



CONFÉDÉRATION EUROPÉENNE DE VOLLEYBALL

CEV BEACH VOLLEYBALL GUIDELINES

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SECTION 1: CEV COMPETITIONS

1. GENDER



Art. 9.

- ✓ The CEV Beach Volleyball European Championship - Final is organised for Men and Women on the same date and Venue.
- ✓ Masters and Satellites are organised preferably for Men and Women on the same date and Venue. Nevertheless single gender events are possible.

2. RANKINGS



Art. 10.



The calculation of the CEV Entry Ranking for a return after a maternity leave or a minimum of six months absence due to an injury is made according to the FIVB provisions by the CEV.

3. COUNTRY QUOTA



Art. 13.1.

- ✓ The Host Country may participate with a maximum of A: six (6), B: four (4), C: three (3), D: three (3) Teams from which a maximum of A: three (3), B: three (3), C: two (2), D: two (2) teams can directly enter the Main Draw.
- ✓ A maximum of A: six (6), B: four (4), C: three (3), D: three (3) Host Country Teams can finally play in the Main Draw. This includes the Teams directly entered in the Main Draw and any that qualify through the Qualification Tournament.
- ✓ The hosting National Federation may enter one (1) Team out of their possible entries in the Qualification Tournament,. The Team should be the highest ranked team not participating the Main Draw or can be selected by the National Federation in case more than 1 team has no or equal CEV Entry Ranking points.

A minimum of A: three (3), B: two (2), C: two (2), D: two (2) Host Country teams will be placed directly into the Main Draw even if the concerned players do not have enough CEV Entry Ranking Points to normally enter the Main Draw. These teams shall have the highest CEV Entry Ranking of all Host Country teams participating in the event. In case all the Host Country teams enlisted possess no points, the hosting National Federation must then inform the CEV of the Host Country teams with the right to enter directly into the Main Draw.



EXCEPTION: At the CEV Beach Volleyball European Championship the organiser may request to allocate the 3rd Host Country team spot through an alternative qualifying process. Such request is subject to CEV approval.

- ✓ Foreign countries may enter a maximum of four (4) teams (Qualification Tournament and Main Draw) from which a maximum of A: three (3), B: two (2), C: two (2), D: one (1) team(s) can directly enter the Main Draw.
- ✓ A maximum of A: four (4), B: three (3), C: three (3), D: two (2) foreign teams per country can finally play in the Main Draw. This includes the teams directly entered in the Main Draw and any that qualify through the Qualification Tournament.

	32 teams (A) Main Draw		24 teams (B) Main Draw		16 teams (C) Main Draw		12 teams (D) Main Draw	
	Host Country	Foreign country	Host Country	Foreign country	Host Country	Foreign country	Host Country	Foreign country
Max # directly in the Main Draw	3	3	3 (min.2)	2	2	2	2	1
Max total # in Main Draw	6	4	4	3	3	3	3	2
From Qualification Tournament	Max. 3	Max. 4	Max. 2	Max. 3	Max. 1	Max. 3	Max. 1	Max. 2

- ✓ EXCEPTION: At the CEV Beach Volleyball European Championship Final the Country Quota is set to the corresponding total number of Teams allowed in the Main Draw.

4. COMPETITION STRUCTURE



Art. 13.2

4.1 Main Draw

- ✓ Each competition consists of a Main Draw made up of
 - a. thirty-two (32) (thereafter referred to as A),
 - b. twenty-four (24) (thereafter referred to as B),
 - c. sixteen (16) (thereafter referred to as C),
 - d. twelve (12) (thereafter referred to as D), teams.
- ✓ The teams in the Main Draw shall be as follows:
 - a. Minimum two (2) Host Country teams. These Host Country teams shall be higher ranked than any other team from the Host Country participating in the event.
 - b. Maximum A: twenty (20), B: twelve (12) or C: eight (8) foreign teams for CEV Beach Volleyball European Championship Masters and A: twenty (20), B: twelve (12) C: four (4) or D: four (4) for CEV Beach Volleyball Satellites.
 - c. Two (2) Wild Card teams (three (3) for the CEV Final)
 - d. A: Eight (8), B: eight (8) or C: four (4) teams from the Qualification Tournament for CEV Beach Volleyball European Championship Masters and A: Eight (8), B: eight (8) C: eight (8) or D: four (4) teams from the Qualification Tournament for CEV Beach Volleyball Satellites.
- ✓ If the number of Teams registered for a CEV competition exceeds the number of available spots in the Main Draw by at least four (4) teams a Qualification Tournament must be played.
- i* EXCEPTION: The CEV Beach Volleyball European Championship Final consists only of the Main Draw.

4.2 Qualification Tournament

- ✓ Qualification Tournaments consist of 32, 24 or 16 teams. A maximum of 32 teams can enter into the Qualification Tournament. The Confirmed List for each Qualification Tournament

consist of more than 32, 24, or 16 teams. This is to allow for the reduction of teams that will derive from the Country Quota Playoff.

