defined internet and new media strategy as a strong online presence is nowadays inevitable to the success of an event. They must have their own website active as early as possible (no later than three months before the start of the competition) and update it frequently with news, features, photos, videos, useful information for the fans and those wishing to attend the event. The event's website should be multi-lingual (minimum requirement is to have it in the local language with English translation).

The FIVB Communications & Digital Department also strongly encourages the LOCs to resort to the use of social media (such as Twitter, Facebook, Weibo, Instagram, etc.) to enhance their communications strategy and event promotion. All details should be included in the Media Plan and provided to the FIVB Communications & Digital Department.

VIS

The VIS (Volleyball Information System) software, conceived by the FIVB Information Technology

Department (tested by the Organisers and the Technical Delegate the Friday/Saturday before the start of competition and using a draft version of the files to be sent by the FIVB Information Technology Department, with an eventual final version of all required files to be sent in due time before the start of the Country Quota Play-Off Technical Meeting) manages the operational side of each FIVB competition and provides the necessary on site reports for each day. The VIS also allows the release of useful information including event seeding, match results, match schedule, team ranking, press releases etc. for distribution on-site and worldwide through the official FIVB website.

The VIS includes team information based on the team information report as mentioned above under item 5.6 Press Information. This must include the first and last name for each player on each team from each country. The report must also include a player's uniform number.

LIVE SCORING ON THE FIVB WEBSITE

In the event that the FIVB will have live scoring, the Organizers must provide either a router with a RJ45 plug connected to the internet with a minimum connection speed of 128KB, or provide an ISDN external modem with a USB connection and the necessary driver. This equipment must be installed at the scoreboard supplier table, if any 2 days before the first competition day.

THE ATHLETE AND THE MEDIA

A multiyear commitment is required to be signed by each participating NF and athlete willing to compete in FIVB beach volleyball competitions.

This agreement includes in detail rights and obligations of each party and it makes clear the position of the player towards the exploitation of his/her image while at the same time it provides guidelines on the players requested availability to media and public relation activities associated to the FIVB properties.

This is vital to create media product and a profitable event for all parties involved in the promotion of the sport.

Through this section the FIVB is providing more details on the contribution that each participating player is required to provide every day at each event in order to increase his/her exposure in aiming to become a star, and so increasing the media exposure value of each FIVB event.

Media and Publicity

The FIVB is granted for the duration of the NF-player commitment, in exchange, for itself and for promotional purposes the right for worldwide use of the player's identification in connection with photos, films, video computer games (as specified more fully below) in connection or related exclusively to one tournament or to the ensemble of official events.

FIVB's sponsors, FIVB recognized LOC s and their respective advertising agencies, each television or other distribution station, system or service scheduled to distribute the event are also granted the right to transfer to others the possibility to reproduce, print, publish, or disseminate in any medium, the name and likeness and voice of each person appearing in or connected with the event and biographical material concerning such person, the name of the event site for purpose of trade or for advertising purposes.

The FIVB grants the player(s) access to the FIVB video archive and photographs upon request for technical production and shipment costs only. This request must be sent by email to the FIVB

Beach Volleyball department to the following email address: beachvolleyball@fivb.com, link: <http://www.fivb.org/EN/BeachVolleyball/Forms/Athletes/WT-01.pdf>

Subject to the terms of the NF-player commitment, the FIVB and its LOC s have the right to make use of and show, at its discretion, any motion pictures, video games, magazines including live, taped or filmed television footage, such as highlight shows or photos of the athlete taken during FIVB official events without compensation, and hereby waives any right to such compensation for the athlete or his/her heirs and assignees.

FIVB Rights for Promotional Purposes

FIVB Rights for promotional purposes have been stipulated and agreed upon through the 2019-2020 NF Athlete's Commitment available under Forms Section on the FIVB website: <http://www.fivb.org/EN/BeachVolleyball/Forms.asp>.

Group Licensing Rights

Group licensing rights have been stipulated and agreed upon through the 2019-2020 NF Athlete's Commitment available under Forms Section on the FIVB website: <http://www.fivb.org/EN/BeachVolleyball/Forms.asp>.

SOCIAL MEDIA

The FIVB requests the National Federations to use social media to increase awareness, stir interest and maximise positive media coverage of the event and the sport. Where applicable, social media channels should be run in the local language with an English version.

Content from the National Federation social media channels will form a key part of the FIVB's overall social media coverage.

National Federation Communications Officers must use their National Federation's social media accounts to share information, useful links, headline facts, follow key athletes and live updates and most importantly **videos from the competition!** This can be in their language and will form part of the FIVB's overall social media coverage.

Below are some suggestions on how social media could be used:

- a. Publish video clips that are provided by the FIVB.
- b. Deliver value for the fans such as inside information, details of competitions, special tickets, etc.
- c. Use the Instagram to share videos from the current and to tease about the upcoming matches.
- d. Share content from the FIVB's social media channels.

The type and style of posts on the FIVB's social media channels should be used for general guidance. Please feel free to contact the FIVB's content manager (see section below) in case you would like additional videos or support.

The National Federation Communications Officers must provide details of their respective social media accounts to the FIVB Digital team as soon as possible.

- a. It must be kept in mind that what is posted on Social Media can be considered as "public" and cannot be entirely retracted or deleted. Consequently, all content associated with an athlete/coach/Team Delegation member/media representative must be consistent with his/her values and those ones of the organisation he/she represents (National Member Federation, team, media, etc.).
- b. Publications must be dignified and in good taste and must not contain disrespectful or obscene words or images.
- c. Players and other members of the Team Delegations on the bench are not allowed to publish content on Social Media during their game.
- d. Photos can be taken for personal use and accredited media may publish them for editorial purposes on Social Media.
- e. Social Media activity linked to the event should not be linked to any commercial and/or advertising purposes.
- f. In the event of infringement of the above rules, FIVB reserves the right to apply disciplinary action and/or withdraw the accreditation of any accredited persons with immediate effect.
- g. FIVB must be mentioned when referred to on Social Media and the official hashtags should be used.

Social Media During A Coverage For A 4 Star Event, 5 Star & World Tour Finals

The event will be categorised by a hashtag campaign to use across platforms. **To this end all posts must contain the hashtags: #FIVBWorldTour, #WorldTourFinals and #BeachVolleyball.**

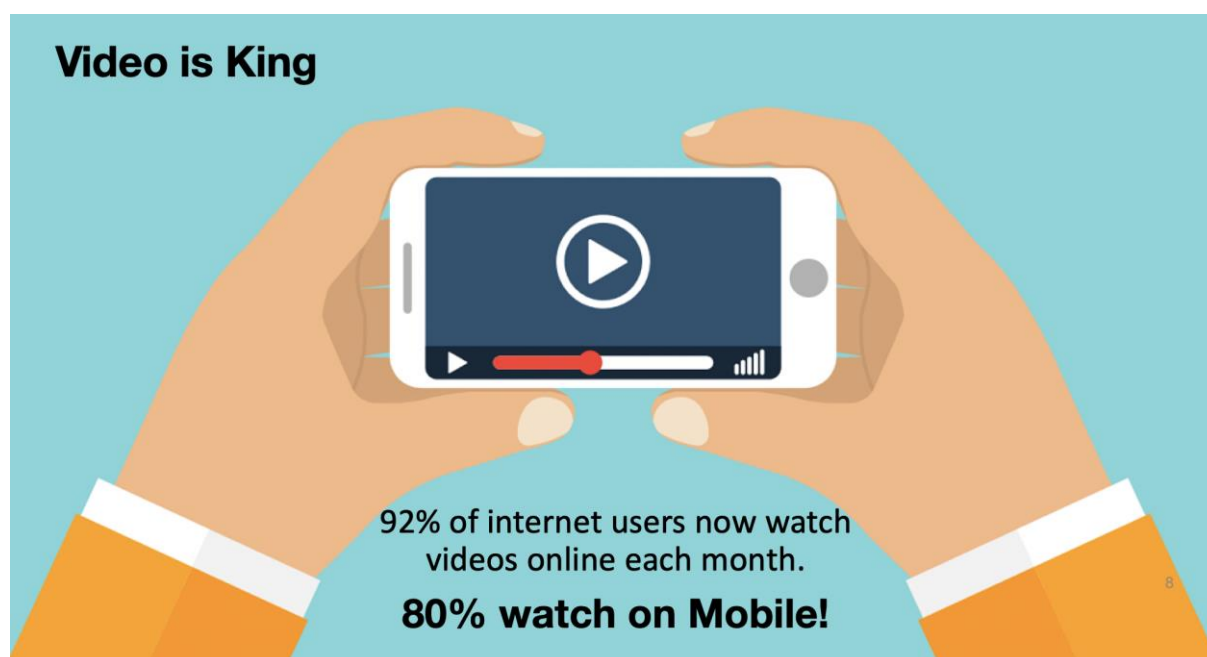
National Federation/Host City Communications Officers and Team Journalists should encourage the athletes to participate in promoting the event by **using the video content and hashtags of the FIVB & Confederations** officials account on Social Media. This tactic will increase the exposure of the Player's social media accounts.

The FIVB will send content directly to each confederation in a video format where they can download and publish on their own respective channels without any restrictions on TV Rights.

The FIVB will inform the public of the hashtag, and National Federation Communications Officers and Team Journalists will be encouraged to use the hashtag prior to, during and after events on suitable social media accounts. As the event unfolds, athletes and fans will be invited to join in discussions by using the hashtag to provide commentary and opinion.

Players and teams will be receiving video content (rallies, highlights...) specific to them during the competition, thus it is encouraged to share these videos on their own social media platforms. **Videos have a high tendency of reaching more fans due to the preferential selection of video content in the algorithm of social media platforms.**

It is also important to tag the FIVB and player accounts whenever possible.



Tone of Voice

The main purposes of social media during the tournament are to engage, raise awareness, amplify, entertain and lastly, to inform. The persona behind the posts should be friendly, inspiring, professional and playful at the same time. The tone used to provide news and updates should remain personal, humble and natural.

Prior to the event**FIVB**

The FIVB will promote matches and tournaments by including posts of the schedule and news stories whilst linking to many of the different parts of the FIVB website including videos and photos in the photo gallery and live scoring. The FIVB will also retweet the pre-match or pre-tournament posts from National Federation/Host City Communications Officers and Team Journalists.

Host City Communications Officers

Host City Communications Officers are required to post pre-event information on their respective platforms ahead of matches in order to help promote the event. Content can range from the advertising campaigns in town, the arrivals of the teams, special activities organised before/during the event, to the preparations of the venue, etc.

National Federation Communications Officers/Team Journalists

National Federation Communications Officers and Team Journalists are required to post pre-event information on their respective platforms ahead of matches in order to help promote the event. Content can range from latest news on the team, photos, team training or team meeting to video interviews with athletes and coaches.

During the event**FIVB**

The FIVB will deliver to each National Federation videos to be used on their social media channels.

The FIVB will cross post a number of specific campaigns, and promotional videos with the National Federations

The FIVB will provide informative posts, including score updates, records, and key newsworthy items whilst linking to many of the different parts of the FIVB website including photos in the photo gallery and live scoring whilst also re-tweeting posts from National Federation/Host City Communications Officers and Team Journalists.

Host City Communications Officers

Host City Communications Officers will be requested to answer fans questions regarding ticketing, venue locations on any issues that may arise. Engaging with local fans is key in order to ensure the full engagement of the fans with the event.

Host City Communications Officers will be requested to key information e.g. number of spectators, photos of fans queuing outside the venue, etc.

National Federation Communications Officers and Team Journalists

National Federation Communications Officers and Team Journalists are requested to share the content from the matches and post matches via:

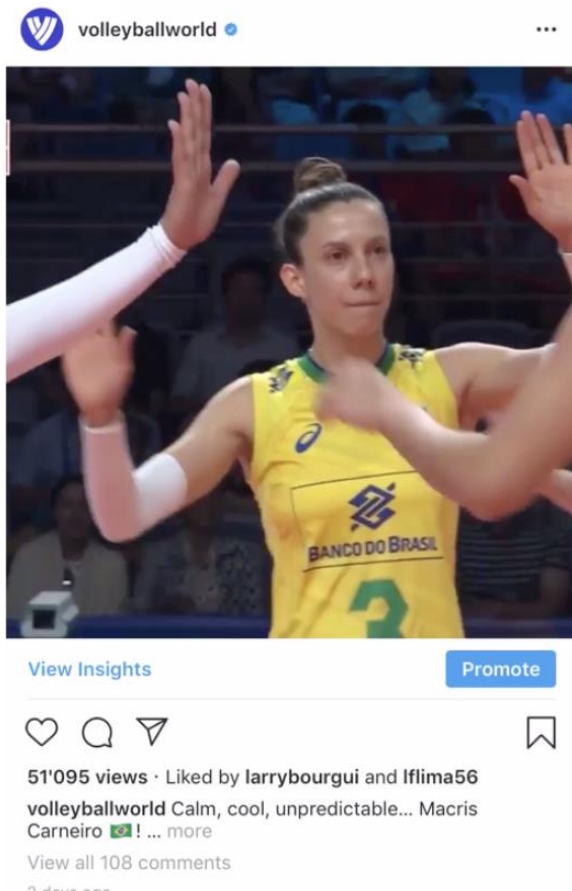
- Instagram Stories

- Video posts on Instagram of the best plays from the matches
- Tweets about match results and stats of the top performing players

Instagram Stories provide the fans with an additional view of the event and behind the scenes. It is a great way to reach a high number of people with just using your phone!



Rally clips of great plays from players garner a high number of views extremely fast on Facebook and Instagram. It also showcases the players and their athletic abilities.



[Home](#) [About](#) [Videos](#) [Photos](#) [Posts](#) [Services](#)

FIVB Volleyball World Cup 2019: Japan 🇯🇵 3-1 Dominican Republic 🇩🇴 Match Highlights

Watch the #FIVBWorldCup LIVE & the replays on: <http://volleyball.world/worldcup>

For all World Cup info, go to FIVB.com



Watch together with friends or with a group

👍❤️😄 1.5K 76 comments 278 shares 35.5K views 🌍

👍 Like 💬 Comment ➦ Share

📈 **Get more likes, comments and shares**
This post is performing better than 95% of other posts on your Page. Boost it to show it to more people.

102'764 people reached >

After the event

FIVB

The FIVB will provide content including video wrap ups, top plays, most outstanding players, records, round-ups and results on all social media accounts used during the event. National Federation/Host City Communications Officers and Team Journalists are encouraged to communicate ideas for comprehensive posts to the FIVB at the end of the competition (e.g.: videos of the top plays from each of the teams event, top five outstanding moments from the event, best fan generated photos from the event, etc.).

National Federation/Host City Communications Officers and Team Journalists

National Federation/Host City Communications Officers and Team Journalists are requested to post video content & posts of additional key information e.g. additional photos or athlete/team/coach quotes (in English), tweets linking to videos on Facebook, key news headlines concerning the respective match as well as tweets linking to video interviews conducted in the Mixed Zone after the match etc.

Social Media Tips

These tips could prove useful for National Federation Communications Officers and Team Journalists on competition days:

What to do on each Platform

	Facebook	Instagram	Twitter
Type of Posts	Match Highlights Top 10-5 plays Player Compilations Top Plays	Rally Clips Graphical Clips	Rally Clips Match Highlights
Length	+3 minutes	< 1 minute	<2 minutes

Facebook

- a. National Federation Communications Officers and Team Journalists are encouraged to share videos from the matches that are provided by the FIVB. The Videos will be catered to each team.
- b. Posts will be similar to the “After the event” guidelines but will occur on a daily basis. (e.g.: scores, records, and daily round-ups (e.g.: a gallery of the most supportive fans [of the day], top five outstanding moments [of the day], best fan generated photos [of the day], etc.).
- c. Cross posting FIVB videos to reach a higher number of views.
- d. Media spend on the most engaged content is encouraged in order to reach more fans

Instagram

- a. Videos on Instagram nowadays garner over 70% more engagement and reach than photos.
- b. Videos should be about the top plays from the match. Videos should be under 1 minute.
- c. Use Instagram Stories to go behind the scenes or to ask players to send their wishes and thank you to fans!
 - o Go “behind the scenes.” Make fans who aren’t at the event make it feel like they are (and want to attend next year) by showing the scene on social media accounts. (e.g.: show what the athletes are doing in their off-time, the teams playing around or practicing)

- d. Photos should be of high quality and showcasing a great action from a player.
- e. Photos should include event hashtags in the description.
- f. Instagram does not allow for links in posts. However, these links can be put in the account bio with a note in the posts “See link in bio”.
- e. Media spend on the most engaged content is encouraged in order to reach more fans

YouTube

National Federation Communications Officers and Team Journalists are strongly encouraged to use YouTube to upload match highlights & press conference videos. The FIVB (www.youtube.com/beachvolleyballworld) will share and promote these interviews.

- a. YouTube videos headlines should consist of the: Name of Player + Action + Competition
- b. Every video on YouTube should have all of the following tags:
 - o Beach Volleyball
 - o Name of Competition
 - o Name of Team
 - o Name of Player
 - o Name of action
- c. Videos should be longer than 3 minutes. Short videos do not work on Youtube.
- d. Videos should be embedded on your website

Twitter

- a. Be brief. Short, engaging messages are easy to process and result in greater engagement. Twitter automatically limits posts to 280 characters.
- b. Be responsive.
- c. Fans communicating with your social media accounts are doing so to create dialogue. Acknowledgement can come in the form of a direct message (for information not useful for public discourse), retweet, like, favourite or public comment.
- d. Repetitive dialogue with fans can be avoided by spotting themes and trends in user comments and posting responses that address those themes.
- e. Quote athletes and coaches. People love sharing a great quote.
- f. Look for public profile handles of players taking part in the FIVB event
- g. Interact with people at the event. Repost newsworthy posts by fans and credible sports journalists.
- h. Use the respective hashtags. Repeat these hashtags regularly so people can follow the stream of information about the event, and you can track what people are saying.

Social Media Live Coverage Guidelines

During the live coverage of events, the following are the essential information that must be added to all posts in the social media platforms:

Adding credits to posts – get fans of specific players/federations to engage to FIVB’s posts

- o Tag players accounts and mention their jersey number (Find official accounts here: <https://bit.ly/2UbTE12>)
- o Tag federations accounts (Find official accounts here: <https://bit.ly/2HvaW7l>)

Emojis – to easily determine which country the players/federations represent

- Use flag emojis (e.g #11 Anne Bujis NL)

Hashtags – highlight the specific event

- #FIVBWorldTour
- #BeachVolleyball
- Others, if requested. (i.e. #WorldTourFinals)

Using links – leads more traffic to the website

- Add link to the FIVB event website
- Add link to an article on the website

Additional information to be included if necessary:

Results – state the scores specifically per set

- Set result: e.g. FR 1-0 US (21-18)
- Match result: e.g. FR 2-1 US (21-28, 19-21, 15-11)

Housekeeping

Accounts

The FIVB would appreciate updates on new accounts opened by the National Federation or Team Journalists. If any National Federation or Team Journalist does not have a Twitter, Facebook or YouTube account, the FIVB will be happy to help in order to set one up.