- ✔ Once the Teams from the entry list for the Qualification Tournament have been confirmed, an assessment will be taken of the affects of the Country Quota rules and the number of teams that will be eliminated, so the entry list will be increased by this number of teams to account for this reduction.
- ✔ No teams can be added to the Qualification Tournament after the confirmed list is issued if the respective National Federation is involved in the Country Quota Playoff matches.

4.3 Country Quota Playoffs

- ✔ Any Team listed on the Reserve List, when the Confirmed List is announced, are not able to take part in the CEV competition in case of late withdrawals if such participation involves the Team in a Country Quota Playoffs situation.

5. COMPETITION METHOD



Art. 13.4.

5.1 Main Draw



The Pool Play format is played through a first phase of Pool Play (Round Robin or Modified Pool Play) and a second phase of Single Elimination format.



The Double Elimination format allows teams to compete until two losses are incurred. After one loss, the team moves to the losers' bracket and competes for a spot in the two crossed semi-finals against the two teams qualified from the winners' bracket.

- ✔ The CEV Beach Volleyball European Championship is played in a thirty-two (32) teams Pool Play format followed by a twenty-four (24) teams Single Elimination.
- ✔ The Main Draw of the CEV Beach Volleyball European Masters can be played either in Modified Pool Play or a Double Elimination format.
- ✔ The Main Draw of the CEV Beach Volleyball Satellites will be played according to the Double Elimination format.
- ✔ The Main Draw will be conducted in accordance with the brackets in Annexes.

5.2 Qualification Tournament

- ✔ The Qualification Tournament is played according to the Single Elimination system. A switch to the Double Elimination System may be possible if the number of Teams, time and infrastructure on site permit.
- ✔ For CEV Beach Volleyball European Masters the Qualification Tournament will be played until A: eight (8), B: eight (8), C: four (4) teams remain. These teams qualify for the Main Draw.
For CEV Beach Volleyball Satellites the Qualification Tournament will be played until A: eight (8), B: eight (8), C: eight (8), D: four (4) teams remain. These teams qualify for the Main Draw.
- ✔ The Qualification Tournament will be conducted in accordance with the brackets in Annexes.

5.3 Country Quota Playoffs

- i* Teams eliminated from the Country Quota Playoff are eligible to earn Ranking points. The Country Quota Playoffs is played by Teams that have enough Ranking points to participate to the CEV competition.
- ✔ The Country Quota Playoff is played according to the Single Elimination system until all remaining Teams are eligible to participate in the Qualification Tournament.
- ✔ The Country Quota Playoff will be conducted in accordance with the brackets in Annexes.
- 👍 The Country Quota Playoff matches should be played one day before the Qualification Tournament in conjunction with the practical part of the referee clinic.
- 👍 Exceptions can be made to adapt to specific situations upon the Organiser's request and with the prior written approval of the CEV.

5.4 Tie in a pool play competition method



Art. 13.4.3

- i* The FIVB Beach Volleyball Sports Regulations do not mention the case of a tie in a pool of 3 teams.
- ✔ For pools of 3 teams, the final ranking of the top 2 teams qualifying for the Single Elimination Phase will be determined by the result of the match amongst those 2 teams.

6. ALLOCATION OF TEAMS



Article 13.5.

- ✔ The allocation of Teams to a level is done once the Teams are known and confirmed their presence during the Preliminary Inquiry of this level.
- ✔ For the CEV Beach Volleyball European Championship, the Teams are allocated on the day of the Drawing of lots.
- ✔ In the Main Draw, If the hosting National Volleyball Federation has no team among the A: top eight (8), B: top six (6), C: top four (4), D: top three (3) seeded teams, it will be allowed to allocate its best ranked team according to the current CEV Entry Ranking on place A: eight (8), B: six (6), C: four (4), D: three (3) in order to help the promotion of the CEV competition.
- ✔ In the case of a Pool Play format Host Country Teams must never be placed in the same pool. If that occurs the teams will have their seed increased (i.e from Seed #15 to Seed #16) until they are in a different pool than already seeded Host Country team. Should increasing the seed not work (or not be possible), then the seed will be reduced (i.e from Seed #32 to Seed #31) until the team(s) is placed in a different pool.
- ✔ For foreign teams from the same National Federation a maximum of 2 Teams can be placed in the same pool. In case of a 3rd in the same pool the team will have their seed increased (i.e from Seed #15 to Seed #16) until they are in a different pool than already seeded teams. Should increasing the seed not work (or not be possible), then the seed will be reduced (i.e from Seed #32 to Seed #31) until the team is placed in a different pool.

7. REGISTRATION

7.1 General provisions



Art. 20.1.