Social Media Awareness

Social media provides an avenue for information to spread quickly and worldwide. Any remark could go public, including those sent through private communications. Even a deleted message can go viral once it is recorded through a screen shot or external tool. It is important that all communications remain respectful, with the mission and reputation of FIVB in mind.

Opinion

National Federation Communications Officers and Team Journalists should be aware that opinions they express may affect the FIVB's reputation and conflict with its mission to preserve high standards for the sports of volleyball and beach volleyball. National Federation Communications Officers and Team Journalists should refrain from declaring their views on controversial competition occurrences and public issues regarding the sports. Negative dialogue regarding referees, athletes or competition sponsors and organisers is not permitted.

Official Beach Volleyball Social Media Channels

Facebook: [@FIVBBeach](#)

Instagram: [@FIVBBeach](#)

Twitter: [@FIVBBeach](#)

Official FIVB Volleyball World Social Media Channels

Facebook: [@FIVBVolleyballWorld](#)

Instagram: [@VolleyballWorld](#)

Twitter: [@FIVBVolleyball](#)

MEDIA REPORT

The National Federation Communications Officers must send the Media Report with all required documents to the FIVB Volleyball Events Department, and an electronic copy to the FIVB Communications Department no later than 10 days after the completion of the tournament. This should include:

- a. List of infrastructures including the Press Tribune, Press Working room, Press Conference room (if any) and Mixed Zone, with photos.
- b. List of local Media staff.
- c. Report from a professional clipping agency in electronic format on DVD.
- d. Overall report of the media operations, including problems experienced and recommendations.
- e. Social media report containing information on engagement, best posts, learnings and recommendations.

CONTACTS OF THE FIVB COMMS AND DIGITAL TEAMS

Digital Content & Social Media:

Mr. Ace Asas

Email : ace.asas@fivb.com

Media Operations:

Mrs. Nada Sabella

Email: nada.sabella@fivb.com

Web Management :**Editorial Content Management: :**

Mr. Sébastien Billington

Email: sebastien.billington@fivb.com

Corporate Communications:

Ms. Anna Manuelian

Email: Anna.manuelian@fivb.com

CONFEDERATION PRESS CONTACTS

AFRICA VOLLEYBALL CONFEDERATION (CAVB)

Communications Officer: Mr. Tarek Al-Adwar

Email: adwar10@hotmail.com

ASIA VOLLEYBALL CONFEDERATION (AVC)

Communications Officer: Mr. Preechachan Wiriyanupappong

Email: newpreechachan@hotmail.com

EUROPE VOLLEYBALL CONFEDERATION (CEV)

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CHAPTER 6 - PRODUCTION AND BROADCAST GUIDELINES

1. INTRODUCTION

This chapter supports the Organizer (National Federation/LOC) and broadcasters in achieving the standard of production that has become a trademark of the FIVB beach volleyball and strives to standardize and steadily improve the quality of the TV and streaming production.

There are two essential objectives which need to be fulfilled for each FIVB WT star event in accordance with the requirements outlined in this chapter.

- 1) Ensuring TV production (see 4. for Minimum Production)
- 2) Streaming of required matches (see 4. for Minimum Streaming)

These guidelines support the designated Host Broadcaster Agreement, the Official Television Producer in connection a Domestic Broadcaster Agreement or an Official Digital Stream Producer Agreement.

This chapter should be used in conjunction with the Broadcaster website, where further material can be found to support the broadcast production implementation and reporting such as TV forms, TV Graphics download information and production and broadcast recommendations.

<http://www.fivb.org/en/tv/worldtour/2020/>
Login: fivb
Password: tv.worldtour

In certain cases, the organizer assigns two separate companies, one for the production and another company for domestic broadcast, meaning there is not just one company classified as the Host Broadcaster. For the purposes of this Handbook, all references to 'Host Broadcaster (HB)' shall be deemed to cover any 'Official Television Producer (OTP)' and 'Domestic Broadcaster (DB)' and its associated production and broadcast role and responsibilities.

2. AIMS AND OBJECTIVES

- a. The FIVB's goal is to continue to raise the standard coverage requirements for beach volleyball and provide broadcasters worldwide with a consistent product throughout the season, irrespective of the event's location.
- b. A positive working relationship with the Host Broadcasters, based on shared commitment, must be created to increase beach volleyball's profile around the world.
- c. The FIVB continues to revise the international television strategy focused on providing broadcasters with better beach volleyball coverage, which is initiated with a better TV production and optimized scheduling.

- d. It should be clearly understood at the outset that the Host Broadcast production is for the use of all FIVB rights holders across the world.
- e. All Host Broadcast production must be impartial and not favour a specific team. For the production, you and your team are representing the FIVB, and your efforts and abilities should only be channeled into the Host Broadcast production.
- f. The International Feed is to be given priority over any Domestic Feed that may be produced simultaneously and should be managed by a separate and dedicated crew

2.1 EDITORIAL OBJECTIVES

Volleyball has been progressed into the same league as more widely covered sports such as football or the Olympics. With a strong branding which focuses on its actors, the Host Broadcaster will be expected to adapt its editorial line by giving more focus on the players, not only showing their match action but also more of their emotions so that the viewer can relate and feel every ounce of the player's fear and determination. Interviews, player's close ups will give the feed a greater human dimension.

3. ROLE OF TV AGENCIES AND TV COORDINATOR

For 4* and 5* World Tour events, Red Bull Media House is the FIVB TV Agency, appointed by the FIVB to deal with production coordination and the distribution of the International Feed to the international rights holders. The FIVB TV Agency provides an important link between broadcasters and the FIVB, ensuring that the best possible quality of coverage is produced.

For 1*, 2* and 3* World Tour events, AVerrand is the FIVB TV Consulting Agency appointed by the FIVB to deal with the production coordination.

All streaming matters (regardless of World Tour category) are the FIVB TV Consulting Agency AVerrand.

During an event, the TV Agency's representative on-site is the TV Coordinator. The TV Coordinator works with the Host Broadcaster to certify that all contractual obligations are adhered to and that all coverage is broadcast within the specifications outlined by the FIVB. Furthermore, the FIVB TV Agency and FIVB TV Consulting Agency work with the Host Broadcaster both pre- and post event to assist with any preparations and to help highlight improvements for the following year.

The main aims of the FIVB TV Agency and FIVB TV Consulting Agency are:

- a. To work in cooperation with the Host Broadcasters and the national federations to develop and implement the broadcast plan.
- b. To work with the FIVB to design a program plan which meets the needs of both the Host Broadcaster and international rights holders.
- c. To ensure that a minimum standard of production and contractual conditions are met by the Host Broadcaster.
- d. To distribute the Beach Volleyball matches to countries around the world.

Contacts:

FIVB TV Agency - MR Georg BRANDES / georg.brandes@redbull.com

FIVB TV Consulting Agency - fivb@averrand.com

Host broadcasters can find further information on the Host Broadcaster website (see details in paragraph 1.): the mandatory broadcaster forms and a range of other useful information. For any additional queries please do not hesitate to contact the TV Agency directly (see contact details above).

4. FIVB PRODUCTION MATRIX

This production matrix offers a top-level overview on all production requirements. Please refer to the respective section in this chapter for further details.

Production Matrix FIVB WT 1*-5* Events		
Category	WT 1*-3* Events	WT 4*-5* including WT 5* Major Series Events
Minimum Production	<p>Per gender:</p> <ul style="list-style-type: none"> a. 2 semifinals, b. 1 bronze medal match, and c. 1 gold medal match <p>For both genders: total 8 matches</p>	<p>Per gender:</p> <ul style="list-style-type: none"> a. 2 semifinals, b. 1 bronze medal match, and c. 1 gold medal match plus awarding ceremony <p>For both genders: total 8 matches</p>
Minimum Streaming	<p>All matches under <i>Minimum Production</i> shall be streamed to the official FIVB's YouTube channel.</p> <p>Please liaise with the official FIVB TV consulting agency, AVerrand, to obtain the administrative rights . You have to own a Google Mail/YouTube account.</p>	
Format	<p>WT 1*-2* (3* if only streaming production):</p> <p>HD Quality Stream: to make available the stream in the following format:</p> <ul style="list-style-type: none"> a. Resolution: 1920*1080 b. Bitrate: 4000Kbps CBR c. Video codec: H.264 d. Profile: Main; Level 4.1; key frames interval: 2sec e. Audio: AAC - min, 128Kbps (44,1KHz) 	<p>Full HD 1920*1080 with regional standard frame-rate</p> <p>Asia (incl. Japan) /Europe: 50fps Americas: 60fps</p> <p>Any necessary frame-rate conversion will be handled by the FIVB's TV Agency</p>

	<p>WT 3* (TV production):</p> <p>Full HD 1920*1080 with regional standard frame-rate</p> <p>Asia (incl. Japan) /Europe: 50fps Americas: 60fps</p>	
<p>Camera Setup</p> <p>All cameras should have a clear vision on to the court (including all lines, players, referees and fans)</p>	<p>WT 1*-2*:</p> <p>Three cameras incl. two cameras placed on main camera platform (one play-by-play and one close-up camera) of at least 4m high, central and opposite main tribune facing first referee and 1 hand held camera on court. Camera positions on map: 1, 2 and 3</p> <p>WT 3*:</p> <p>Five cameras incl. super slow motion; all cameras recordable. Camera positions on map: 1, 3, 4, 5 and 6. Instead of a crane camera (position 5), a standard camera may be used.</p>	<p>WT 4*:</p> <p>Eight cameras including one ultra super slow-motion camera, one net camera and one crane camera. Camera positions on map: 1, 2, 3, 4, 5, 6, 7 and 9</p> <p>WT 5*:</p> <p>Ten cameras incl. net, crane, one ultra super slow motion, beauty shot and if possible one cable cam; positions on map: 1 to 10;</p>
<p>Graphics package</p>	<p>16:9 format (title sequences, replay wipe and all graphics elements delivered by FIVB.</p>	<p>16:9 format (title sequences, replay wipe and all graphics elements delivered by FIVB</p> <p>WT 5* Major Series: Own graphics set supplied by Swiss Timing</p>
	<p>Kindly consider also the Graphics Manual which provides you with examples on how to use the official graphics. The graphics and Graphics Manual can be downloaded:</p> <p>http://ftp.worksltd.co.uk/</p> <p>User: FIVB BWT BROADCAST 2018 Password: bwt2018b%</p> <p>*For fast download performance please use an FTP client software tool (e.g. FileZilla).</p>	

<p>Graphics implementation (during live feed)</p>	<p>Official Production Company (OPC) will look after the graphics implementation, by downloading prior to the event the material in broadcast resolution from the FIVB graphics FTP server. OPC will make sure to implement as per the required standards, following the instructions in the WT Handbook and Graphics Manual.</p>	<p>HTVB will look after the graphics implementation, by downloading prior to the event the material in broadcast resolution from the FIVB graphics FTP server. HTVB will make sure to implement as per the required standards, following the instructions in the WT Handbook and Graphics Manual.</p>
<p>Music</p>	<p>You may find rights cleared music among with the Graphics package. The music files are all loopable and can be edited to any desired length.</p>	
<p>Microphones</p>	<p>Minimum 20 microphones strategically placed as per WT Handbook requirements, including two microphones at the referee stand, one tie microphone on each referee and a boom microphone for time outs (WT 1*-2* with best effort, but minimum 10).</p>	<p>Minimum 20 microphones strategically placed as per WT Handbook requirements, including two microphones at the referee stand, one next to the net camera, one tie microphone on each referee, and a boom microphone for time outs.</p>
<p>English commentary (satellite audio channels)</p>	<p>Not applicable for streaming only unless otherwise instructed by FIVB</p>	<p>English commentary organized by FIVB on all produced matches - all first 4 satellite audio channels dedicated to FIVB for International Feed purpose.</p>
<p>English commentary position</p>	<p>Not applicable for streaming only unless otherwise instructed by FIVB</p>	<p>Fully equipped commentary position, for two commentators, to be provided by HTVB.</p> <p>It is of utmost importance that the commentary position provides an unobstructed view to the entire court including all lines, players and referees (no posts, flags, umbrellas, standing spectators)</p> <p>The position should be protected</p>

		against rain, sun and loudspeakers (announcers, music).
Communication between production and first referee	<ol style="list-style-type: none"> 1. Direct in-ear communication between 1st Referee and TV Director; or 2. Paddle or flags via Floor Manager (to be provided by Organizer or HBTv) 	Paddle or flags via Floor Manager (to be provided by Organizer or HBTv)
	If a Floor Manager is used, he/she should be equipped with a monitor in accordance with section 13.3.	
Production of Replays	<p>WT 1*-2* (3* if only streaming production):</p> <p>EVS and operator for replays; all cameras recorded</p> <p>WT 3* (TV production):</p> <p>EVS (2 minimum XT2 with 2 operators), recording all cameras, for the use of replays and news feed edit.</p>	EVS (3 minimum XT2 with 3 operators), recording all cameras, for the use of replays and news feed edit.
Video Challenge System, VCS	Not applicable	<p>Only WT 5*: To include the VCS feed into the DOMESTIC FEED and the INTERNATIONAL FEED according to FIVB instructions. HTVB shall provide permanent power supply to the VCS operations center via the TV truck.</p> <p>All technical VCS requirements are clarified in an additional document is available from the FIVB TV Agency.</p>

SNG/Uplink	Not applicable	<p>SNG (HD capable with MPEG4 encoder) must be booked by HTVB by due date and feed uplinked to an International Gateway free of charge. The Gateway is to be agreed with and booked by the FIVB's TV Agency which also looks after the worldwide distribution.</p> <p>The FIVB TV Agency is to define the necessary technical specifications of the SNG (KU or C-Band)</p>
Encoding / Internet connection on-site for streaming	HTVB / OPC to deliver to FIVB a digital stream via 20 Mbit EPL (Ethernet over SDH) with appropriate packet lost	HTVB / OTP (Official TV Producer) to deliver to FIVB a digital stream via 20 Mbit EPL (Ethernet over SDH) with appropriate packet lost
International feed & match start times and Running Order	<p>Need to be provided by the organizer to the FIVB TV Agency or FIVB TV Consulting Agency.</p> <p>The pre-agreed match schedule times need to be accurately followed during the event. First serve will start exactly 5 minutes after the start of the production.</p> <p>The Running Order must be strictly followed and can be found in section 15 of this chapter.</p>	
Scouting of Data and Match Statistics (usage as per Running Order)	<p>For the use of the Match Statistics (referred to as 'Points Statistics' in the TV Graphic Manual which can be downloaded from the same destination as the TV graphics), the following data points have to be collected and used by the TV production: Sets, aces, attacks, errors, blocks, digs.</p>	
Postcard of the Host City	Best effort of production of a host city postcard of 20-30 seconds to be included during rundown to first serve (see running order), it should include most beautiful shots of the host city such as Monuments and key scenery, to promote the city/region. The music in the Postcard is mandatory and	Production of at least 3 version of the host city postcard. Each postcard must be 30 seconds and must be included during rundown to first serve (see running order), it should include most beautiful shots of the host city such as Monuments and key scenery, to promote the city/region. The music in the Postcard is mandatory and has

	has to be cleared for unrestricted and global use in all media. Alternatively, the official FIVB Graphics Package features different samples of music which are cleared and can be used.	to be cleared for unrestricted and global use in all media. Alternatively, the official FIVB Graphics Package features different samples of music which are cleared and can be used.
International Post-Match Flash Interview	<p>On all produced matches, approx. 90 seconds with the winning team and if relevant with the losing team, done by an English-speaking journalist.</p> <p>The International Post-Match Flash Interview shall always be prioritized over other local language interviews or activities with the announcers/ sponsors or fans.</p>	<p>On all produced matches, approx 90 seconds with the winning team and if relevant with the losing team, done by an English-speaking journalist (Usually not more than 2-3 questions)</p> <p>The International Post-Match Flash Interview should start at 120 seconds after the last rally ends. A local interview via the PA for the fans on-site can be done right after the initial celebrations of the players, but it shall not postpone the International Post-Match Flash Interview. During this 'local interview', the International Feed needs to show a replay the last rally along with FIVB approved music. The 'local interview' is by no means to be heard on the DOMESTIC and INTERNATIONAL FEED.</p> <p>It is the Floor Manager's duty to take care of timings and the order of this procedure on the court.</p>
News Feed	Not applicable.	Up to 14 minutes sent daily for worldwide distribution, content as per section 14 in this chapter

FIVB Recordings	<p>Sent to FIVB for internal purposes (one hard drive):</p> <p>File Format: MXF/MOV/MP4 Video Format: 1080i/p Video Codec: DNxHD Low/AppleProRes/H264 Video Bitrate: variable Audio Type: 2 tracks Audio: English commentary mix (if available) Aspect Ratio: 16:9 Day time code is not necessary</p> <p>Graphics: dirty</p> <p>All material must be sent free of any charge to FIVB by courier on the Monday following the event. You find the shipping address under Contacts in this chapter.</p>	
TV Agency Recording	Not applicable.	<p>Sent to AVerrand for FIVB archive purposes:</p> <p>File Format: MXF/MOV Video Format: 1080i/p Video Codec: uncompressed Video Bitrate: variable Audio Type: 4 tracks Audio Channels: 1&2 IT 3&4 English Full Mix Aspect Ratio: 16:9 Day time code is not necessary Graphics: dirty.</p> <p>All material must be sent free of any charge by courier to AVerrand on the Monday following the event. You find the shipping address under Contacts in this chapter.</p>
ENG Crew	Not applicable.	Upon FIVB request, up to 3 days can be requested

5. THE LOC

The following are the main responsibilities of the LOC:

- a. The LOC retains the domestic broadcast rights for their territories as stipulated in the contract. They are required to secure a Host Broadcaster to produce and broadcast the event in accordance with the FIVB regulations.
- b. The LOC also has a choice to find, instead of a Host Broadcaster, a TV Production Company and Domestic Broadcaster that combined will fulfill the role of one Host Broadcaster.
- c. The LOC must secure TV coverage for their event through a domestic TV agreement (HB or DB agreement) for the benefits of promoting their event and Beach Volleyball in general.
- d. The LOC must provide a high level of event organisation in order to guarantee a high-quality event and solid partnership between all parties (in accordance with the FIVB agreement) and must comply with the broadcast regulations within the territory, and constantly meet all relevant deadlines.
- e. The LOC must support the FIVB and the FIVB's TV Agency and FIVB TV Consulting Agency where and when required.
- f. The LOC makes sure to finalize the competition schedule minimum 3 (three) months before the start of the event – this will enable all parties to plan and schedule stress free, and it will enable International Broadcasters to easily integrate the live programs in their broadcast schedule.

6. INSPECTION VISIT AND MEETINGS

6.1 TV INSPECTION

If a TV Inspection visit is deemed necessary by the FIVB, it must be scheduled no later than two (2) months before the start of the event. During the TV inspection a meeting with the following participants must be held:

- a. TV Coordinator
- b. Interpreter (if required)
- c. LOC
- d. Host Broadcaster / Official TV Production company Director and Producer

Following this meeting the following forms have to be completed and returned to the FIVB TV Agency within the set time period:

- a. The TV Broadcast Intentions form (form BVB-14) must be sent back 90 days prior to the event.
- b. The TV camera position layout form (form BVB-15) must be sent back 90 days prior to the event.

6.2 TV MEETING

- a. A meeting is scheduled between the FIVB TV Coordinator, the Host Broadcaster's production conductors (TV Director, Producer, Production

Manager, Tournament Director, FIVB Referee Delegate, FIVB Technical Supervisor, Announcer, Scoreboard Operator, International and Local Commentator), for a detailed briefing of the required production standards, in order to obtain the best understanding of the production to be delivered by the Host Broadcaster.

- b. This meeting shall take place on-site within 24h before the first match to be produced.

7. HOST BROADCASTER COVERAGE – MATCH SCHEDULING

The competition schedule is finalized by the LOC minimum three (3) months before the event. It is implemented in a way to ensure a fully packed stadium for all televised matches. For instance, it is recommended that televised matches are played at a time when most spectators are expected to attend such as in the afternoon or evening (depending on the country and its culture).

Depending on the event, the number of days of production will be the following:

Category	Minimum Production days	Matches Produced
4*, 5*	2	8
1*, 2*, 3*	1	8

**The above refers to double events*

Once a competition schedule has been set, any modification requires written approval by the FIVB and the FIVB TV Agency or FIVB TV Consulting Agency. Due to the FIVB's commitments to the international broadcasters, timings must be followed strictly, and that satellite distribution is not changed.

For all WT 5* events, the Host Broadcaster will produce for Men's and Women's matches:

- a. Two selected quarter-final matches (one per gender)
- b. The semi-final matches
- c. The final matches for 3rd and 4th place
- d. The final matches for 1st and 2nd place incl. Trophy Moment
- e. The awards ceremonies

As a minimum requirement, for WT 4* events, the Host Broadcaster will produce for Men's and Women's matches:

- a. The semi-final matches
- b. The final matches for 3rd and 4th place
- c. The final matches for 1st and 2nd place incl. Trophy Moment
- d. The awards ceremonies.

For all events, the coverage consists of the following:

- a. Fully produced match coverage shall begin not less than 5 (five) minutes prior to the start of each match and end not less than 3 (three) minutes after the last point of each match. Therefore, if a match is scheduled at 15:00, then the production of the international feed will start at 15:00 and the first serve will be at 15:05.
- b. It is understood that the Post-match Flash Interviews and the awards ceremony (both men's and women's) will be included within the matches produced.
- c. Moreover, when two televised matches follow each other and that the first one "under-runs", it will start on the initial scheduled time. If a match "over-runs", the following match will start as soon as possible after the end of the previous match. Meaning a 10-minute countdown clock counting to the top of the next full minute will be started by the scoreboard operator to set the time of the next first-serve. The countdown will start as soon as the court is given clear by the referee delegate. The International feed will be produced as per the running order, starting 5 minutes prior to the first serve. For the avoidance of doubt, the International Feed will start when the on-court countdown on the scoreboard is showing minus 5 minutes.
- d. If the LOC schedules a non-televised match between or before a televised match, then the LOC will allow at least 1 hour and 30 minutes before the start of the televised match so that the broadcasters are not confused or delayed in any way. Non-televised matches will not be scheduled around bronze and gold medal matches.
- e. Additional coverage: If a Domestic Broadcaster wants to broadcast more matches than the minimum production commitment this of course is acceptable and encouraged. The FIVB would look at making these available to the International rights holders too, so please discuss the Domestic Broadcast requirements with the FIVB's TV Agency so an optimum broadcast schedule can be arranged to suit all - LOC, Domestic and International Broadcasters.

8. HOST BROADCASTER COVERAGE OBLIGATIONS

The obligations listed below must be endorsed by the Host Broadcaster in order to produce an International Feed at FIVB standards.

8.1 INTERNATIONAL FEED

For all FIVB WT events, the delivery of the live matches' International Feed must be made in High Definition 16:9. The International Feed will be produced in a non-oriented and fair way, according to the technical specifications laid down by the FIVB in this TV chapter.

The International Feed will constitute:

- a. An international broadcast quality 16:9 HD 1080i PAL/NTSC lines, 50Hz or 60Hz Digital ITU-R BT.601 colour system,
- b. International FIVB graphics in 16:9 format, material provided by FIVB, to be

implemented and inserted into the International Feed by the Host Broadcaster,

- c. With slow motion and replays. No added commercial material, clean of any Host Broadcaster domestic content, and with no in-vision presenters, microphone flags or studios or any other local or customized features.
- d. FIVB will provide the English Commentators; the satellite audio tracks will be stereo international sound and stereo English commentary mix on further separate tracks.

Audio Configuration (for 4* and 5* World Tour events)

Track one : Stereo International sound & English commentary - mix left

Track two : Stereo International Sound & English commentary - mix right

Track three: Stereo International Sound (Music & effects) - left

Track four: Stereo International Sound (Music & effects) - right

8.2 UPLINK

- a. The International Feed will be made available at the Host Broadcaster's SNG truck on-site and uplinked at the local International Gateway, using MPEG 4 encoding within a minimum 9 MHz carrier (MPEG 2 encoding is not acceptable).
- b. The uplink must be provided, for each day of the Competition included in the production obligation, by the Host Broadcaster on a free of charge basis.
- c. Uplink will be penciled at least 3 months prior to the Competition and confirmed 2 months prior to the Competition.
- d. FIVB and FIVB's TV Agency will be responsible for the local and worldwide distribution and the satellite space bookings. If the Host Broadcaster has not confirmed the SNG booking in due time, then FIVB will manage directly such SNG booking and will charge HB the total incurred cost connected thereto.
- e. If the Domestic Broadcaster wishes to access the International Feed from the FIVB's satellite, they should contact the FIVB's TV Agency for details.
- f. The SNG's technical requirements such as KU-Band or C-Band are to be aligned with the FIVB's TV Agency in due time to ensure the necessary compatibility.
- g. The SNG operator should be experienced and familiar with the live production of sports events. The SNG operator must be able to communicate in English language.

8.3 STREAMING

It is the organizer's responsibility to ensure that the Minimum Production (see section 4 of this chapter) is streamed to the official FIVB YouTube channel. Including but not limited to:

- a. Provide the streaming hardware
- b. Provide sufficient on-site internet bandwidth as outlined in section 4 above
- c. Ensure that there is a physical connection between the streaming hardware and TV production to obtain the International Feed
- d. Provide a streaming operator who monitors the stream including starting

and stopping each match's stream within the YouTube backend (login credentials for YouTube as well as the streamkeys will be provided by the FIVB TV Consulting Agency)

Whenever an English commentary is produced onsite, the English commentary should be made available as full mix stereo onto the YouTube streaming. No domestic language commentary should be made available for the streaming.

The organizer is entitled to delegate the streaming obligations to a third party provided that the organizer remains fully responsible for the fulfillment of the streaming obligation.

If the streaming is restricted by official governmental regulations (e.g. firewall), it is the organizer's duty to reach out to the FIVB Consulting Agency three months in advance in order to determine an appropriate solution.

If requested by the FIVB and/or the FIVB TV Consulting Agency, the organizer may stream the matches not to the official FIVB YouTube channel directly but to a pre-agreed RTMP destination.

9. TECHNICAL AND PRODUCTION SPECIFICATIONS

9.1 GENERAL PRINCIPLES

The equipment used on FIVB Host Broadcast productions must be of full broadcast quality specification, regularly maintained and serviced.

The production format for the FIVB beach volleyball events is 16:9 HD 1080i PAL/NTSC lines, 50Hz or 60Hz Digital.

During ongoing rallies only cameras 1 & 5 should be used as lead cameras to cover the entire length of a rally. In order to maximize the understanding of the game no third camera should be used as a lead camera.

9.2 CAMERA POSITIONS AND TYPE OF CAMERAS

The minimum camera requirements for each WT event category are indicated in section 7 - FIVB Broadcast Matrix. All cameras shall have an unobstructed view to the playing field. Objects such as sun shades, umbrellas, flags, standing people, roof of the stands, pillars etc. should not interfere with the filming. TV shall flag any issue with the organizers prior to the first broadcast so that obstacles/areas can be improved/adjusted to the extent necessary for all cameras to work as outlined in this Chapter.

Camera N°	Lens	Operation
1	22x	Coverage / Replay camera on platform
2	86x	Close-up camera on platform

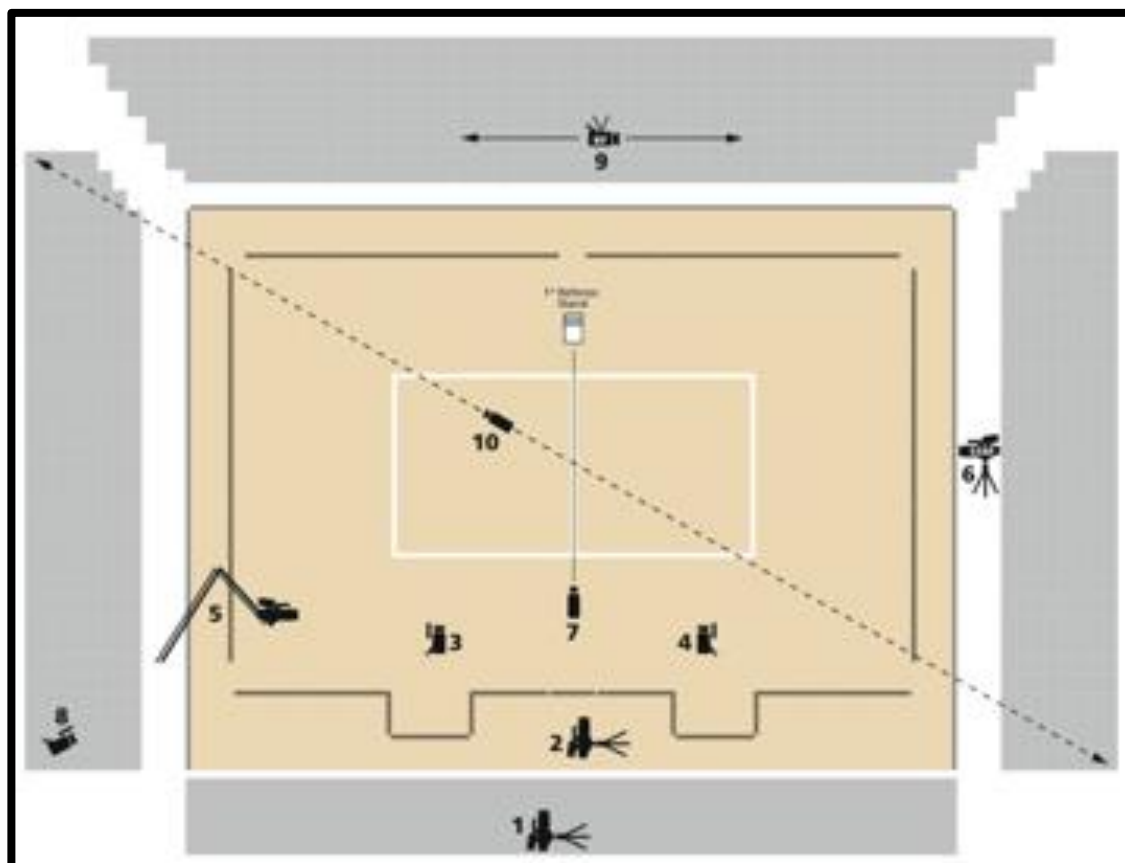
3	11x	Handheld camera
4	11x	Handheld camera
5	11x	Coverage/ Replay Crane camera
6	86x	Low angle slow motion camera
7	w/a	Net camera
8	11x	High mounted camera

Additional cameras:

Camera N°	Lens	Operation
9	11x	Handheld wireless camera
10	w/a	Specialist camera

If additional cameras are planned to be used, this should be discussed with the FIVB and the FIVB TV Agency if appointed for the respective event.

Camera positions for FIVB WT events:



9.3 CAMERA ONE

- a. Camera one should be placed on the opposite side of the arena to the main public stands facing the first referee, to show the major section of crowd, behind play and during a match. All lines should be in vision without any distracting obstacles.
- b. The ideal position is for the camera to be at a point 30m back and at an angle of 30 degrees from the centre of the court.
- c. The camera should be offset by 1-2m to the left or right of centre, so the face of the net can be seen. It will generally require a scaffold platform, set-up separately from the VIP stands to avoid shaking.
- d. The positioning of the roof covering the VIP tribune must take into consideration the main camera's angle and should be put at a reasonable distance above the spectators (unobstructed view to the entire court).
- e. This camera is used for some of the main coverage and is a main replay angle.

9.4 CAMERA TWO

- a. The ideal position for camera two is offset to the left or right of the net, below camera one. However, it is often difficult to obtain this ideal position, so the always achievable position on the platform alongside camera one is acceptable.
- b. This is used as a main close up camera, and for replay coverage during play.



Camera 1 and camera 2

9.5 CAMERA THREE AND FOUR

- a. The cameras three and four must be on court and used handheld.
- b. Camera three and four should be used for close ups of players before and after points and provide coverage for replay purposes during play.
- c. Camera three and four should also be used during time-outs to show the players on the bench. A cable assistant during the production operations is necessary to avoid any problems or disturbances.
- d. It is of paramount importance to hear the players talking during time-outs. A

- built-in- or boom-microphone is therefore mandatory.
- e. If possible, these cameras should be of wireless operation to alleviate the need for cable or a camera assistant on the court area.
 - f. The location and operating area should be agreed with the Technical Delegate during the TV meeting one day prior to the start of the event.



Handheld cameraman



Handheld camera on tripod with cameraman sitting outside court

9.6 CAMERA FIVE

- a. The crane camera is considered by many to be the best and most dynamic camera for main coverage.
- b. It should be at least 6m in length, positioned at the end of the court not facing the sun, with a good operating area around its base.
- c. It is essential an experienced crane camera operator is employed to optimize the use of the camera.
- d. This camera is absolutely crucial to provide good Beach Volleyball coverage and is recommended to be used as the main live camera during play for the majority of points.

9.7 CAMERA SIX

- a. The camera six is on a tripod in the low-end zone located on the opposite end from the crane camera.
- b. Camera six is mainly used for reaction shots, players signals, set up shots before a service, and for replays.
- c. Camera six should be a super slow motion (SSM) camera for all FIVB WT 3* events and an Ultra Super Slomo for FIVB WCHs, FIVB WTFs, FIVB WT 5*.
- d. In this position, it is possible to use an ultra super slow-motion camera such as i-movix.

9.8 CAMERA SEVEN

- a. A net camera (CCD Megapixel Mini camera minimum) must be fixed at the top of the net post offset to the right of the net.
- b. Net camera will be used for setting up shots and replays.
- c. FIVB Technical Delegate must be consulted to determine the exact positioning of the net camera.
- d. Net Camera must be installed no less than 3 hours prior the start of the first match on court. All cabling must be out of sight.



Net camera with microphone

9.9 CAMERA EIGHT

- a. The camera eight should be located to capture the entire complex, including the surrounding beaches, crowds on the beach, and general atmosphere shots at the venue. The location needs to be high enough to not show walking people in front of it.
- b. If it is manned it can provide some good alternate angles for replay use.



Camera 8 beautv shot

9.10 CAMERA NINE

- a. Camera nine is a handheld camera that works in the public stands showing the atmosphere generated at the venue.
- b. For ease of movement to obtain the best shots this should be a wireless camera.

9.11 CAMERA TEN

- a. Camera ten can be used in a variety of locations.
- b. As a fixed camera it can work high in the stands at the opposite end of court from the crane.
- c. In past FIVB Beach Volleyball World Championships, a wire cam was successfully used across the venue. Other events have had access to a helicopter shot. Other options for placement may be available such as on a tall building overlooking the whole venue.
- d. The TV Coordinator may advise the Host Broadcaster on the best location to place the cameras during the on-site visit.
- e. The proposed camera positions must be sent to the FIVB TV gency, with a copy to FIVB, for approval a minimum 6 (six) weeks before start of the tournament (BVB-15 form). The layout must clearly show the distances of the cameras from the court as well as the height in relation to the playing court.
- f. If additional visible materials such as umbrellas are used, they should all be the same so that there is uniformity.
- g. Cameramen and assistant operators should use bibs (possibly of a darker colour) so that they can be recognized as the official Host Broadcaster of the event.