National Federations are strongly recommended to register their top teams in the CEV Beach Volleyball European Championship and the CEV Beach Volleyball European Masters.

7.2 Procedure for Senior events



Art. 18.3 and 19.3.



If a date falls on a weekend or public holiday (in Luxembourg) then the next working day becomes the deadline.



The BV-01 NF-Athlete's Commitment & Health Certificate and a health certificate must be uploaded in the Volleyball Information System (VIS - www.fivb.org → Login) 30 days prior to the start of the CEV competition the player participates in and have to be submitted only once per player per season.

Once the aforementioned condition is fulfilled by all parties concerned, teams can be registered for CEV Beach Volleyball competitions exclusively by their respective National Federation 30 days at the latest before the start of the event they intend to join.

EXCEPTION: The registration deadline for the European Championship may be scheduled to a prior date, if requested by the organiser. Respective information will be circulated through the Official Communications.



The National Federations have to register their teams through the VIS. Each National Federation is provided with an individual and secured user access (user name and password) through its own e-mail address.

- a. After Log in, the National Federation may select any team and register it in the CEV competitions by following this procedure:
 - Select first player;
 - Select his/her teammate;
 - Select any available tournament from the Calendar;
 - Confirm the entry of the team.
- b. The team is automatically registered in the selected CEV competition database and is instantly included in the tentative list posted on the CEV website for each CEV competition. While this procedure allows the National Federations to directly control that their teams are correctly entered, it also gives them the opportunity to immediately contact the webmaster (vis@fivb.org and beach@cev.lu) in case a technical problem occurs.
- c. Each National Federation may directly enter new CEV/FIVB players as the computer instantly generates CEV/FIVB # for the new player as well as a user name and password.
- d. The entry deadline for each event is communicated on the CEV website.
- e. Each National Federation and players will be responsible for checking the entry and points through Internet by consulting the tentative "Entry List" for each event.
- f. The Tentative List is an ongoing information available on the CEV website and up to -15 days can be amended by each participating National Federation.



The following procedure shall apply (Exception: European Championship):

- a. 30 days before the start of the event:
 - official entry deadline, no further teams may be entered (Exception: Late Entry);
 - CEV publishes on the website the Tentative Entry List.
- b. 15 days before the start of the event:

CEV publishes on the CEV website the Confirmed List with teams participating in the Main Draw, Qualification Tournament and on the Reserve List based on the teams' CEV Entry Ranking points of that day.

7.3 Procedure for Age Group Championships

The registration procedure is divided in two phases:

1. Spot Registration – Deadline -2 months
2. Athletes Registration – Deadline -30 days

All deadlines concerning entries are calculated from the start of each Main Draw Tournament.

The National Federations are advised to register their teams through the Volleyball Information System (VIS - www.fivb.org → Login).

The provision of the CEV Athlete's Commitment – accompanied by a health certificate – duly signed by the NF and the concerned athlete(s) is the pre-condition set to be tentatively admitted to any of the Beach Volleyball competitions officially recognised by the CEV. Each athlete willing to participate must complete and sign and have his/her respective National Federation sign and seal the BV-01 NF-Athlete's Commitment & Health Certificate form.

Once the aforementioned condition is fulfilled by all parties concerned, the National Federation (exclusively) is required to comply with the following procedures in order to tentatively register its spots and athletes in the Championship.

Spot Registration (Deadline -2 months):

- Each National Federation is provided with an individual and secured user access (user name and password) through its own e-mail address.
- After Log in, the National Federation may select the respective Championship and **click the button "reserve teams"**.
- National Federations may register for one, two or three spots.
- The spot is automatically registered in the selected tournament database and is instantly included in the tentative list posted on the CEV website for each event. While this procedure allows the National Federations to directly control that their spots are correctly entered, it also gives them the opportunity to immediately contact the webmaster (vis@fivb.org and beach@cev.lu) in case a technical problem occurs.
- The Tentative Spot List is an ongoing information available on the CEV website and up to -2 months can be amended by each participating National Federations.

Registrations after the end of the spot registration deadline have to be done through the CEV Office and will be included at the end of the Reserve List.

Athletes Registration (Deadline -30 days):

- Each National Federation is provided with an individual and secured user access (user name and password) through its own e-mail address.
- After Log in, the National Federation may select any team as per CEV Beach Volleyball Handbook and Official Regulations and register it in the CEV U18/20/22 European Championship by following this procedure:
 - Select first athlete;
 - Select his/her teammate;
 - Select the CEV U18/20/22 European Championship from the calendar;
 - Confirm the entry of the team.

- The team is automatically registered in the selected tournament database and is instantly included in the tentative list posted on the CEV website for each event. While this procedure allows the National Federations to directly control that their teams are correctly entered, it also gives them the opportunity to immediately contact the webmaster (vis@fivb.org and beach@cev.lu) in case a technical problem occurs.
- **After the athletes registration the number of reserve teams has to be reduced by clicking the button “reserve teams” and entering “0”.**
- Each National Federation may directly enter new CEV/FIVB athletes as the computer instantly generates CEV/FIVB # for the new athlete as well as a user name and password.
- Athletes with pending sanctions are not allowed to enter in CEV sanctioned events until the related fine is duly paid to the CEV.
- The entry deadline for each event is stated on the CEV website for each event.
- Each National Federation and athlete will be responsible for checking the entry through internet by consulting the tentative “Entry List” for each event.
- The Tentative Entry List is an ongoing information available on the CEV website and up to -15 days can be amended by each participating National Federations.

The form must be uploaded to the Volleyball Information System (VIS - www.fivb.org → Login). 15 days prior to the start of the event the athlete participates in.

Additionally, the athlete has to complete the FIVB anti-doping programme “Play clean”.

7.4 Late entry

i Past the deadline for the Tentative Entry List (-30 days prior to the start of each CEV competition, unless otherwise communicated through event conditions and Official Communications), late entry requests must be addressed to the CEV in written for CEV evaluation. The CEV and the Organiser must agree on a case by case basis whether a late entry should be accepted or not.

If the team is accepted, it will automatically be registered as follows:

- a. In the Qualification tournament or the Reserve List depending on their entry ranking points on the day of issuing the confirmed teams list if a Qualification tournament is organised,
- b. In the Reserve List if no Qualification tournament is organised.

No late entry will be accepted less than 15 days before the start of the CEV competition.

8. PARTICIPATION

8.1 Accessories



Art. 20.5.



Players shall use accessories in accordance with article 4.7, Chapter 4 of the FIVB Beach Volleyball Sports Regulations.



If the organiser provides towels for athletes, these have to be used throughout the competition. There either has to be one new towel every day or an exchange service changing used towels against clean ones. No alterations may be made to the towels. In case no towels are provided, athletes may use their own towels with a personal sponsor logo, not exceeding 72 cm² per side.

8.2 Cold temperature



For events where the temperature is expected to fall below 15°C and during severe weather conditions, players 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). These 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. The CEV Supervisor will be ultimately responsible for allowing athletes to wear these special uniforms whenever deemed necessary and after consultation with the official medical staff. 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. Women athletes (not wearing their briefs on top) may display their sponsors' logos according to the aforementioned requirements.

9. WITHDRAWAL

9.1 Procedure



Art. 20.3.

- ✓ The procedure of a withdrawal is as follows:
 - a. Before the Entry deadline, the National Federation shall enter the change in the VIS,
 - b. Between the Entry deadline and the relevant Preliminary Inquiry, the National Federation shall send the BV-03 form to the CEV office (beach@cev.lu).
 - c. Between the player's arrival on site and the relevant Preliminary Inquiry, the National Federation shall additionally inform the CEV Supervisor and the player be examined by the Local Medical doctor on site,
 - d. After the relevant Preliminary Inquiry and if due to an injury, the Team captain shall sign the score sheet at the time and place where such match was originally scheduled even if this match will not be played,
 - e. After the last Monday before the start of the CEV competition, the National Federation informs the CEV Supervisor in addition to the above mentioned requirements.
- ✓ When a medical reason or a Force majeure is to be evidenced, all proofs are submitted in English or with an English translation; before the relevant Preliminary Inquiry. The medical reason is evidenced only by a medical certificate. The Force majeure by any means.

When the player is in the Reserve list, the obligation to evidence the medical reason is not needed.

- ✓ In case of an medical reason or "force majeure" of a player at the CEV or FIVB competition held the week before the CEV competition, the National Federation may withdraw, disband or 'change of athlete' only supported by a medical statement from the official tournament doctor.

9.2 Next eligible team



Art. 13.5.

- ✓ If a National Federation informs the CEV Technical Supervisor prior to (or during) the Preliminary Inquiry of the Qualification Tournament of a withdrawal from their Qualification Tournament team, the selection of the next eligible team is based on the following priorities:
 - a. The next highest ranked team excluded from the Qualification Tournament based on the Entry Ranking Points (15 days prior to the event) is then allowed to enter into the Qualification Tournament, if the team attends the Preliminary Inquiry prior to the Qualification Tournament. The above also includes teams disqualified in the Country Quota Playoffs in case the withdrawal is from the same country and the Country Quota is not exceeded.
 - b. In case there are no eligible Reserve teams physically present at the Preliminary Inquiry of the Qualification Tournament, Reserve teams may be picked up to fill the roster regardless the country quota regulations.
 - c. In case there are no eligible teams in the Reserve

the Country Quota Playoff teams that did not qualify to the Tournament shall be eligible to be picked up to fill the roster regardless the Country Quota regulations.

the Host National Federation teams in the reserve list of the tournament will be entered.