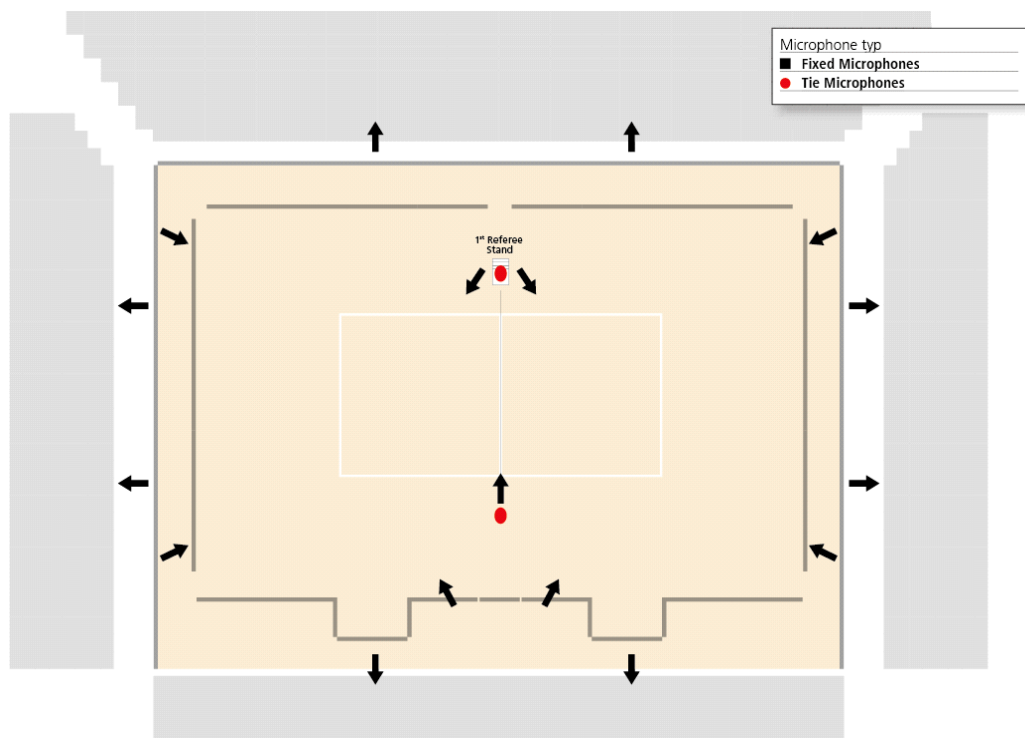
Wire camera

10. AUDIO

- a. For the satellite transmissions, the following audio configurations should be used:
 -
 - Track one : Stereo International sound & English commentary Mix left
 - Track two : Stereo International Sound & English commentary Mix right
 - Track three: Stereo International Sound (Music & effects) (Left)
 - Track four: Stereo International Sound (Music & effects) (Right)
- b. Tracks three and four must only contain the clean International ambient sound from the court and any FIVB cleared music from the programme.
- c. International sound refers to the audio from the stadium, the ball being hit by players, the players' noise, the crowd's noise, the public-address system and music, the referee's whistle and/or instructions, etc.
- d. The sound levels of the public-address system and music should be carefully controlled as they strongly affect the loudness of the international sound.
- e. Music and commentary should be played during court changes and time-outs only and never during rallies due to the intricacy to edit pictures at that time for the broadcaster. Copyright problems may also occur if commercial music is heard as a background noise. Likewise, commentaries via the public-address system on the international sound track should not be audible as they may conflict with the commentary on track three and four.
- f. Microphones should be strategically positioned to ensure the clearest and best possible audio signals featuring:
 - the players' body contact with the ball
 - the players' discussions on court and during time outs
Please take special care about the local PA system which needs to be set up in a way to interfere the least with the mics at the players benches.
 - the crowd's close-up applause and general excitement surrounding the event
 - the public's reaction to the players' performance
 - the referees' calls
- g. The following microphones should be organised:
 - Around 20 microphones should be used to capture these audio effects
 - Personal microphones should be used on the referees (tie microphones)
 - Two microphones on the referee stand - one on each side of the stand
 - For the net, only mini micros can be mounted on the net post
- h. All microphone placements must be discreet from all camera shots.
- i. It is the responsibility of the FIVB to provide an English language commentator on-site for each event (FIVB WT 4*-5*). This commentary will be made available on the International Feed for International Broadcasters to use it on the live transmission, but other international broadcasters may use the commentary as a guide.

- j. The guide commentary provides international broadcasters with a play-by-play account in English of the key action during a match. International Broadcasters, can also record a commentary in their own language, using the English guide commentary as a basis.
- k. A suitable position for the International Feed English commentary must be supplied by the LOC. It should be located on the same side of court as the main camera positions, should be large enough for three people, must be sheltered from weather variables and public disruption.
- l. The Host Broadcaster must supply a fully equipped commentary position, including one commentary control unit including two headsets (the extra headset being for the possible use of a co-commentator) and associated HD monitor showing the international dirty feed.
- m. Also, it is the responsibility of the Host Broadcaster to provide Talk Back to the English commentator. The Host Broadcaster must advise the commentator when the match is starting, when the TV Director is going to cut to the city shots, start the International Post-Match Flash Interview and close the programme.
- n. Incidental music will be supplied by the FIVB, cleared for worldwide transmission, which should be used as background to any set or match action montages during set-breaks and after the end of each match. This music can be found alongside all graphic files from the download link below.

Microphone positions of FIVB WT 1*-5* category (FIVB WT 1*-2* with best effort, but minimum 10):



11. GRAPHICS AND TITLE SEQUENCES

- a. Matches for the International Feed and the stream on the official FIVB YouTube channel must be broadcast complete with official FIVB international graphics in their entirety and free of any commercial or broadcaster identification.
- b. All official FIVB graphics material including user guide, title sequences, bumpers, music and wipes of each FIVB WT star category are provided by the FIVB and must be downloaded by the Host Broadcaster and/or OTP / OPC via FTP using the following access details:
<ftp.worksltd.co.uk>
User: FIVB BWT BROADCAST 2018
Password: bwt2018b%
- c. FIVB TV graphics are of broadcast quality; therefore, please plan enough time for the download. No tapes will be delivered.
- d. The implementation of the FIVB TV graphics package is under full responsibility of the the Host Broadcaster or Official TV Producer / Official Production Company depending on the FIVB WT star category.

12. REPLAY RECORD AND USE

- a. The use of a replay, in a quick moving sport such as beach volleyball, is vital to fully visualize the skill, speed and precision of the play. Equally important is that no live action should be missed.
- b. To coordinate actions between the TV Director and the 1st Referee, the 1st Referee must be advised when a replay is being transmitted by the TV Director or the TV Director Assistant (e.g Floor Manager). This can be done in either of two ways:
 - The Paddle System: **The Floor Manager, who is mandatory for 4- and 5-star events**, sits on the opposite side of the court to the 1st referee (next to the scorers) and uses a Paddle, indicating to the referee when a replay is being broadcasted - one side is Red, to indicate to the referee to hold play, and the other side is Green to indicate to the referee to continue the play. It is the Floor Manager's duty to proactively approach the 1st Referee before a game and define his/her precise position and the used signals to avoid any potential confusion.
 - The Talk Back System (NOT ALLOWED FOR 4 & 5-STAR EVENTS): Equip the 1st Referee with an earpiece so the TV Director/Producer can call to the referee to "hold play" if required.
- c. Whichever system is used, this privilege should not be abused and is suggested that play should not be held by more than 6 times a set and then for not more than 7 seconds. A clear understanding and cooperation is needed between the Host Broadcaster's TV Director and 1st Referee for this to work well.
- d. During replays, the score bug should be removed.
- e. A short replay FIVB transition wipe will be supplied by the FIVB for use

between live action and replays. This should be used only during live play, and any replays shown during time-outs, between sets or at the end of play should be transitioned into by use of a dissolve.

- f. The use of replays in the Host Broadcast should be decided upon, keeping in mind the philosophy that the replays must add to the production coverage. Alternate angles of play and unseen reactions are key sources of replay.
- g. All cameras should be recorded for replay use, and ideally for replays between sets, an ultra super slow-motion camera (such as i-movix) can be used for replays of extra quality.

13. NEWS FEED AND RECORDINGS

13.1 NEWS FEED

- a. At the end of each day's transmission, a 7-14 minutes news package which reflects every broadcasted match of the day should be produced and played out on the satellite 60 minutes after the last rally of the day. It should include a venue establishing shot, key match points, a selection of good points featuring both teams, available international and potentially unilateral interviews and any celebrations and awards.
- b. The news feed is dirty (with graphics), without replays, with International Sound and no commentary.
- c. A short sequence from the beginning of each match's broadcast showing the matchup slide should start each match's news sequence.
- d. For a detailed description of the news feed production please refer to the news feed requirements document which can be downloaded from the FIVB's website outlined at the beginning of the Chapter.

13.2 MONITORS AND COMMUNICATION

- a. The following positions must be provided with a monitor showing the programme (video (dirty) plus audio (English commentary mix)) output by the Host Broadcaster on-site to the following positions:
 - 1 x TV Commentary Box
 - 1 x TV Production / Event Office.
 - 1 x Court Announcer.
 - 1 x On Court (opposite side to the referee to enable the floor manager to provide the 1st referee with hand signals if needed).
- b. For better communication, the TV Coordinator must be equipped with a radio set provided by the Host Broadcaster during the production and recording times including communication to TV Director.
- c. The line of communication during production must be as follows: TV Director, Production Manager, TV Coordinator, Technical Delegate, Referee Delegate and LOC.
- d. The Host Broadcaster, Domestic Broadcaster and all International Broadcasters' first point of contact should always be the TV Coordinator on-

- site.
- e. The TV Coordinator should have a position in the OB van with unobstructed view of the International Feed and a headset allowing him/her to listen to the programme (incl. English commentary if applicable) and to talk back to the English commentator. Furthermore, the position should allow enough space for a laptop and charging opportunities. Ideally, this position allows the TV Coordinator to leave/enter the OB van during production without disturbing the OB van crew.
 - f. In the case that there is a large screen that can be seen by spectators and players inside the court, there must be a feed distribution point at the technical supervisor's area, so the action can be cut from the screen if required.

13.3 POWER AND LIGHTING

- a. All power for the Host Broadcast should be provided by the LOC, uninterrupted and on a different phase from the rest of the stadium power. There should be "back up" power available for the Host Broadcast production facilities, which will automatically activate in the event that the "main" power should fail. This should be synchronous, and not in any way disrupt the production signal.
- b. The Host Broadcaster should consult the LOC and the Host NF to guarantee the proper orientation of the court, taking into consideration the position of the sun in relation with the main cameras. The following principles should be observed:
 - The main TV cameras must not face the sun.
 - Shadows on court must be monitored during the entire day in order not to affect the broadcast as well as the production quality.
- c. Should the Host Broadcaster encounter difficulties regarding the proper orientation of the court, the TV Coordinator must be informed immediately.
- d. If play is to take place at night, the stadium should be lit to an acceptable broadcast standard, without any shadows or patches across the playing area.
- e. As a rule the average illumination in the vertical plane should be 2500 lux across the playing surface and immediate surrounds, with the crowd areas lit to approximately 1000 lux.
- f. All interview areas must have acceptable independent lighting provided by the LOC.

13.4 POST-MATCH FLASH INTERVIEWS

- a. To enhance the programmes' editorial content, a "flash interview" is required for television, on all produced matches.
- b. Flash Interview will enable the worldwide broadcasters to have a winners' interview and if relevant an interview of the losing team on all matches, immediately after the match point (see running order). This interview should be done by an English-speaking journalist and should not exceed 90 seconds.
- c. The sequence of events should be as follows: after initial celebrations and signing score sheet (can be postponed), winning team or a representative player of the winning team (preferably an English speaker) will be asked to

- answer one or two short questions on court.
- d. The flash-interview should start no later than 120 seconds after the last rally ends.
 - e. An interview for the fans on-site can be done right after the initial celebrations of the players, but it cannot postpone the international TV interview.
 - f. During this 'local interview', the International Feed needs to show a replay the last rally along with FIVB approved music.
 - g. The 'local interview' is by no means to be heard on the DOMESTIC and INTERNATIONAL FEED.
 - h. It is the Floor Manager's duty to take care of timings and the order of this procedure on the court.
 - i. Any FIVB HB interview must take priority over any domestic TV interview.
 - j. If a rights holder wants an interview, they need to advise the TV coordinator and Press officer and be guided to the Mixed Zone.
 - k. If the rights holder wants a live interview, it must be done after the FIVB interview, it must not be in view of the International Feed cameras.
 - l. If the domestic HB wants an Interview, it must not be within the International program.
 - m. The microphone should have a neutral branding (only official event and FIVB logos allowed. No commercial branding.).

13.5 TROPHY MOMENT (only necessary for TV productions)

After each gold medal match, there will be a Trophy Moment which depicts the winning team and the handover of the trophy. The purpose of the Trophy Moment is to provide international broadcasters an appropriate opportunity to end the broadcast (in case they cannot wait for the full award ceremony). Similar to the Post-Match Flash Interview, the Trophy Moment shall be prioritized over any domestic/local productions and/or interactions with the announcers/crows.

- a) The handover of the trophy shall be done by a representative of the beach volleyball sport (former player, tournament director, president of NF), a sponsor's or government official.
- b) When handing over the trophy, the representative is congratulating the winning team with a handshake.
- c) Before the gold medal match, the organizer will inform the TV Coordinator about the full name and position/title of the representative.
- d) A lower-third graphic will be displayed to show the name of the price-giver.
- e) After the Trophy Moment, the trophy is given back to the organizer for use in the upcoming award ceremony.
- f) The Trophy Moment shall take place right after the initial celebrations of the winning team (see Running Order for exact timing).
- g) Both handheld cameras on the court shall be used to produce the Trophy Moment.
- h) It is of paramount importance to only let the official photographer get on court. All remaining media representatives should only be allowed on the court by the end of the official international (Flash-)Interview (see running order)

- i) It is important that this special moment is nicely set and framed by using the crowd as a backdrop.
- j) It is important that the view of the handheld camera is not obstructed by any actions on the court (e.g. setup of the award ceremony, warm-up of players for the following gold medal match, announcers etc.).
- k) After the end of the Trophy Moment the Post-Match Flash Interview will be conducted straight away. Unlike the other Post-Match Flash Interviews, this interview should be heard (via the PA system) in the stadium (and on TV) and can be longer than the usual 90 seconds.
- l) The necessary technical sound set up between the TV sound and the PA system shall be tested in due course. All parties involved need to agree which microphone is supposed to be used.

14. BROADCAST RUNNING ORDER

- a. Each transmission must follow the described sequence as set out in the following running orders for broadcasting needs pre and post-match, and between sets. This is essential to allow all broadcasters taking the feed to know points where they can enter and exit the Host Broadcast.
- b. For each televised match, the TV transmission will start on the hour and the first serve will be 5 minutes past the hour. Therefore, if a match is scheduled at 15:00, then the International Feed will start at 15:00 and the first serve will be at 15:05.
- c. In case there is an “over-run”, the following match will start as soon as possible after the end of the previous match. If a match “under-runs”, it will start on the the initial scheduled time.

TV LIVE RUN DOWN							
FIVB BEACH VOLLEYBALL WORLD TOUR							
GENERIC							
START TV WORLDFEED							
TV LIVE PROGRAM							
PRE-MATCH							
NR	SOURCE	CONTENT	START	DUR	END	GRAPHICS	SOUND
	GFX	Next Match coming up	asap		11:59:00	next match with GMT time	
	EVS/GFX	TV COUNTDOWN 60-3: on Beauty + gfx	11:59:00	00:00:57	11:59:57	countdown	
		Black	11:59:57	00:00:03	12:00:00		
1	EVS	OPENER	12:00:00	00:00:20	12:00:20	Opening Sequence	MUSIC from Opener
2	Live	Beauty Shot establishing the venue	12:00:20	00:00:10	12:00:30		
3	EVS/GFX	City Postcard	12:00:30	00:00:20	12:00:50	City Name (5s)	MUSIC
4	Live	Beauty Shots (eg. Fans)	12:00:50	00:00:20	12:01:10		
5	Live/GFX	Match announcement (on Beauty Shot)	12:01:10	00:00:10	12:01:20	Matchup	STADIUM
6	Live	Beauty Shots (eg. Players warming-up)	12:01:20	00:00:30	12:01:50		STADIUM
7	Live/GFX	Weather	12:01:50	00:00:10	12:02:00	Weather	STADIUM
8	Live	Beauty Shots (eg. Players warming-up / on the bench)	12:02:00	00:00:30	12:02:30		STADIUM
9	Live/GFX	Introduction Referees	12:02:30	00:00:10	12:02:40	Lower thirds	ANNOUNCERS
10	Live/GFX	Beauty Shots arena, spectators ending on Team A	12:02:40	00:00:05	12:02:45		STADIUM
11	Live/GFX	Player presentation Team A	12:02:45	00:01:00	12:03:45	Lower thirds	ANNOUNCERS
12	Live/GFX	Player presentation Team B	12:03:45	00:01:00	12:04:45	Lower thirds	ANNOUNCERS
13	Live	Handshake	12:04:45	00:00:15	12:05:00		STADIUM
MATCH (best of three sets)							
14	Live	First service	12:05:00			Match graphics	ANNOUNCERS
15	Live/GFX	Matchpoint				Score clock	
POST-MATCH							
16	Live	Beauty Shots (celebration)		00:01:15			STADIUM
17	EVS	Replay of the last Rally		00:00:30			MUSIC
18	Live	Beauty Shots		00:00:10		Final result	STADIUM
19	Live	Winner interview (up to 1.30 min)		00:01:30		Lower third	INTERVIEW
20	Live	Beauty Shots		00:01:00		Match statistics	STADIUM
21	EVS	Match Highlights (up to 1.30 min)		00:01:30			MUSIC
22	EVS	Beauty Shots		00:00:10			STADIUM
23	EVS	Closer		00:00:10			MUSIC from Closer
24	Live/GFX	Beauty Shot with Graphics of next Games on TV (continuing program)				GFX next matches	

TV LIVE RUN DOWN							
FIVB BEACH VOLLEYBALL WORLD TOUR							
GOLD MEDAL MATCH							
START TV WORLDFEED							
TV LIVE PROGRAM							
PRE-MATCH							
NR	SOURCE	CONTENT	START	DUR	END	GRAPHICS	SOUND
	GFX	Next Match coming up	asap		11:59:00	next match with GMT time	
	EVS/GFX	TV COUNTDOWN 60-3: on Beauty + gfx	11:59:00	00:00:57	11:59:57	countdown	
		Black	11:59:57	00:00:03	12:00:00		
1	EVS	OPENER	12:00:00	00:00:20	12:00:20	Opening Sequence	MUSIC from Opener
2	Live	Beauty Shot establishing the venue	12:00:20	00:00:10	12:00:30		
3	EVS/GFX	City Postcard	12:00:30	00:00:20	12:00:50	City Name (5s)	MUSIC
4	Live	Beauty Shots (eg. Fans)	12:00:50	00:00:20	12:01:10		
5	Live/GFX	Match announcement (on Beauty Shot)	12:01:10	00:00:10	12:01:20	Matchup	STADIUM
6	Live	Beauty Shots (eg. Players warming-up)	12:01:20	00:00:30	12:01:50		STADIUM
7	Live/GFX	Weather	12:01:50	00:00:10	12:02:00	Weather	STADIUM
8	Live	Beauty Shots (eg. Players warming-up / on the bench)	12:02:00	00:00:30	12:02:30		STADIUM
9	Live/GFX	Introduction Referees	12:02:30	00:00:10	12:02:40	Lower thirds	ANNOUNCERS
10	Live/GFX	Beauty Shots arena, spectators ending on Team A	12:02:40	00:00:05	12:02:45		STADIUM
11	Live/GFX	Player presentation Team A	12:02:45	00:01:00	12:03:45	Lower thirds	ANNOUNCERS
12	Live/GFX	Player presentation Team B	12:03:45	00:01:00	12:04:45	Lower thirds	ANNOUNCERS
13	Live	Handshake	12:04:45	00:00:15	12:05:00		STADIUM
MATCH (best of three sets)							
14	Live	First service	12:05:00			Match graphics	ANNOUNCERS
15	Live/GFX	Matchpoint				Score clock	
POST-MATCH							
16	Live	Beauty Shots (celebration)		00:01:15			STADIUM
17	EVS	Replay of the last Rally (once Players shook hands with Refs.)		00:00:20			MUSIC
18	Live	Beauty Shots		00:00:10		Final result	STADIUM
19	Live	Trophy Moment		00:01:00		Lower third	ANNOUNCERS
20	Live	Winner interview (up to 1.30 min)		00:01:30			INTERVIEW
21	Live	Beauty Shots		00:00:30		Match statistics	STADIUM
22	EVS	Match Highlights (up to 1.30 min)		00:01:30			MUSIC
23	EVS	Beauty Shots		00:00:10			STADIUM
24	EVS	Closer		00:00:10			MUSIC from Closer
25	Live/GFX	Continue with the Award Ceremony when appropriate					

15. MINIMUM BROADCAST OBLIGATIONS

Any exception to the below minimum guaranteed coverage requires the prior written approval of FIVB and its TV Agency or TV Consulting Agency (if appointed) in writing, no less than the stated contractual days prior to the start of the tournament.