- ✓ The following policy must apply in order to clarify the withdrawal process of Main Draw teams (and their consequent replacement):
 - a. If a National Federation informs the CEV Technical Supervisor prior to (or during) the Preliminary Inquiry of the Qualification Tournament of a withdrawal from their Main Draw team, the next highest ranked eligible team based on the CEV Entry Ranking points (15 days prior to the event) is then allowed to enter directly into the Main Draw.
 - b. If a National Federation informs the CEV Technical Supervisor after the end of the Qualification Tournament Preliminary Inquiry and before the commencement of the Main Draw of a withdrawal from their Main Draw team, the extra team will then be allowed to qualify from the Qualification Tournament.
 - c. The extra team is the team with the highest current CEV Entry Ranking among the teams failing to qualify for the Main Draw by losing the last round of the Qualification Tournament, if the team attends the Preliminary Inquiry of the Main Draw. In this case, the CEV Technical Supervisor must draw between the two highest ranked teams amongst the losers. For each additional open spot from the Qualification Tournament to the Main Draw, the next highest ranked team must then be drawn against the loser of the previous draw.
 - d. Replacement procedure for the Host Country athlete/team:
 - If a National Federation informs the CEV Technical Supervisor prior to (or during) the Qualification Tournament Preliminary Inquiry, the new team is placed in the Main Draw/Qualification Tournament according to the rule that the 2 highest ranked teams as of 15 days before the event of the host NF are placed in the Main Draw.
 - If a National Federation informs the CEV Technical Supervisor after the end of the Qualification Tournament Preliminary Inquiry and before the commencement of the Main Draw, the new team retains the spot in the Main Draw but a BV/15 must be officially completed by the Event doctor and the Technical Supervisor.
- ✓ EXCEPTION: For the CEV European Championship the withdrawal procedure is as follows:
 - a. In case of a withdrawal of a team the next team on the Reserve List (considering country quota limitations) will be eligible to enter in the Main Draw in the vacant position in the pool.
 - b. In case of the replacement of an athlete the new team's CEV Entry Ranking points as of 15 days before the event are taken into consideration for the new team's entry. The new team is then placed into the Main Draw or Reserve List.
 - In case the team remains in the Main Draw the position in the pool will be maintained.
 - In case the team moves to the Reserve List the next team on the Reserve List (considering country quota limitations) will be eligible to enter in the Main Draw in the vacant position in the pool.
 - In case the next eligible team from the Reserve List is already represented (with 1 team from the host country or 2 teams from foreign National Federations), the team will be added in the pool with the vacant position regardless of the number of same NFs in the pool(s).
- ✓ No changes will be made in the team roster and in the team seeding if Main Draw team(s) inform(s) the CEV between the end of the Preliminary Inquiry of the Qualification Tournament and the start of the Qualification Tournament of their withdrawal from the event.
- ✓ The Qualification Tournament and Main Draw are deemed to have started once the seeding has been confirmed after the Preliminary Inquiry and no further changes will be allowed.

- ✓ The athlete is responsible to request from his/her National Federation (or to consult the CEV website under the “Practical Info” section of each Beach Volleyball event) in order to obtain details on the time and place of the Preliminary Inquiry and/or Technical Meeting and all other relevant information for the event.

10. SUBSTITUTION OF A PLAYER



Art. 20.4.

- ✓ After the replacement of an athlete the new team’s CEV Entry Ranking points as of 15 days before the event are taken into consideration for the new team’s entry, independent of the date of the replacement. The new team is then placed into the Main Draw, Qualification Tournament or Reserve List.
- ✓ In case of replacements after the publishing of the Confirmed List it is not possible to move from the Reserve List up to the Qualification Tournament or from the Qualification Tournament up to the Main Draw unless the roster is not complete or more spots become available.
- ✓ Should the replacement occur after the Qualification Tournament Preliminary Inquiry and the new team does not have enough CEV Entry Ranking points to enter the Main Draw the new team will not be allowed to participate and an additional team enters the Main Draw from the Qualification Tournament according to the procedure described below.
- ✓ The submission of evidence regarding medical reasons and Force Majeure is done as for the withdrawal of a player.

11. FORMS AND REGULATIONS



The following forms are used:

- a. BV-A Competition Application
- b. BV-A2 Event Approval Approval
- c. BV-OC Organisational Chart
- d. BV-01 NF-Athlete’s Commitment & Health Certificate
- e. BV-02 Wild Card Application
- f. BV-03 Team Withdrawal
- g. BV-04 Athlete’s Travel schedules
- h. BV-14 Sanctions for athletes
- i. BV-15 Medical Time Out



The following regulations should be used additionally:

- a. FIVB Official Beach Volleyball Rules
- b. FIVB Beach Volleyball Sports Regulations
- c. FIVB Beach Volleyball Handbook
- d. CEV General Regulations
- e. CEV Disciplinary Regulations

12. ANNEXES

Annex I - CEV Beach Volleyball Competitions

This is a summary of the possible CEV Events. All following data is subject to the Official Regulations in their latest edition. Please refer to these documents for additional information and clarification. Do not hesitate to contact CEV for further information on any of the competitions.

	CEV Beach Volleyball European Championship	CEV Beach Volleyball European Masters	CEV Beach Volleyball Satellites
Application Form	BV-A	BV-A	BV-A
MAIN DRAW			
Number of teams	32 per gender double gender events only	16, 24 or 32 per gender Single or double gender events	16, 24 or per gender Single or double gender events
Duration	Min. 4 days	3-4 days	2-4 days
Number of courts	Min. 4 + 1 Warm-up court per gender	Min. 1 + 1 Warm-up court per gender	Min. 1 + 1 Warm-up court per gender
Wild Cards	3 per gender	2 per gender	2 per gender
QUALIFICATION TOURNAMENT	No Qualification Tournament	Yes	Yes
Number of teams	—	Max. 32 per gender	Max. 32 per gender
Duration	—	1 day	1 day
Prize Money	100.000,- EUR (per gender)	25.000,- EUR (per gender)	Min. 5.000,- EUR but less than 15.000,- EUR
Stadium	Min. 2500 seats	Min. 1000 seats	min. 500 seats
CEV Officials	Min. 6	Min. 4	Min. 2
Neutral Referees	Min. 2 per court	Min. 1 per court	Min. 1
Local Referees	depending on no. of courts	depending on no. of courts	depending on no. of courts

International Transport	Organizer pays for CEV officials and neutral referees	CEV pays for CEV officials and neutral referees	CEV pays for CEV officials and neutral referees
Local Transport	Organiser pays for CEV officials, referees and Main Draw athletes		Organiser pays for CEV officials and referees. Local transport for athletes is not obligatory.
Board & Lodging	Organiser pays for CEV officials, referees and Main Draw athletes		Organiser pays for CEV officials and referees. Board & Lodging for athletes is not obligatory.
Official Balls	Mikasa VLS 300 provided by CEV		
Court equipment	FIVB requirements		
CEV and FIVB Ranking	Yes		

	Country vs. Country	Exhibition
Application Form	BV-A2	BV-A2
Number of teams	Max. 4 per gender	Beside the regular 2 vs. 2 format, teams can be also composed of 3 or 4 athletes.
Number of courts	Min 1	Min 1
Duration	Min 1 day	Min 1 day
Prize Money (Per gender)	0 – 10.000,- EUR	0 – 10.000,- EUR
Stadium	Min. 500 seats	Min. 500 seats
CEV Officials	Max. 1	Max. 1
Internat. Referees	Min. 1	Min. 1
Local Referees	Depending on number of teams, courts and duration	Depending on number of teams, courts and duration
Internat. Transport	Organiser pays for CEV officials and neutral referees	Organiser pays for CEV officials and neutral referees
Local Transport	Organiser pays for CEV officials and referees. Local transport for athletes is not obligatory.	Organiser pays for CEV officials and referees. Local transport for athletes is not obligatory.
Board & Lodging	Organiser pays for CEV officials and referees. Board & Lodging for athletes is not obligatory.	Organiser pays for CEV officials and referees. Board & Lodging for athletes is not obligatory.



Official Ball	Mikasa VLS 300	Mikasa VLS 300
Court equipment	FIVB Requirements	FIVB Requirements
CEV Ranking	No	No



Annex II - Pool Play & Single Elimination brackets

Pool Play

32 teams pool play

Composition: 8 pools of 4 teams with the best 3 teams of each pool advancing to the single elimination phase.

Seeding:

Pool A: Seed 1, Seed 16, Seed 17, Seed 32

Pool B: Seed 2, Seed 15, Seed 18, Seed 31

Pool C: Seed 3, Seed 14, Seed 19, Seed 30

Pool D: Seed 4, Seed 13, Seed 20, Seed 29

Pool E: Seed 5, Seed 12, Seed 21, Seed 28

Pool F: Seed 6, Seed 11, Seed 22, Seed 27

Pool G: Seed 7, Seed 10, Seed 23, Seed 26

Pool H: Seed 8, Seed 9, Seed 24, Seed 25

EXCEPTION: For the CEV Final the teams are seeded as follows:

Pool A	Pool B	Pool C	Pool D	Pool E	Pool F	Pool G	Pool H
Seed #1	Seed #2	Seed #3	Seed #4	Seed #5	Seed #6	Seed #7	Seed #8
Draw 2 between Seed #13 - #16				Draw 1 between Seed #9 - #12			
Draw 3 between Seed #17 - #20				Draw 4 between Seed #21 - #24			
Draw 5 between Seed #25 - #32							

24 teams pool play

Composition: 8 pools of 3 teams with the best 2 teams of each pool advancing to the single elimination phase.