15.1 FIVB WT 1*, 2* AND 3* EVENT

- a. To stream all produced matches (see Minimum Production in section 4) in their entirety on FIVB digital platform.;
- b. To actively promote the coverage of the event.
- c. Best effort to domestically broadcast the event (3* events only).

15.2 FIVB WT 4* AND 5* EVENT

Live television broadcast of all produced matches in their entirety and on-air promotion in order to actively promote the coverage of the event:

- a. Two semi-final matches for each gender
- b. The bronze medal matches
- c. The gold medal matches
- d. Awarding ceremony

For FIVB WT 4* events, the Host Broadcaster will provide its best efforts to broadcast these matches live at prime time and will make sure to broadcast daily news of each day of the Competition.

15.3 ON-AIR PROMOTION

- a. Host Broadcaster is to give to the sport of beach volleyball the maximum possible promotion to increase the public's awareness.
- b. The Host Broadcaster shall actively promote the tournament and the coverage of the produced matches within the territory.
- c. As a material term hereof, the Host Broadcaster shall, if provided by FIVB during the term of the agreement, air the promotional advertising clips with each length of thirty (30) seconds during the term on Host Broadcaster's free-to-air channel, in order to promote the sport of beach volleyball.
- d. Additional promotional footage can be downloaded and requested from the FIVB's TV Agency. The Red Bull Content Pool features a great variety of content which can be found and downloaded at:
www.redbullcontentpool.com/beachvolleyball

16. BOOKING PROCEDURES

- a. In the event that an International Broadcaster wants to attend the event, the request will be considered by the FIVB. Once the FIVB has approved, the TV Agency will advise the LOC and the Host Broadcaster who will be the visiting International Broadcasters (rights holders) for their tournament and specify the rights for each broadcaster. The Host Broadcaster only needs to be provided with information pertaining to their event.
- b. It is the responsibility of the HB to facilitate and implement their requirements. In this case, the Host Broadcaster must be prepared to set up on-site services

- and a booking system, allocate a person as the booking contact and produce a rate card which must be approved by the FIVB / TV Agency.
- c. The TV Agency will put the International Broadcasters in direct contact with the Host Broadcaster's booking coordinator.
 - d. The TV Agency should be kept informed on the Host Broadcasters booking system and subsequent booking requests in order to ensure a consistent level of servicing to International Broadcasters across all FIVB events.
 - e. The TV Agency must receive a final copy of all bookings 5 days prior to the competition start date.
 - f. The Host Broadcaster is not permitted to provide satellite details to any broadcaster whatsoever.
 - g. The TV Agency and TV Coordinator on-site have the authority to take all necessary actions to resolve any problems that may occur.

17. INTERNATIONAL BROADCASTERS' SPECIAL REQUESTS

- a. It is the responsibility of the TVAgency to manage the sales and distribution of the International Feed and News feeds of FIVB WT 4*-5* events.
- b. If an International Broadcaster requests a tape or access to the feed via satellite, the Host Broadcaster should pass the request on to the TVAgency.
- c. If the International Broadcaster requests a pre and/or post unilateral, as per all on-site bookings, the Host Broadcaster is responsible for providing it via their bookings system. In this case, the Host Broadcaster would be required to provide all equipment (camera, cameraman, audio etc...), etc.
- d. The pre or post unilateral must be incorporated into the International Feed, either before the FIVB opening title sequence, before a match, or after the FIVB closing title sequence, following a match, as to not interfere with the coverage of the match, that the Host Broadcaster provides to the FIVB's SNG truck on-site.
- e. The FIVB's TVAgency will organise the distribution of the pre or post unilateral.
- f. Broadcasters with unilateral access authorization will be responsible for all expenses (according to the rate card previously approved by the FIVB) and only licensed broadcasters will be granted unilateral access.

18. CONTACTS

FEDERATION INTERNATIONALE DE VOLLEYBALL

« Château Les Tourelles »

Edouard-Sandoz 2-4

1006 Lausanne/Switzerland

FIVB TV & Marketing Department

Tel: +41 21 345 35 35

The FIVB's appointed TV Agency for **4* and 5* World Tour** events is Red Bull Media House.

Red Bull Media House

Walter Böhm
Halleiner Landesstraße 24
5061 Elsbethen, AUSTRIA
Tel: +43 662 224021505

Red Bull Media House Broadcast Operations Manager & TV Coordinator
Mr. Georg Brandes
georg.brandes@redbull.com
Phone: +49 177 17 24 240

The FIVB's appointed TV Consulting Agency for **1***, **2*** and **3* World Tour events and all streaming matters and recordings (irrespective of World Tour category)** is AVerrand.

AVerrand Brandes & Kath GbR

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50674 Cologne, GERMANY +49 177 17 24 240
fivb@averrand.com

CHAPTER 7 - SUSTAINABILITY

1. SUSTAINABLE SPORT

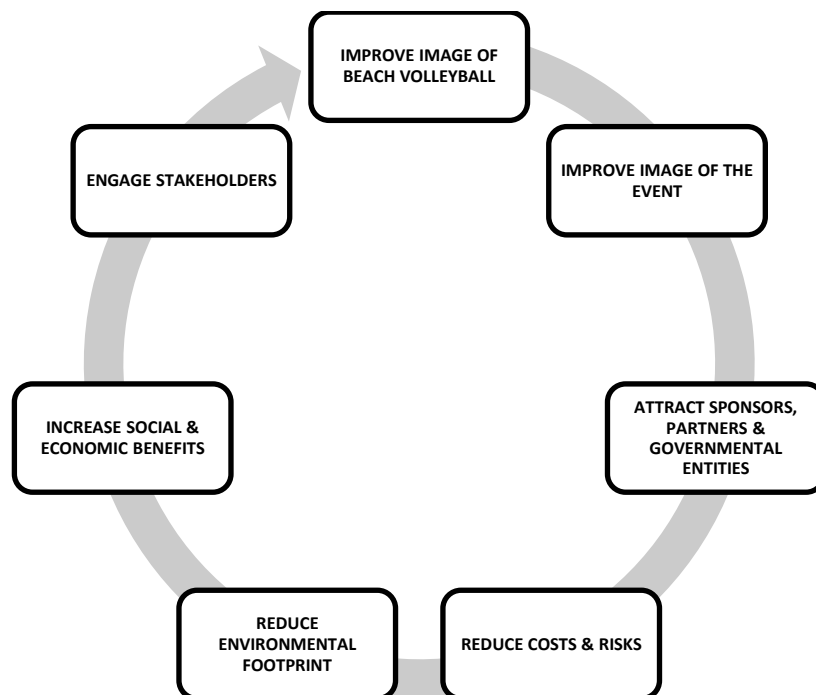
International sports events have the power to contribute to positive social change, especially in the areas of Sport and Young Generation Development, the environment, gender, health and peace. Beach volleyball provides an excellent platform to think and act “Green” in relation to sustainable responsibility. Sustainable sport efforts are a natural fit between beach volleyball’s values such as health, respect, inclusion and fair play, and the values of responsible environmental, social and governance practices.

Sustainability is also one of the three pillars of Olympic Agenda 2020:

- a. Credibility;
- b. Sustainability;
- c. Youth.

Information included in this section was realized in cooperation of the International Academy of Sport Science and Technology (AISTS) and is an official adaptation of the Sustainable Sport and Event Toolkit (SSET) developed by the AISTS and the Vancouver Organising Committee for the 2010 Olympic and Paralympic Winter Games (VANOC). SSET is supported by the International Olympic Committee and aims to give sport organisations the knowledge and tools to incorporate sustainability into their business practices and to execute sustainable sports events.

The below summary will enable LOC to apply the necessary instructions, suggestions and/or practices to the needs of the beach volleyball event/activity.



2. SUSTAINABLE SPORT AND EVENT TOOLKIT (SSET)

2.1 SUSTAINABLE SPORTS EVENT GUIDELINES

Main highlights to follow:

- a. Commit to sustainability as a team;
- b. Facilitate accessible venue and services;
- c. Buy local, ethical and green, yet practical;
- d. Recruit local and target populations;
- e. Operate eco-efficiently and protect sensitive areas;
- f. Minimize waste;
- g. Leave a positive legacy;
- h. Celebrate and share success.

2.2 SUSTAINABLE COMMITMENT, STRATEGY & MANAGEMENT

Make an organisational commitment to sustainability and sustainable sports events. Strive to be accountable for low-footprint, low-carbon, low/zero waste, inclusive, accessible and ethical sport and events.

Goal / Objective	Action to be taken
Create a commitment statement on organizing a sustainable sport event	Write a public commitment statement outlining your intention to organise a sustainable sport event and communicate it both, internally and externally.
Identify your key sustainability issues and stakeholders	Involve your key partners (e.g. sponsors, local partners, authorities) to secure collaboration. Invite these key partners to be part of the commitment statement.
Define your scope	Determine time span, location, event and key activities to be addressed.
Identify and assess your risks and opportunities	Identify any risks/opportunities associated with your sustainable event and evaluate the magnitude and likelihood of these risks/opportunities occurring.
Plan to leave a positive legacy	Identify the top three things your event plans to accomplish: to leave the site, venue, services, community or sport organisation better off once the sport event is finished.
Commit to benchmarking key measures for the next sustainable sport event	Track progress of key measures across relevant areas of your organisation. Using this information, set new targets and update the sustainability plan for the following season's event.
Global goals and sustainability strategy	Align your strategy with FIVB sustainability vision, international standards and goals, i.e. Sustainable Development Goals (read more about SDGs here)

2.3 MANAGEMENT

Top management shall implement the sustainability policies by forming and giving support to its staff – sustainability project team. The team's performance should be evaluated through measurable objectives and targets.

Goal / Objective	Action to be taken
Designate a green/sustainability team leader and form a team	Designate a sustainability leader to oversee implementation of the commitment and the designated implementation team (could include a leader, a recruiter and trainer, a data person/secretary, a reporter/communicator).
Establish a 'way to work' together	Determine task leaders; budget (if any); method to track progress; and frequency of team meetings.
Set measurable sustainability objectives and targets	Address relevance (locally significant/meaningful to your main stakeholders) environmental, social and economic impacts and opportunities. E.g. Carbon responsible, low carbon or carbon neutral events. Zero waste or low waste to landfill events. Inclusive events for local and international people of visible minorities, people with disabilities, high inclusivity/community involvement goals.
Perform regular checks and reviews of objectives and targets	Check stakeholder satisfaction, whether you and your suppliers are meeting contractual obligations, achievement of objectives and implementation of previous review recommendations.
Commit to documenting and reporting on your sustainability policy	Sustainability reporting is the practice of measuring, disclosing and being accountable for organisational performance while working towards the goal of sustainable development. i.e. Carbon Footprint A sustainability report provides a balanced and reasonable representation of the sustainability performance of the reporting organisation, including both positive and negative contributions. Note that documenting is a vital part of a successful knowledge transfer system.

2.4 SITE SELECTION AND CONSTRUCTION

In the planning phase of your beach volleyball event, the focus must be to minimize its ecological footprint. It is important to ensure the venue will be centrally located, that it will be barrier-free, have a clean-air policy and a restoration plan.

Goal / Objective	Action to be taken
Select sites and venues with a minimal ecological footprint	Choose existing sites and venues where possible; Consider temporary or portable infrastructures Share your venue with other events or users if possible; Build for a sustainable legacy by integrating the needs of the community; Respect local culture and heritage.
Choose centrally located sites and venues	Athletes, officials and spectators should have short and/or convenient commuting distances from sport event sites and accommodation.
Ensure barrier-free access for everyone	Select/construct sites and venues that are barrier free (e.g. wheelchair accessible) and in locations that are accessible for all modes of transportation.
Select/build venues with efficient water technologies	Include storm water capture and re-use; low-flow toilets and no-flow urinals; use grey water; water-saver taps, etc.
Select/build energy efficient venues	Include clean and/or energy-efficient heating, cooling, air cooling and venting windows and lights.
Ensure clean air by avoiding pollution	Use environmentally sustainable construction materials with low levels of pollutants or allergens.
Use ecologically friendly and certified wood	Source certified (e.g. FSC - Forest Stewardship Council), local and low-impact wood (e.g. bamboo) and avoid old-growth timber; Use recycled or reclaimed wood.
Select/build venues which minimize soil, flora and fauna impacts	Use toxin-free materials, avoid cutting down trees and do not build in environmentally sensitive ecosystems - Apply green building guidelines; Apply smart site selection principles.
Include a site restoration plan	Avoid landfill waste by adding recycling and to the natural environments through replanting and clean-up.

2.5 TRANSPORTATION AND ACCOMMODATION

Transportation and accommodation are two items that potentially leave big ecological footprints. The aim is to favor green fleets, public transportation and accommodation thereby minimizing the negative impact on air quality and climate.

Goal / Objective	Action to be taken
Offer accessible public transportation services	Liaise with local public transportation authorities to ensure enough and effective modes of public transportation.
Choose transportation modes that ideally use low emission technologies	Use low emission shuttle vehicles, bicycles, hybrid cars, etc. and provide them to event staff, providers, players, officials, etc.
Support sustainable accommodation	Choose sustainable and socially responsible accommodation close to the sport event's venue which support local tourism
Provide smart-driving guidelines and education	Provide athletes and spectators with information and incentives on how to reduce their environmental impact through travel. Provide guidelines and training for all event workforce vehicle drivers on items such as a no-idling policy, maintenance of vehicles and other fuel saving measures.

2.6 VENUE AND OFFICE MANAGEMENT

The aim of sustainable venue and office management is to minimize negative impacts on the environment through energy, waste, water, paper and noise management.

Goal / Objective	Action to be taken
Implement responsible energy management practices	Operate site and venue lighting, heating and cooling optimally. Use spectator signage and operational staff training and on-going inspections. Purchase low-energy designated office equipment, turn off all lights, computers, printers, coffee machines, etc. and purchase green electricity.
Implement responsible waste management practices	Keep the site and venue litter-free through efficient use and placement of garbage and recycling bins. Train staff and volunteers. Find ways to prevent the creation of waste.
Implement responsible noise management practices	Reduce and prevent noise through signage, respect by-laws, training and inspections.
Ensure clean air	Implement a no-smoking policy, use biodegradable cleaning products and limit the use of vehicles on site.
Implement responsible water and snow management practices	Measure and reduce water usage in your venues and use water from renewable sources.

Strive to be paperless	<p>Read, send and post electronic documents where possible. Print double-sided where applicable and always on recycled paper.</p> <p>Implement electronic systems for event registration, communications and finances where possible.</p>
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2.7 COMMUNITY AND SUPPLY CHAIN

The LOCs of the event should strive to involve their local community and implement an ethical and transparent supply-chain that helps support sustainable sport event commitment.

Goal / Objective	Action to be taken
Establish a sustainable purchasing	Establish a policy that contains the contracting procedures and a code of conduct
Recruit from the local community, encourage diversity and follow ethical hiring practices	Use local organisations for applicable temporary jobs, volunteers and contractors (E.g. waste recycling services, clean-up crews, entry level job agencies and those that recruit from local enterprises and/or those that support socially diverse people, people with disabilities, etc.). Ensure a fair wage system.
Seek sustainable sponsors	Seek sponsors with the commitment and capability to help achieve sustainable sport event goals. For example, sponsors may be able to provide low waste and low carbon solutions; ethical sourcing and sustainable operations; track record of community involvement.
Integrate event with local community stakeholders	Actively seek to get the support and involvement of the tourism office, city and regional authorities, local organisations, etc.
Lease, rent or buy local, environmentally friendly and community-inclusive	Use local enterprises and those that support socially diverse people, and people with disabilities.
Donate equipment to local sport and community organisations	Donate to local schools, public recreation centres and community sport clubs that can make good use of the sporting equipment

2.8 CATERING, FOOD AND BEVERAGE

Food and beverage is an area where events can significantly reduce their impact and at the same time improve the customer experience. By offering local and seasonal food and beverages, events can minimize transportation issues, reduce waste from packaging, and contribute to the local community.

Goal / Objective	Action to be taken
Reduce ecological footprint of food	Source from fair-trade, organic, seasonal, local and regional sources where possible, high percentage of fruit and vegetables and use tap water where appropriate.

Promote healthy diets	Choose healthy food products (fresh, in season where possible, non-trans fat, low sugar, fruit and vegetables, grains). Promote vegetarian options.
Minimize food waste and maximize composting and recycling	Minimize food waste by cooking as much as possible and link with composting waste management system. Provide recycling and composting bins in convenient locations.
Reduce food packaging waste	Procure food with biodegradable, recyclable and/or minimum packaging. Reduce single-use plastics items.
Contribute to local community	Ask caterers to donate unused food to local shelters.

2.9 MARKETING AND COMMUNICATION

The objective is to promote sustainability internally and externally while at the same time raising the profile and image of your event with your key stakeholders.

Goal / Objective	Action to be taken
Implement a clear, sustainable marketing plan for a consistent branding strategy	Choose a few focused messages as part of your branding strategy and use them throughout the event. Sustainability can be an argument for branding on-site: i.e. choice of branding materials, printing methods, etc.
Promote your image by communicating your key messages and values	Use your leadership and position of influence on sustainability to promote the sustainable aspects of the image of your event. Be careful not to overuse marketing terms and images that are either not accurate or oversell an organisation's environmental practices. Be careful about greenwashing. This can both hurt your credibility and open you up to sanctions from advertising authorities.
Communicate in a coherent way	Make sure your communication is consistent with your sustainability message by avoiding unnecessary paper, flyers, mail-outs, etc.
Integrate your sponsors and stakeholders into your sustainable marketing plans	Invite alignment and support by sponsors in your branding and marketing strategies.
Make everyone part of your cause (see also Athlete and Public Engagement in the following section)	The more volunteers, participants, officials, etc. buy into what you are doing, the more likely they will be to help get your message out.
Integrate donations in the ticketing strategy	Provide that a % of ticket sales or a % of individual ticket is donated to Good Net Project or any other local initiative

2.10 ATHLETE AND PUBLIC ENGAGEMENT

To inspire, engage and recognize beach volleyball athletes' and public involvement in sustainable living choices. Utilize these resources to transmit your message to the wider audience.