Seeding:

Pool A: Seed 1, Seed 16, Seed 24

Pool B: Seed 2, Seed 15, Seed 23

Pool C: Seed 3, Seed 14, Seed 22

Pool D: Seed 4, Seed 13, Seed 21

Pool E: Seed 5, Seed 12, Seed 20

Pool F: Seed 6, Seed 11, Seed 19

Pool G: Seed 7, Seed 10, Seed 18

Pool H: Seed 8, Seed 9, Seed 17

16 teams pool play

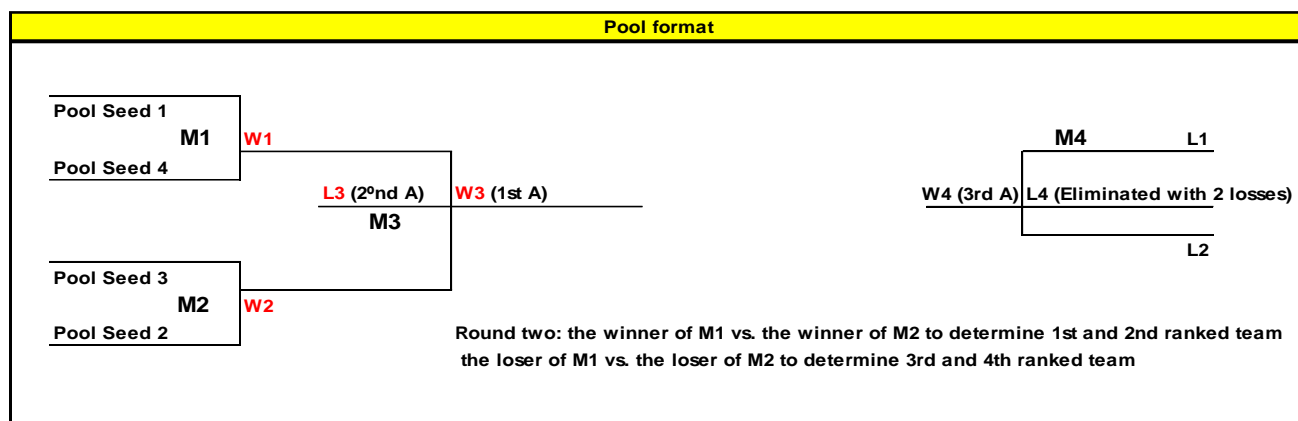
Composition: 4 pools of 4 teams with the best 3 teams of each pool advancing to the single elimination phase.

Seeding

- Pool A: Seed 1, Seed 8, Seed 9, Seed 16
- Pool B: Seed 2, Seed 7, Seed 10, Seed 15
- Pool C: Seed 3, Seed 6, Seed 11, Seed 14
- Pool D: Seed 4, Seed 5, Seed 12, Seed 13

modified pool play

pool format and matches



Seeding for Age Group Championships

The seeding into the pools and any eventual draw is performed immediately after the end of the Preliminary Inquiry and before the start of the Technical Meeting.

If less than 32 teams are competing in the Main Draw, the draw starts with the definition of which pool(s) will have only 3 teams by draw.

Seeding into the pools from 1 to 32 is determined according to the Confirmed List.

In case 2 or more teams have the same U18/20/22 Country Ranking in the Confirmed List a draw has to be performed to define the seeds.

Pool Seeding:

- Pool A: Seed 1, Seed 16, Seed 17, Seed 32
- Pool B: Seed 2, Seed 15, Seed 18, Seed 31
- Pool C: Seed 3, Seed 14, Seed 19, Seed 30
- Pool D: Seed 4, Seed 13, Seed 20, Seed 29
- Pool E: Seed 5, Seed 12, Seed 21, Seed 28
- Pool F: Seed 6, Seed 11, Seed 22, Seed 27
- Pool G: Seed 7, Seed 10, Seed 23, Seed 26
- Pool H: Seed 8, Seed 9, Seed 24, Seed 25

The first Host Country team with the highest CEV Entry Ranking must be seeded on position 1 in Pool A.