Goal / Objective	Action to be taken
Engage athletes and the sporting community	Identify primary target audience – high performance athletes (local and international) and the respective National Federation, Federal and Provincial/State government Ministries of Sport/ Health/Environment; Corporate Sponsors; Non-governmental Organisations. Place emphasis on organisations with resources (financial, technical and human) and similar interests.
Engage with local community	Cooperate and partner up with associations and NGOs that can help deliver your messages and implement local projects of development through sport.
Educate and sensitize event stakeholders, fans and public.	Create opportunity, both on-site and digital, to share knowledge on sustainability in general and on the specific actions taken i.e. if the venue is single-use plastic free, explain the benefits and alternatives.
Define the “call to action”	Identify the key areas of action for recognition: Reduction of carbon footprint by individual actions taken; Initiatives that involve others and other organisations; Actions can include sport activity: reducing waste and recycling, volunteering in your community, coaching a local team, buying locally, hosting a local community event to celebrate participation.
Provide resources for engagement	Provide kits or guides for sport groups, schools, community groups with information about the issue, “call to action”, tracking, recognition and celebration activities.
Track and report results	Identify what you want to track and report (i.e. numbers, types of commitment, and demographics of participants). Select which tools you can use to calculate, and report results from the “call to action”. Example: carbon calculator for athletes or public travel – what transportation means were used?
Celebrate the results	Identify the ways and means to celebrate results through recognition, profiling, awards, certificates, stories and showcasing. Post letters, quotes, and utilize social media.
Good Net Project Activation*	The Good Net project is a team effort between FIVB and environmental groups, acting as one to remove Ghost Nets from the ocean and give them new life as volleyball nets.

	The Good Net Project can be used as a platform for development, fan engagement and education to raise awareness on the issue. It can be activated in different ways that best fits the event strategy: activations and side events, development programmes, outreach to sponsors and associations, etc.
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Additional resources for consultation:

- **UNDP – United Nations Development Programme**
 - Sustainable Development Goals 2030 – read [here](#)

- **IOC – international Olympic Committee: Sustainability Essentials**
 - Introduction to Sustainability – download [here](#)
 - Sports for Climate Action – download [here](#)
 - Sustainable Sourcing in Sport – download [here](#)
 - Olympic Games Guide on Sustainable Sourcing – download [here](#)

- **IUCN – International Union for Conservation of Nature**
 - Sport and Biodiversity – download [here](#)

- **Good Net Project*** - <https://goodnetproject.com/>
 - Webinar: Good Net Project activation – watch [here](#)
 - Key visuals and branding items – download [here](#)
 - Social media and communication guidelines – download [here](#)
 - Videos – watch [here](#) Youtube playlist

CHAPTER 8 - PRIZE MONEY

1. GENERAL CONDITIONS

Athletes participating in FIVB Beach Volleyball World Championships and FIVB Beach Volleyball World Tour events receive financial compensation based on their final ranking place at each event.

The below amounts are in USD and are for the team. The same breakdown applies for men and women events.

Category	PM per Gender Event
FIVB Beach Volleyball World Championships	500'000
Beach Volleyball FIVB World Tour Finals	400'000
FIVB Beach Volleyball World Tour 5*	300'000
FIVB Beach Volleyball World Tour 4*	150'000
FIVB Beach Volleyball World Tour 3* - Single Gender	100'000
FIVB Beach Volleyball World Tour 3*	75'000
FIVB Beach Volleyball World Tour 2*	Min. 25'000
FIVB Beach Volleyball World Tour 1*	Min. 5'000

1.1 BEACH VOLLEYBALL FIVB WORLD TOUR FINALS

For an event offering USD 400,000 Prize Money per gender (Beach Volleyball FIVB World Tour Finals) the following breakdown applies:

Rank	# of teams	PM per team	PM per Rank Place
1st	1	100'000	100'000
2nd	1	75'000	75'000
3rd	1	50'000	50'000
4th	1	35'000	35'000
5th	4	20'000	80'000
9th	4	15'000	60'000
TOTAL			400'000

Note: Different break-down will be applied upon FIVB's approval regarding different number of participating teams.

1.2 FIVB BEACH VOLLEYBALL WORLD TOUR 5*

For an event offering USD 300,000 Prize Money per gender (FIVB Beach Volleyball World Tour 5*) the following breakdown applies:

Rank	# of teams	PM per team	PM per Rank Place
1st	1	40'000	40'000
2nd	1	32'000	32'000
3rd	1	20'000	20'000
4th	1	16'000	16'000
5th	4	12'000	48'000
9th	8	8'000	64'000
17th	8	6'000	48'000
25th	8	4'000	32'000
TOTAL			300'000

1.3 FIVB BEACH VOLLEYBALL WORLD TOUR 4*

For an event offering USD 150,000 Prize Money per gender (FIVB Beach Volleyball World Tour 4*) the following breakdown applies:

FIVB Beach Volleyball World Tour (4-star)

per gender in USD

Rank	Number of teams	Prize Money Per team	Prize Money per Rank Place
1st	1	20'000	20'000
2nd	1	16'000	16'000
3rd	1	10'000	10'000
4th	1	8'000	8'000
5th	4	6'000	24'000
9th	8	4'000	32'000
17th	8	3'000	24'000
25th	8	2'000	16'000
TOTAL			150000

1.4 FIVB BEACH VOLLEYBALL WORLD TOUR 3*

1.4.1 For a single gender event offering USD 100,000 Prize Money (FIVB Beach Volleyball World Tour 3* - single gender) the following breakdown applies:

FIVB Beach Volleyball World Tour (3-star)

per gender in USD

Rank	Number of teams	Prize Money Per team	Prize Money per Rank Place
1st	1	13'000	13'000
2nd	1	11'000	11'000
3rd	1	7'000	7'000
4th	1	5'800	5'800
5th	4	4'000	16'000
9th	8	2'600	20'800
17th	8	2'000	16'000
25th	8	1'300	10'400
TOTAL			100000

1.4.2 For an event offering USD 75,000 Prize Money per gender (FIVB Beach Volleyball World Tour 3*- double gender) the following breakdown applies:

FIVB Beach Volleyball World Tour (3-star)

per gender in USD

Rank	Number of teams	Prize Money Per team	Prize Money per Rank Place
1st	1	10'000	10'000
2nd	1	8'000	8'000
3rd	1	5'000	5'000
4th	1	4'000	4'000
5th	4	3'000	12'000
9th	8	2'000	16'000
17th	8	1'500	12'000
25th	8	1'000	8'000
TOTAL			75000

1.5 FIVB BEACH VOLLEYBALL WORLD TOUR 2*

For an event offering USD 25,000 Prize Money per gender (FIVB Beach Volleyball World Tour 2*) the following breakdown applies:

FIVB Beach Volleyball World Tour (2-star)

per gender in USD

Rank	Number of teams	Prize Money Per team	Prize Money per Rank Place
1st	1	4'000	4'000
2nd	1	3'000	3'000
3rd	1	2'000	2'000
4th	1	1'400	1'400
5th	4	1'000	4'000
9th	8	800	6'400
17th	2	600	1'200
19th	6	500	3'000
TOTAL			25000

1.6 FIVB BEACH VOLLEYBALL WORLD TOUR 1*

1.6.1 For an event offering USD 5,000 Prize Money per gender (FIVB Beach Volleyball World Tour 1*) the following breakdown applies:

FIVB Beach Volleyball World Tour (1-star)

per gender in USD

Rank	Number of teams	Prize Money Per team	Prize Money per Rank Place
1st	1	1'000	1'000
2nd	1	700	700
3rd	1	500	500
4th	1	400	400
5th	4	300	1'200
9th	4	200	800
13th	4	100	400
TOTAL			5000

2. PAYMENTS

2.1 GENERAL

- a. Prize Money payments are executed to the eligible athletes either by the LOC or the FIVB, depending on the FIVB-LOC agreement in place.
- b. Confirmation of the Prize Money payment method and applicable tax deductions are included in the Specific Event's Regulations issued 3 weeks before the event.
- c. Athlete must update both his/her bank account details and his/her personal information at the beginning of the contract year through the VIS or on any other online platform indicated in the Event Regulations document of the respective tournament.
- d. FIVB is not responsible for delayed payments caused by athletes' incomplete or wrong bank account details and/or personal information. If a delay occurs in updating above account information, the bank charges will be borne by the athlete and the FIVB. It is the responsibility of the NF and FIVB Athletes' Representative to encourage athletes to verify their personal data before they participate in their first event of the season. Failure to update such information will make it impossible for the FIVB to pay the Prize Money to the athletes concerned.

2.2 PRIZE MONEY PAID BY LOC - PROCEDURE

If the LOC pays the Prize Money to the eligible athletes, the following procedure applies:

- a. LOC confirms tax legislation applicable 4 weeks before the tournament;
- b. PM payment method (cash or bank transfer) and applicable tax legislation is included in the Specific Event's Regulations 3 weeks before the tournament;
- c. Inform the participating athletes on the payment method that will be used in the event (cash or bank transfer).
- d. In case of payment in cash, LOC pays the PM to the eligible athletes on the day of their elimination from the tournament. Sanctions applied on site and the applicable tax are deducted from the PM payment;
- e. In case of a bank transfer, FIVB confirms amounts payable (gross) and bank information of the eligible athletes after the completion of the tournament;
- f. In case of a bank transfer, LOC executes PM payment (deducting athlete sanctions applied onsite and the applicable tax) within 2 weeks from the end of the tournament.
- g. Upon completion of the payment, LOC submits a PM PAID form signed to the FIVB.

2.3 PRIZE MONEY PAID BY FIVB - PROCEDURE

If FIVB pays the Prize Money to the eligible athletes, the following procedure applies:

- a. LOC pays the total Prize Money to the FIVB minimum 4 weeks before the tournament (Or depending on the agreement in place)
- b. LOC confirms tax legislation applicable 4 weeks before the tournament;

- c. PM payment method and applicable tax legislation is included in the Specific Event's Regulations 3 weeks before the tournament;
- d. FIVB executes PM payment (deducting athlete sanctions applied onsite and the applicable tax) via bank transfer within 2 weeks from the end of the tournament.

2.4 TAX AT SOURCE

The athlete is responsible for paying the relevant taxes on his/her earnings in his/her own country.

The tax at source might be implemented as per the fiscal regulations/laws in the country where the tournament is held. Detailed information regards tax at source will be included in the Specific Event's Regulations after consulting the respective LOC and/ or the FIVB Fiscal Consultant.

2.5 SANCTIONS RELATED TO THE ATHLETES

- a. All sanctions applied to an athlete (reference to Chapter 8 of the [FIVB Beach Volleyball Sports Regulations](#)) that are not deducted from the Prize Money earned shall be invoiced to the athlete (with NF concerned in copy) at the end of the FIVB beach volleyball season.
- b. If the debit still exists, athletes concerned shall not be allowed to take part to the FIVB WCHs of FIVB WT events in the following season.
- c. To retrieve the sanctions from the athletes, the following principles apply:

PM Payment Method	Pre-tournament sanctions	Sanctions applied on-site/ QT	Sanctions applied on-site/ MD
FIVB / Bank Transfer	Invoiced	Invoiced	Deducted from PM
LOC / Bank Transfer	Invoiced	Invoiced	Deducted from PM
LOC / Cash on-site	Invoiced	Invoiced	Deducted from PM

CHAPTER 9 - ORGANISATIONAL SANCTIONS

1. GENERAL PRINCIPLES

- a. Pursuant to the powers vested in it by the FIVB Constitution, the FIVB Board of Administration has adopted the “FIVB Disciplinary Regulations”.
- b. FIVB Members are subject to the FIVB Constitution, Regulations, and all decisions taken by the relevant FIVB institutions and must follow strictly their terms and provisions.
- c. Violations will be sanctioned under the provisions of the FIVB Disciplinary Regulations which apply, without distinction, to any discipline (Volleyball, Beach Volleyball) under the FIVB authority, except when otherwise provided therein. The FIVB Disciplinary Regulations are supplemented by the present Chapter, which applies to Beach Volleyball competitions under the FIVB authority. In case of discrepancy, the FIVB Disciplinary Regulations shall prevail.
- d. Lack of knowledge of the provisions of the FIVB Constitution and Regulations may not be considered as an excuse.
- e. National Tours, clubs, teams and their leaders, managers, coaches, athletes, referees, and all those participating in the activities of a NF must follow strictly the rules, regulations, and decisions of the Control Committees or FIVB Representatives of the competitions in which they take part.
- f. LOCs, NFs, and athletes breaching the FIVB Constitution and Regulations or other rules included in the Handbook are subject to sanctions established in the FIVB Disciplinary Regulations and this Handbook.

2. ORGANISATIONAL FINES

- a. LOC shall have legal authority and sufficient commercial recognition in their country to undertake promotional organisation and commercial exploitation of the Sporting Events.
- b. If LOC fails to present to the Technical Delegate the Security Certificate for temporary tribunes and/or the necessary insurance before the start of the tournament, as well as an official statement from the local police authority to guarantee the appropriate level of security at the event, the Technical Supervisor has the authority to suspend the event. In this case, LOC must reimburse the athletes and the FIVB for any airplane tickets purchased.
- c. In case a tournament is cancelled or postponed due to “force majeure”, the participating athletes (including those already arrived at the event location) will receive a reimbursement from the LOC for the amount equivalent to their travel expenses for the tournament.
- d. Such athletes will be reimbursed according to the following order of priority:
 - teams already arrived on site;
 - teams in transit that have not yet reached the host country but have already used part of their ticket;
 - teams who have not reached the final host country destination but are in possession of a non-refundable ticket.

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- e. LOC is responsible for reimbursing the penalty fee (after the confirmation of the event concerned and within 21 days from the start of the event) related to the cancellation of the tickets of FIVB officials/delegates and athletes (upon receipt of a copy of the airplane ticket as well as the related cancellation policy/fee) and for bearing the costs related to the shipment of the FIVB sponsors' material (Mikasa balls, net system, uniforms, etc.).
 - f. Should material aspects of the Master Plan (as determined solely by FIVB) not be respected by an LOC, the FIVB is required to inform, forty-five (45) days before the start of the event, all participating NFs about the risk of a cancellation. Should the cancellation be confirmed thirty (30) days or more before an event neither the FIVB nor the LOC will be held accountable for reimbursing the parties concerned for any penalty fees related to airplane tickets, visa costs, etc.
 - g. Teams holding tickets that can be used again or refunded are not eligible for reimbursement. The FIVB is not responsible for any reimbursement and/or payment of any Prize Money to any athletes in the case of a postponement or cancellation of a tournament.
 - h. No FIVB World Ranking points are awarded in the case of a tournament being cancelled.
 - i. LOC must not expose athletes, FIVB Officials and spectators to any danger or risk of injury whatsoever. In case of any breach, sanctions will be applied in accordance with the FIVB Beach Volleyball Sports Regulations and this Handbook.
 - j. FIVB Technical Delegate can stop a match/event for any reason whatsoever should he/she feel a threat to the athletes' and/or spectators' physical well-being (e.g. severe weather conditions, storm, earthquake, high tides, riot, disease, national state of emergency, war, or any other case of "force majeure"). Before taking such a decision, the FIVB Technical Delegate must consult with the LOC. Athletes and Officials must then be informed about the decision through the official Daily Bulletin. The FIVB Technical Delegate may also call a meeting to inform all those concerned.
 - k. The FIVB may impose sanctions according to the Disciplinary Regulations, FIVB Beach Volleyball Sports Regulations and/ or Handbook on LOCs who do not comply with the standards of this Handbook.
 - l. If necessary, LOC may be requested to modify the quality of the sand used if judged inadequate after analysis and a deadline for this change will be set. The event may be cancelled if the quality of the sand does not comply with the FIVB sand requirements and/or may lead to injuries. Failure to comply with the FIVB sand requirements may result in an applied fine of up to USD 100,000 for FIVB WCHs, FIVB WTFs and FIVB WT 3*-5*, and up to USD 20,000 for FIVB WT 1*-2* events
 - m. LOCs who have been reported very poor in cooperation and/or poor in performance in several critical areas such as promotion, marketing, host broadcaster, payment of the license fee, playing conditions, security, etc. may be required to host a lower ranked event in the FIVB structure for the next season. The FIVB will continue to apply sanctions to LOCs.
 - n. Penalties ranging from USD 500 to USD 25,000 can be applied if LOCs do not respect the obligations agreed by the Beach Volleyball Commission or
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outlined in the Handbook. Events that do not respect the minimum quality requirements in the Master Plan may not be included in the calendar for the following season.

- o. In case of material breach of the FIVB/NF-Organizer Agreement Letter of Organisation, the contract can be terminated and the LOCs may be required to pay for the damages caused to the parties concerned.
- p. Sanctions may be also applied in the event of infringement by the LOC of the rule concerning the staging of another International sport event in the same venue (one month prior to the start of the event and until fifteen (15) days after the staging of the event) or for any other violation of the FIVB regulations and/or this Handbook.
- q. An Extra Clinic for Local Referees, Auxiliary Officials and key Court Staff will be mandatory for: a) all first-edition FIVB beach volleyball event; and b) all events that have been reported as problematic in the area of refereeing and/or given a score below four (4) during the previous edition by the Referee Delegate concerned (BVB-24 Form Section D: Evaluation of Personnel).
- r. In the event that the LOC cancels the tournament, the LOC shall pay the following penalty:
 - 30 percent of the prize money, if the cancellation occurs after the announcement of the calendar until three (3) months before the start of the tournament;
 - 60 percent of the prize money, if the cancellation occurs between three (3) months and one (1) month before the start of the tournament;
 - 100 percent of the prize money plus reimbursement of the international travel costs of all teams and officials if the cancellation occurs one (1) month before the start of the tournament.
- s. In the event that the LOC changes the date or location of the tournament, the LOC shall pay the following penalty:
 - 10 percent of the prize money, if the change occurs after the announcement of the calendar until three (3) months before the start of the tournament;
 - 20 percent of the prize money, if the change occurs between three (3) months and one (1) month before the start of the tournament;
 - 25 percent of the prize money plus reimbursement of the international travel costs of all teams and officials if the cancellation occurs one (1) month before the start of the tournament.
- t. LOC is required to pay the FIVB any sanction fee before the start of the next event in which teams from their country will take part or after the notification from the FIVB has been received (if no events are scheduled) within thirty (30) days.
- u. Should the LOC fail to pay the fee within the established deadline, they will be suspended until the payment is made.
- v. A sanction of up to USD 10,000 may be applied should the training courts (for men & women) not be available two (2) days before the start of the event and up to USD 25,000 if the Venue Homologation (BVB-29 Form) is not completed before the start of the event.

- w. A monetary sanction may be imposed by the competent FIVB Official(s), every time the LOCs do not comply with the Handbook requirements for refereeing and court personnel related matters including preparation in advance of all necessary administration, (e.g. submission of officials lists, confirmation of arrangements for the extra clinic (if applicable) and the referee clinic, etc.), set up and attendance of the extra clinic and the referee clinic and facilities in general, (e.g. meeting rooms, lounges with privacy, comfort and security, reliable transportation system, quality nutrition all day long, etc.).
- x. If organizers decide to change the host city or date after having signed the Letter of Organisation and the above information is confirmed and announced by FIVB in the calendar, besides FIVB's right to terminate the agreement, the following sanctions will be applied:

Breach of organisational Requirements	FIVB Official	Fine
Deadline for submission of officials lists (Ref Manager, Ball checker, LJ, Sc, etc.): 2 months prior to the event	Ref Commissioner before the event	From USD 500 up to 2,500
Deadline for confirmation of extra clinic (if applicable) and standard referee clinic set up, etc.: 1 month prior to the event	Ref Delegate before the event	From USD 500 up to 2,500
Set up requirements plus attendance of standard referee clinic and eventual extra clinic	Ref Delegate onsite	From USD 1,000 up to 5,000
More than 10% changes made to the previously approved lists of Auxiliary Officials and/or insufficient quantities and/or quality for this area during the tournament	Ref Delegate on site	From USD 1,000 up to 5,000
Meeting room	Ref Delegate on site	From USD 1,000 up to 5,000
Separate lounges for Referees and Auxiliary Officials	Ref Delegate on site	From USD 1,000 up to 5,000
Quality and time appropriateness of main meals (breakfast, lunch and dinner)	Ref Delegate on site	From USD 1,000 up to 5,000
Transportation system	Ref Delegate on site	From USD 1,000 up to 5,000
Insufficient quantities and/or quality of court personnel area	Ref Delegate on site	From USD 1,000 up to 5,000

Note: a different policy may apply to first time breaches while fines may be adjusted on a case by case basis

- y. A monetary sanction may also be imposed by the Referee Delegate, every time the LOC does not comply with the Handbook requirements for court and competition equipment in general (e.g. mandatory supply of cellular phones for use as the communication system to run the competition, reliable net systems, court lines meeting the requirements, flat rakes, etc.).

Breach of sport equipment requirement	FIVB Official	Fine
Mandatory supply of cellular phones for smooth running of the competition	Ref Delegate on site	From USD 500 up to 2,500
Alcohol test device	Ref Delegate on site	From USD 500 up to 2,500
Reliable net systems	Ref Delegate on site	From USD 1000 up to 5,000
Appropriateness of easily adjustable court lines on all 4 corners	Ref Delegate on site	From USD 1000 up to 5,000
Enough flat rakes (minimum 2 per court) in appropriate sizes (80 to 100cm long/10 to 15cm high) and material (wood recommended)	Ref Delegate on site	From USD 1000 up to 5,000
Appropriateness of other court equipment	Ref Delegate on site	From USD 1000 up to 5,000

¹ Different policy may apply to first time breaches. Fines may be adjusted on the basis of proportionality

3. TV RELATED FINES

The conditions of the Host TV Broadcaster Agreement are legally binding and need to be respected as such or sanctions may be imposed. The FIVB will monitor TV-related activities closely and will provide the concerned LOCs with all the information related to its decision should a fine be applicable.

Specific fines exclusively for breaches related to TV matters, where the LOC is strictly liable for the conduct of its Host TV Broadcaster, are featured as follows:

- b. HTVB Agreement not signed by the agreed deadline of end-February (USD 5,000-USD 15,000)
- c. Breach of contract affecting the quality of the broadcast (USD 5,000-USD 15,000). Examples include, but are not limited to:
 - Insufficient number of TV cameras;
 - Inconsistency with the type of TV cameras required; -- Inadequate commentary position;
 - Limited or no use of the official on-screen graphics, etc.
- d. Breach of contract related to the events' logistics (USD 1,000-USD 5,000). Examples include, but are not limited to:
 - Not confirming the broadcast schedule;
 - Unapproved changes to the already confirmed timings;
 - Unilateral amendments to confirmed broadcast intentions;
 - Failure to provide an English-speaking crew for the purposes of international news coverage and highlights, etc.
- e. Official FIVB forms (BVB-14 Form, BVB-15 Form and BVB-16 Form) not received within deadline (USD 1,000);
- f. In addition to the above sanctions LOC s who are not able to guarantee a Host TV Broadcaster (or a TV production plus a HB) signing the HB TV Agreement may be excluded from the International TV distribution.

CHAPTER 10 - VOLLEYBALL INFORMATION SYSTEM

1. GENERAL PRINCIPLES

The VIS (Volleyball Information System) software, conceived by the FIVB Information Technology Department, is a system that streamlines management of the operational side of each FIVB Beach Volleyball competition and generates the necessary onsite reports for each day.

Since 2005, a web-based application has facilitated the job of the National Federations and individual athletes by automating data entry into the database. It allows the FIVB to offer integrated services with access to information regarding FIVB competitions, for LOC, athletes, fans and the media.

Volleyball Information System is in constant evolution and innovation. The following new features are available:

- a. Court personnel can be added automatically before the event.
- b. Assignments statistics are available;
- c. Option to publish a match on the website;
- d. Ctrl+F = to pull up the search tab;
- e. Option for TD to enter the sanctions automatically;
- f. Medical forfeit info on the website;
- g. Medical Time-Out received from the e-scoresheet → tagged for future events, and appearing in the athlete's bio;
- h. Option to extract the uniform size information for athletes / officials;
- i. Final seeding of the pools done automatically;
- j. Confirmed team list including the dots of all missing documents/ programs completed;
- k. Printing of the Draw Bracket;
- l. Three-way-tie ratio;
- m. Full schedule view with both genders;
- n. Athlete Entry points calculation included in the Preliminary Inquiry athletes' list.

2. VIS – NF AND ATHLETE PROCEDURES

VIS allows NFs to register beach volleyball athletes for all FIVB Competitions and athletes to directly modify their personal information (such as their personal details, bank account information, etc.).

The FIVB has provided each NF and each athlete with individual login details. The NFs can use their login details only to enter their National teams in all FIVB Competitions, while the athletes can use their login details only to access their personal data and amend it where necessary.

2.1 LOGIN

NF may tentatively register its national beach volleyball teams in all FIVB sanctioned competitions by following the below steps.

To enter the VIS application, you must open your Internet browser and then go to:

www.fivb.org/visasp

Once the Login page is visible on the screen, as shown below, please insert the secure login details (username and password) and then click on the “Login” button to access the system. Once you are logged in, the system will display your BVB homepage, your country flag and code on the left-hand side. You will find below a menu for the following services:

- a. FIVB Home: to access the Official FIVB website;
- b. My home page: to access the main menu;
- c. New athlete: to add a new athlete who has never been registered in the FIVB database;
- d. Change my password: to change your secure password access;
- e. Contact: to contact the FIVB VIS Department by email: visasp@fivb.org, if a technical problem occurs;
- f. Logout: at the end of the session you must click on “Logout”to leave the application.

In case an athlete loses his/her password, he/she can request it at visasp@fivb.org .

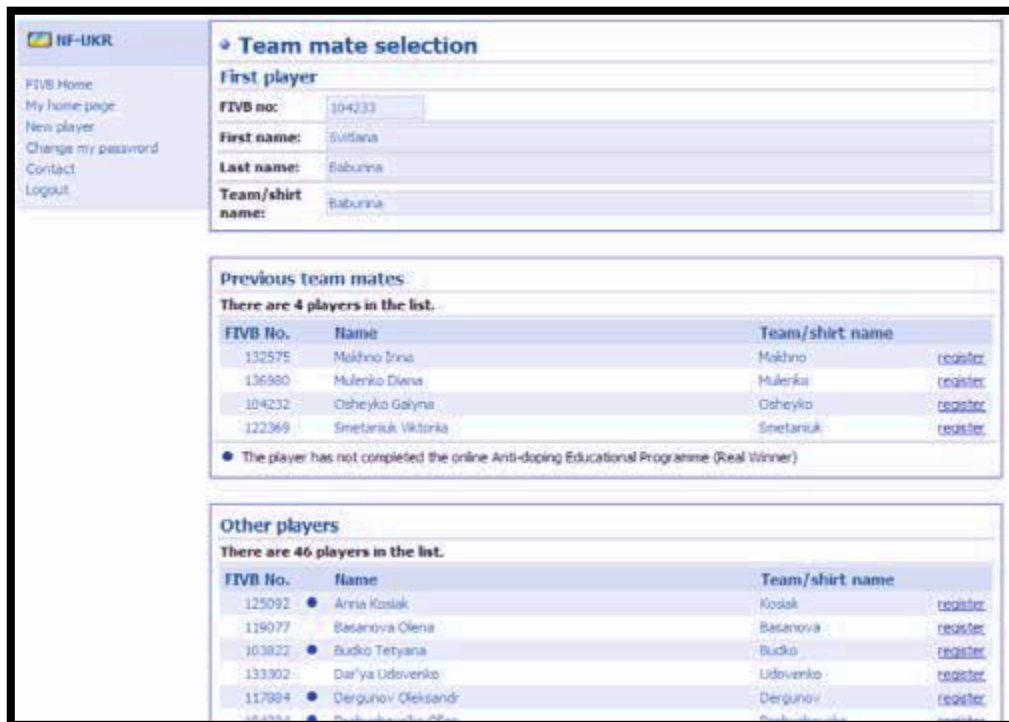
Once an athlete is registered in the system, it is forbidden to issue a new athlete’s account for the same individual.

It is mandatory to fill-in all the fields in the athlete template to be eligible to participate in any competitions.

2.2 TEAM REGISTRATION IN TOURNAMENTS

NF may select any eligible team and register it for FIVB tournaments using the following procedure:

- a. Insert into the (no/name) field in the Search/Register Athlete dialogue box the FIVB number or athlete's surname of the first team athlete and then click on the "Search now" button;
- b. Once the Search Results dialogue box is displayed, you may select the desired athlete by clicking on "Select" at the end of the row;
- c. If the athletes didn't complete the FIVB Anti-Doping Education Programme, a blue dot will appear in the left-hand column and will not be able to register;
- d. Select his/her team mate from the Team Mate selection dialogue box. You may select the desired team athlete from the "Previous team mates" or "Other athletes" lists by clicking on "Register" at the end of the row, as shown below:



The Tournaments dialogue box is then displayed, which allows you to register your selected team. You may choose any available tournament from the calendar by selecting the check box corresponding to the relevant tournament, as shown below:

Team registration

Players

FIVB no.: 100006 100160

First name: Andrea Gianni

Last name: Ghiurghi Mascagna

Team/shirt name: Ghiurghi Mascagna

Tournaments

There are 35 tournaments in the list.

Code	Name	Ctry.	Dates	Type	Deadline	Req.
MSHA2005	Shanghai	CHN	18-May 22-May	OPEN	18-Apr	<input type="checkbox"/>
MZAG2005	Zagreb	CRO	08-Jun 12-Jun	OPEN	09-May	<input type="checkbox"/>
MTUR2005	Turku	FIN	16-Jun 19-Jun	SAT	26-May	<input type="checkbox"/>
MGST2005	Gstaad	SUI	15-Jun 19-Jun	OPEN	17-May	<input type="checkbox"/>
MBER2005	Berlin	GER	22-Jun 26-Jun	WCH	23-May	<input type="checkbox"/>
MSTA2005	Stavanger	NOR	30-Jun 03-Jul	GS	30-May	<input type="checkbox"/>
MCAG2005	Cagliari	ITA	01-Jul 03-Jul	CHAL	01-Jun	<input checked="" type="checkbox"/>
MSTP2005	St-Petersburg	RUS	06-Jul 10-Jul	OPEN	06-Jun	<input type="checkbox"/>
MROS2005	Roseto degli Abruzzi	ITA	07-Jul 10-Jul	CHAL	07-Jun	<input type="checkbox"/>
MRIM2005	Rimini	ITA	15-Jul 17-Jul	CHAL	15-Jun	<input checked="" type="checkbox"/>
MESP2005	Espinho	POR	13-Jul 17-Jul	OPEN	13-Jun	<input type="checkbox"/>
MPSA2005	Porto Santo, Madeira	POR	08-Sep 10-Sep	CHAL	15-Aug	<input checked="" type="checkbox"/>
MU212005	Rio de Janeiro	BRA	06-Sep 11-Sep	WCH	06-Aug	<input type="checkbox"/>
MBAI2005	Buenos Aires	ARG	14-Oct 16-Oct	SAT	20-Sep	<input type="checkbox"/>
MRJO2005	Salvador	BRA	19-Oct 23-Oct	OPEN	19-Sep	<input type="checkbox"/>
MACA2005	Acapulco	MEX	25-Oct 29-Oct	OPEN	27-Sep	<input type="checkbox"/>
MDUB2005	Dubai	UAE	14-Nov 18-Nov	OPEN	15-Feb	<input checked="" type="checkbox"/>
MVAR2005	Varadero	CUB	17-Nov 20-Nov	SAT	17-Oct	<input type="checkbox"/>
MCAP2005	Cape Town	RSA	23-Nov 27-Nov	OPEN	24-Oct	<input type="checkbox"/>

Submit changes Reset form

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To

Confirm the team entry, click on the “Submit changes” button; to discard the team entry, click on the “Reset form” button.

Once the entry is confirmed, the team is automatically registered in the selected tournaments database and is instantly included in the tentative list posted on the FIVB website for each event.

The NF can then check that their teams are correctly entered and contact the FIVB (vis@fivb.com) immediately if a technical problem occurs.

Please save a print out of this process for your records or in case any technical problems occur.

2.3 TEAM WITHDRAWAL / COMPOSITION CHANGES IN TOURNAMENTS

Between Tentative Entry List (-4 weeks) and Confirmed Entry List (-3 weeks) prior to the start of the tournament, the NF can delete and/or modify the team composition entered in the event.

2.3.1 WITHDRAW / DELETE A TEAM

Delete a team by following this procedure:

- a. Select the team tentatively entered as described in the above section (Team registration for FIVB Tournaments);
- b. When the Tournaments dialogue box is displayed, it is possible to delete your selected team. You may unselect any unwanted tournament from the calendar by clicking on the check box corresponding to the relevant tournament;
- c. To confirm the deletion, click on the "Submit changes" button; to discard the deletion, click on the "Reset form" button.

Once the deletion is confirmed, the team is automatically deleted from the selected tournament database and is instantly excluded from the tentative list posted on the FIVB website for the event.

After the Confirmed Entry list is issued, the FIVB will make any modifications (delete a team, withdrawal, change of an athlete, etc.) only upon receiving a written notification by the NF concerned.

2.3.2 CHANGE OF AN ATHLETE

- a. Change one of the team members with the following steps:
- b. Delete the team tentatively entered as described above (Team deleting);

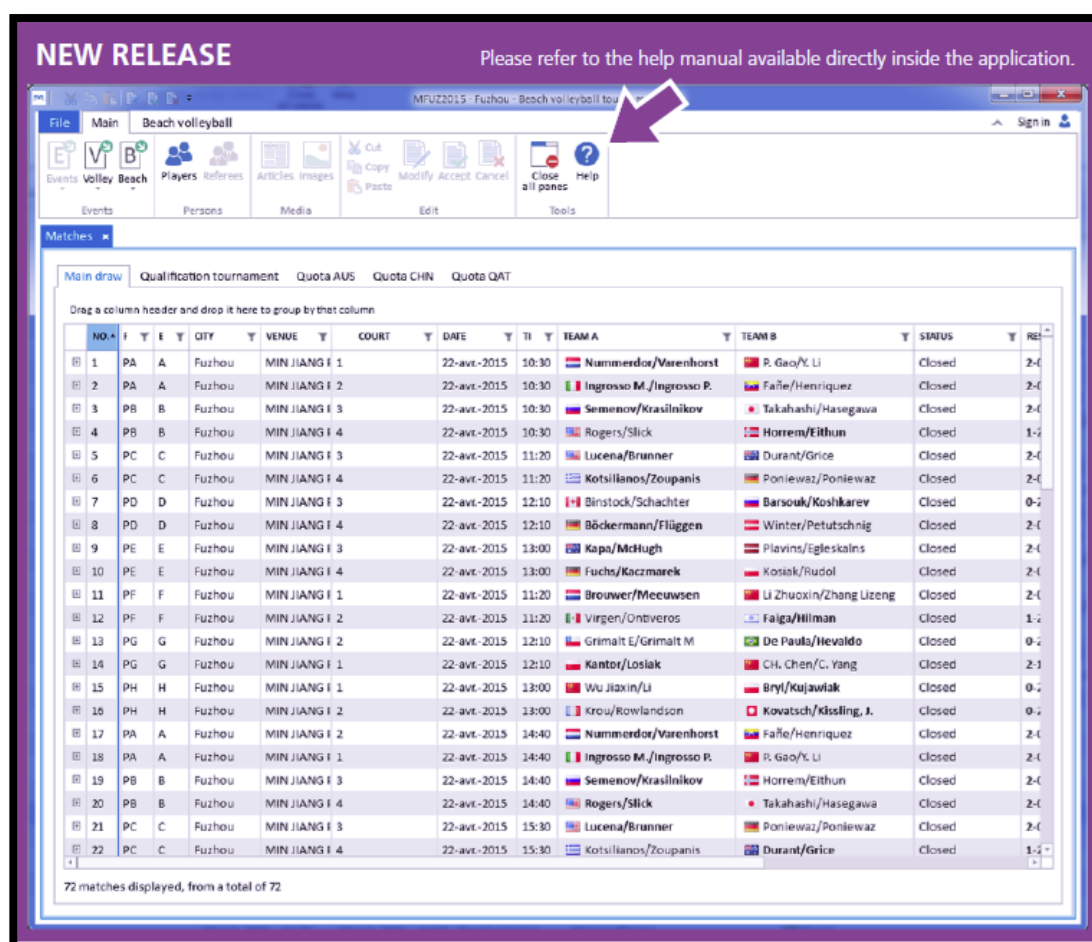
Then reselect the new team composition for the event as described in the above section (Team registration in tournaments).

As per FIVB regulations, the NF will only be allowed to replace one athlete out of the two athletes tentatively entered by a new teammate.

The NF will not be allowed to enter an entirely new team once the Tentative Entry List has been issued (this is then considered as a late entry).

3. VIS – SOFTWARE

The LOC, his/her Technical Manager and the FIVB Technical Delegate will receive an email from the FIVB IT Department with instructions to download and install the VIS software 3 days before the start of the event. To download the software: <http://www.fivb.org/vis2009/downloadapplication.aspx?Code=VIS>



4. VIS USE IN TOURNAMENTS

VIS use to run the tournament (s) is mandatory for all FIVB recognized events:

Event category	Responsible to manage VIS
FIVB Beach Volleyball World Championships	FIVB
FIVB Beach Volleyball FIVB World Tour Finals	FIVB
FIVB Beach Volleyball World Tour 1*-5*	FIVB
FIVB Beach Volleyball Age Group World Championships	FIVB
Continental Tour	Confederation Concerned
Continental Cup & Continental Cup Final	Confederation Concerned
Other Events (if any)	FIVB/ Confederation Concerned

CHAPTER 11 - SPORTS PRESENTATION

The sports Presentation chapter will be released soon.

1. AWARDING CEREMONY

1.1 GENERAL PRINCIPLES

Awarding ceremony is part of each FIVB beach volleyball event and must be organised as per FIVB guideline:

- a. Awarding ceremony serves to celebrate the winning teams and the conclusion of the tournament;
- b. Each person playing a role in the awarding ceremony must be aware of his/her responsibilities and the timing of his/her involvement.
- c. Producing a schedule including the names of dignitaries and the script for the announcer is recommended.

1.2 REQUIREMENTS

LOC is to prepare the following material for the Awarding Ceremony:

- a. One (1) awarding backdrop;
- b. Two (2) red carpets;
- c. Three (3) podiums: 1st Place (1.50m long x 0.60m wide x 0.70m high), 2nd Place (1.50m x 0.60m x 0.55m high) and 3rd Place (1.50m x 0.60m x 0.40m high);
- d. Three (3) removable poles, minimum of 8 m high, (or mobile hangers) and the national flags for the winners;
- e. Set of medals for the winners (2 X Gold, 2 X Silver and 2 X Bronze per gender). Medals are supplied by the FIVB;
- f. Three Prize Money cheques for the winnings of the 1st three teams;
- g. An awards table to display medals and prizes;
- h. Awards/ trophies provided by the LOC and presented by the dignitaries;
- i. National anthem of the winning team (lasting between 1 min - 1 min 30s);
- j. The FIVB anthem;
- k. Three (3) winner country name boards (0.7m X 0.3m) for the parade;
- l. A set of clean athletes' tank tops for the winners of the same colour as used during the final matches;
- m. Rope and poles to cordon off the photographers' area.

LOC is to have available the following human resources for the Awarding Ceremony:

- a. Master of Ceremony with a perfect command of English and the local language;
- b. Announcer with a perfect command of English and the local language;
- c. Three (3) Country name board carriers;
- d. Hostesses;
- e. Chief of protocol to coordinate dignitaries;

- f. Court Manager and court staff to remove sport equipment and set awarding material;
- g. Security staff ensuring media people stay in their designated area;
- h. One person for each team responsible for directing the winning teams to the holding and for providing them with the new tops;
- i. The mascot;
- j. Entertainment during the set-up of the awards ceremony material.
- k. Officials, staff and volunteers may be lined up around the competition area.

1.3 REHEARSAL

A full rehearsal should be held the day preceding the awarding ceremony.

- a. All personnel involved in the Awarding Ceremony should be part of the rehearsal;
- b. FIVB Technical Delegate, FIVB TV Coordinator and the HTVB Director should be part of the rehearsal;
- c. Participation at the awarding ceremony is compulsory and players shall be fined by the FIVB for arriving late or leaving the host city without a written authorization from the FIVB;
- d. All options for the anthems must be prepared in advance and the hoisting of the flags must be rehearsed at least one day before the awarding ceremony.

1.4 AWARDING CEREMONY

Awarding Ceremony is held on the centre court immediately after the last whistle of the final match.

1.4.1 BEFORE THE FINAL MATCH

- a. PR Director checks that all the necessary material is ready;
- b. Court Manager ensures the personnel to dismantle the sport equipment and setup the awarding ceremony material;
- c. FIVB Technical Delegate checks the clean tank tops/tops for the athletes of the three teams;
- d. Court Manager checks that the masts (or mobile hangers) are in the right position and work properly;
- e. PR Director distributes the updated schedule with the list of dignitaries presenting the awards.

1.4.2 AFTER THE FINAL MATCH

- a. Immediately after the Gold Medal Match final whistle and the athletes leave the playing area, the announcer informs the audience that the awarding ceremony is about to take place and asks spectators to remain in their seats: "Ladies and Gentlemen, Please remain in your seats; we will shortly begin the Awards and Closing Ceremony for the FIVB Beach Volleyball World Tour [# STAR]/ Swatch Beach Volleyball Major Series + Year + Tournament Title".
- b. Court Manager and court personnel implement the following actions:
- c. Dismantle and remove poles, net, referee's chair and umbrellas in the time-

- out areas;
- d. Position the red carpets and the three podiums facing the VIP tribune;
- e. Position the table on which medals, trophies, and awards are displayed;
- f. Set up the three (3) poles if not already in place;
- g. Arrange ropes to define the area reserved for photographers;
- h. Lower the ropes of the masts in order to properly fix the flags (or lower the mobile hangers to a reachable height);
- i. Security staff members allow media in the designated area;
- j. Court personnel fixes the flags of the first three countries at the foot of the three masts as follows: (a) flag of the first placed team in the centre (highest mast), (b) flag of the second placed team to the right of the winners' podium, (c) flag of the third placed team to the left of the winners' podium;
- k. Hostesses make their entrance;
- l. Country name board carriers of the winning teams assemble at the entrance, out of public view;
- m. Athletes of the three (3) winning teams march in and line up behind the name board carrier of their country according to the order of their respective podium positions;
- n. The dignitaries march in and stop on the red carpet to the side of the podium.
- o. The athletes must wear clean tank tops/tops and no accessories or uniform items other than those authorized for the competition must be worn, with the exception of the athlete's own country flag.

1.4.3 START OF THE CEREMONY

- a. Master of Ceremonies checks that all personnel, athletes, dignitaries, etc. and the materials are in place.
- b. If everything is ready, he/she authorizes the start of the ceremony.
- c. Throughout the whole presentation, the Chief of Protocol remains on the red carpet with the other VIPs so that he can verify that the right people are performing their duties.
- d. The Assistant Chief of Protocol standing near the awards table is responsible for checking that the right cups/trophies, medals and awards are presented.

1.4.4 SCRIP OF THE CEREMONY

Short Fanfare (CD) (15 sec.) or FIVB official anthem start to be played;

The Announcer announces the start of the ceremony in the local language and in English:

– Closing and awards ceremonies of the FIVB Beach Volleyball World Tour [# STAR]/Swatch Beach Volleyball Major Series + Year + Tournament Title” organised by the Name of the LOC and hosting NF.

Dignitaries appear, led by the chief of protocol, and line up on the red carpet.

March music to be played

The country name board carrier, flag bearer and athletes of the first three teams (no officials, no coaches) make their entrance and take position behind their respective

podiums.

The official speaker makes the following announcements in the language of the host country, then in English – FIVB Beach Volleyball World Tour [# STAR]/ Swatch Beach Volleyball Major Series + Year + Tournament Title _____)

Third place and bronze medal winner is: _____.

3rd place team step onto the podium.

The Silver plate (or cups or trophies) and the medals will be presented by _____, accompanied by _____.

While the official speaker makes the presentations, the hostesses bearing the Silver plate and bronze medals approaches the designated person and accompanies him to the front left side of podium 3. The designated person presents the team captain with the Silver Plate, following which he returns to his initial position, accompanied by the hostess and the VIP, if any. The dignitary accompanying the President may then give the cheques and any other prizes. Once the distribution of the third place medals is finished, the VIPs and hostesses return to their original positions.

The official speaker announces:

FIVB Beach Volleyball World Tour [# STAR]/ Swatch Beach Volleyball Major Series + Year + Tournament Title _____ silver medal winner is: _____.

– 2nd place team step onto the podium.

– The Silver plate (or cups or trophies) and the medals will be presented by: _____, accompanied by _____.

While the official speaker makes the presentations, the hostesses bearing the silver plates (or cups) and silver medals approaches the designated person and accompanies him to the front left side of podium 2. The designated person presents the team captain with the Silver Plate, following which he returns to his initial position, accompanied by the hostess and the VIP, if any.

The dignitary accompanying the President may then give the cheques and any eventual prize. Once the distribution of the second place medals is finished, the VIPs and hostesses return to their original positions.

The official speaker announces:

– Awards and Closing Ceremony for the FIVB Beach Volleyball World Tour [# STAR]/ Swatch Beach Volleyball Major Series + Year + Tournament Title _____.

– FIVB Beach Volleyball World Tour [# STAR]/ Swatch Beach Volleyball Major Series + Year + Tournament Title _____ Champion and Gold medal:

_____.

– 1st place team step onto the podium. The FIVB World Tour Grand Slam/ Major Series or Open + Year Champion – (Tournament Title _____) Trophy and medals, will be presented by the FIVB President Graça, (whenever attending an event) accompanied by _____.

– The winner's cup and the medals will be presented by the FIVB President Graça: _____, accompanied by Messrs.' _____ (names and titles).

While the official speaker makes the presentations, the hostesses bearing the cups and gold medals approach FIVB President Graça and accompanies him to the front left side of podium 1, accompanied by another VIP (if any), who takes up position on his right. FIVB President Graça presents the athletes with the 2 cups and gold medals, following which he returns to his initial position.

The dignitary accompanying the President may then give the cheques and any other prizes. Once the distribution of the first place medals is finished, the VIPs and hostesses return to their original positions. Throughout the whole presentation, the Chief Of Protocol remains standing on the red carpet with the other VIPs, so he can verify that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and return to their places in time without delaying the ceremony.

Award Ceremony of the best individual athlete:

– Short Fanfare (CD).

The speaker announces:

– Award ceremony of the Best Player.

– Best athlete: Name _____, from _____.

– The Award will be presented by _____.

The person designated comes with the hostess bearing the award and presents the prize to the athlete.

The official speaker continues:

The person designated comes with the hostess bearing the award and presents the prize to the athlete.

The official speaker continues:

– Fastest Server: _____ from _____.

– The Award will be presented by _____.

After the award of the fastest server a short session of pictures takes place firstly with athletes and dignitaries, followed by athletes only. After a few moments when the

dignitaries have left the court all athletes may open the bottle of champagne and still remain on the podium for some pictures. Then they can step down from the podium and eventually make a complete tour of the court.

The Chief of Protocol will invite the dignitaries to make pictures standing in front of the podium. After 20/30 seconds the dignitaries are invited to leave the area. The official speaker asks the spectators to stand up for the anthem of the winning team:

– Ladies and Gentlemen, please rise for the playing of the National Anthem of _____.

The national anthem of the winning team is played, while the flags of the first three teams are hoisted to the top of the poles. The flag of the winner must be hoisted higher than the two other flags. The athletes must remove their caps and face the flags during the anthem.

– Playing of the Champions' National Anthem.

– Hoisting of the 3 flags.

– After the playing of the Anthem the athletes salute the public.

This concludes the award and closing ceremony of the FIVB Beach Volleyball World Tour [# STAR]/ Swatch Beach Volleyball Major Series + Year. Thank you very much for your presence and we hope to see you again next year on... (date).

Only at this moment the photographers are allowed to operate freely. Upon the completion of the photograph session, athletes may open the bottles of Champagne remaining on the podium for further pictures. The athletes are then allowed to walk freely around the court to greet the public.

Annex

1. UNIFORM LAYOUTS

Player's Uniforms



Already printed for 4-5* events

For 1-3* events:
FIVB logo to be printed by the organizers
Manufacturer logo to be approved by FIVB.

Players Number
H8 x W6cm

Country Name Abbreviation
H8 x W12cm

Promoter Sponsor A
300cm²



Already Printed for 4-5* events

For 1-3* events:
FIVB logo to be printed by the organizers

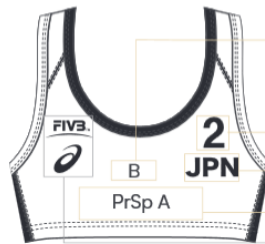
Players Number
H8 x W10cm

Country Name Abbreviation
H8 x W12cm

Players Name
Should fit the design

Promoter Sponsor B
300cm²

Uniforms Guide - 2019/2020



Promoter Sponsor B
Approx 25.5cm² = W8.5 x H3cm

Players Number
W2.5 x H5.5cm

Country Name Abbreviation
W6 x H3cm

Promoter Sponsor A
90cm²

Already printed for 4-5* events

For 1-3* events:
FIVB logo to be printed by the organizers.
Manufacturer logo to be approved by FIVB.

Already printed for 4-5* events

For 1-3* events:
FIVB logo to be printed by the organizers

Players Number
W2.5 x H5.5cm

Country Name Abbreviation
W6 x H3cm

Players Name
Should fit the design

100

Additional options for women's uniforms

In order to allow for players' to religious and/or cultural beliefs, women's athletes can choose from the following uniform layouts:

LONG SLEEVED WOMEN'S TOP FRONT VIEW



Top Length approx. 47cm
Collar Length approx. 4cm
3/4 sleeve

LONG SLEEVED WOMEN'S TOP BACK VIEW



WOMEN'S PANTS FRONT VIEW



Pants Length approx. 90cm
Waistband Width approx. 6-7cm

WOMEN'S PANTS BACK VIEW



SHORT SLEEVED WOMEN'S TOP FRONT VIEW



Top Length approx. 47cm
Neck Line depth (Front) approx. 12cm
Neck Line depth (Back) approx. 8cm
Shoulder Width approx. 9-10cm

SHORT SLEEVED WOMEN'S TOP BACK VIEW



WOMEN'S SHORTS FRONT VIEW



Shorts Total Length approx. 47cm (from waistband)
Shorts Length approx. 3cm above knee
Waistband Width approx. 6-7cm

WOMEN'S SHORTS BACK VIEW



SLEEVELESS WOMEN'S TOP - FRONT VIEW



Top Length approx. 47cm (waist level)
 Neck Line depth (Front) approx. 12cm
 Neck Line depth (Back) approx. 8cm
 Shoulder Width approx. 5-6cm

SLEEVELESS WOMEN'S TOP BACK VIEW



WOMEN'S SHORTS FRONT VIEW

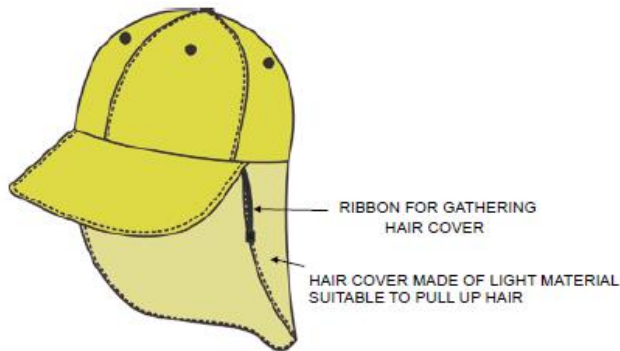


Shorts Total Length approx. 26-28cm (from waistband)
 Shorts Length approx. 26cm above knee
 Waistband Width approx. 6-7cm

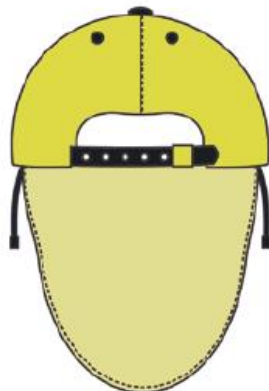
WOMEN'S SHORTS BACK VIEW



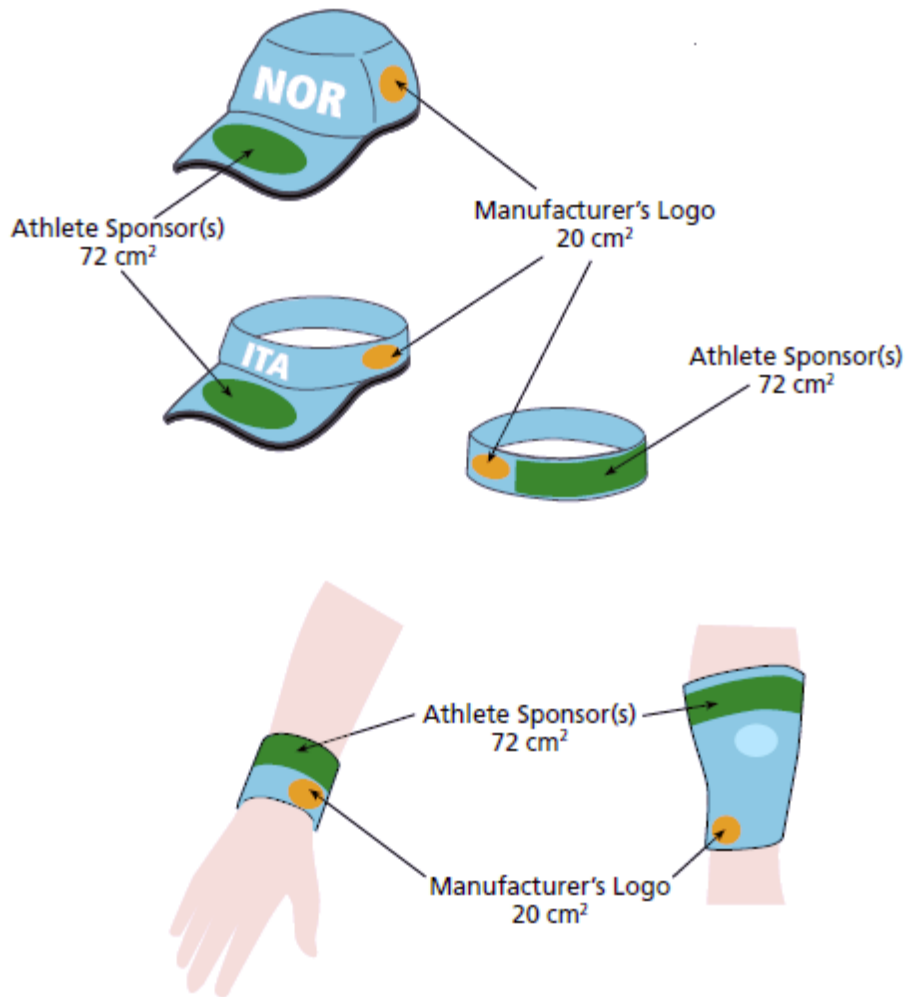
WOMEN'S CAP FRONT VIEW



WOMEN'S CAP BACK VIEW



Accessories



Other Uniforms



Event Staff



Line Judges



Court Personnel

Printed FIVB Logo
H: 32.6mm x W: 91mm (30 cm²)

Local Sponsor
Approx 300cm²



Referee Uniforms



Polo Shirts



Sweatshirts



Shorts



Printed FIVB Logo
H: 32.6mm x W: 91mm (30 cm²)

For 1-2* events:
FIVB logo to be printed by the organizers.
Manufacturer logo to be approved by FIVB.