The next top 7 teams to be seeded according to the U18/20/22 Country Ranking in the Confirmed List directly into the pools as follows (in case of a tie a drawing of lots decides):

Seed 1 (Host) – Pool A	Seed 2 – Pool B	Seed 3 – Pool C
Seed 4 – Pool D	Seed 5 – Pool E	Seed 6 – Pool F
Seed 7 – Pool G	Seed 8 – Pool H	

The rest of the teams to be drawn from seeding groups, in a drawing of lots procedure, into each pool as follows, unless obliged to be relocated in the next possible position in the sequence of the serpentine system to avoid having teams from the same country in the same pool:

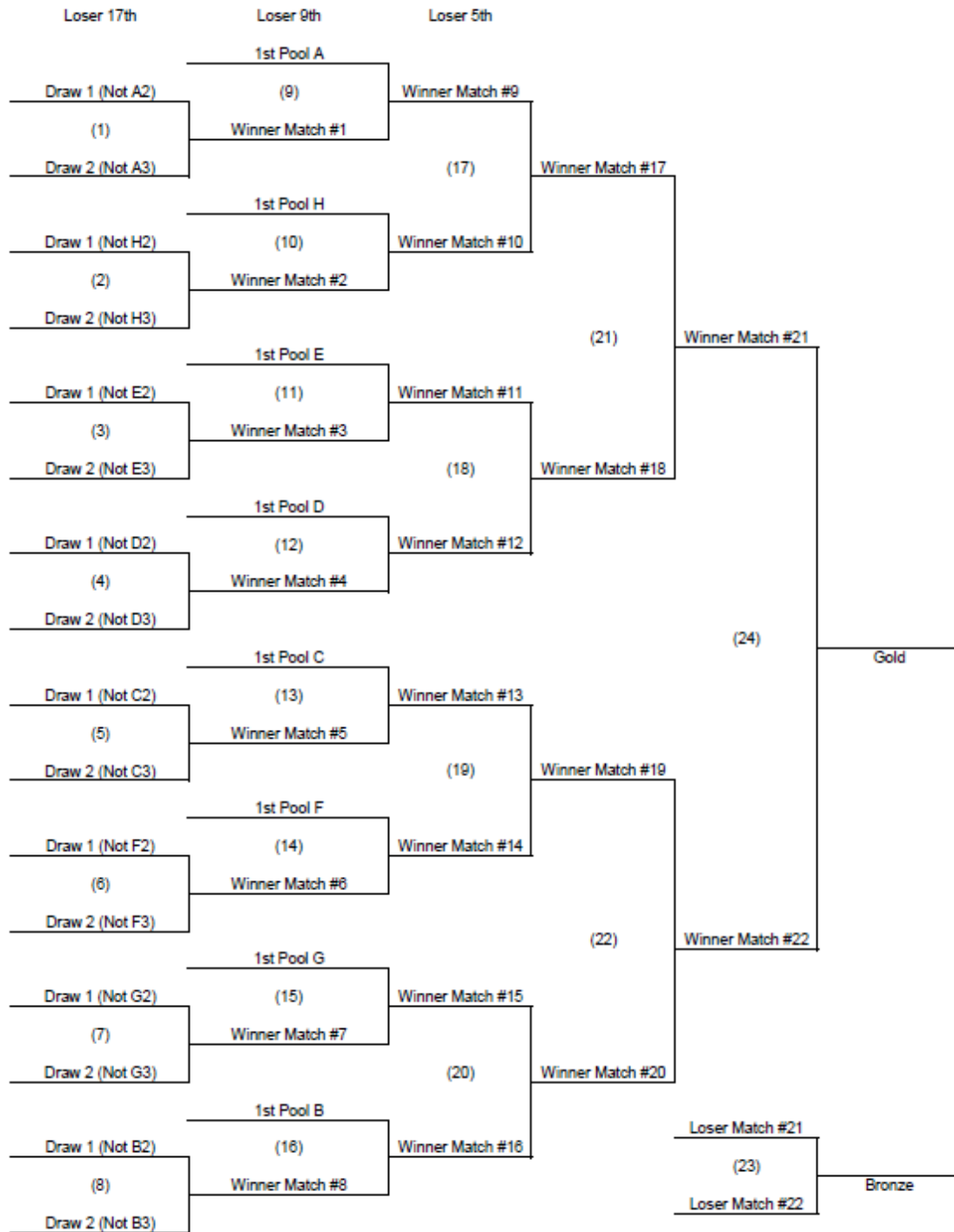
Seeds 9-12 are drawn in each of the pools H, G, F, E – 1st draw Pool H, 2nd draw Pool G, 3rd draw Pool F, 4th draw Pool E.

Seeds 13-16 are drawn in to each of the pool D, C, B, A - 1st draw Pool D, 2nd draw Pool C, 3rd draw Pool B, 4th draw Pool A.

Seeds 17-24 are drawn in each of the pools A, B, C, D, E, F, G, H - 1st draw Pool A, 2nd draw Pool B, 3rd draw Pool C, 4th draw Pool D, 5th draw Pool E, 6th draw Pool F, 7th draw Pool G, 8th draw Pool H.

Seeds 25-32 are drawn in each of the pools H, G, F, E, D, C, B, A - 1st draw Pool H, 2nd draw Pool G, 3rd draw Pool F, 4th draw Pool E, 5th draw Pool D, 6th draw Pool C, 7th draw Pool B, 8th draw Pool A.

24-Team Single Elimination Playoffs



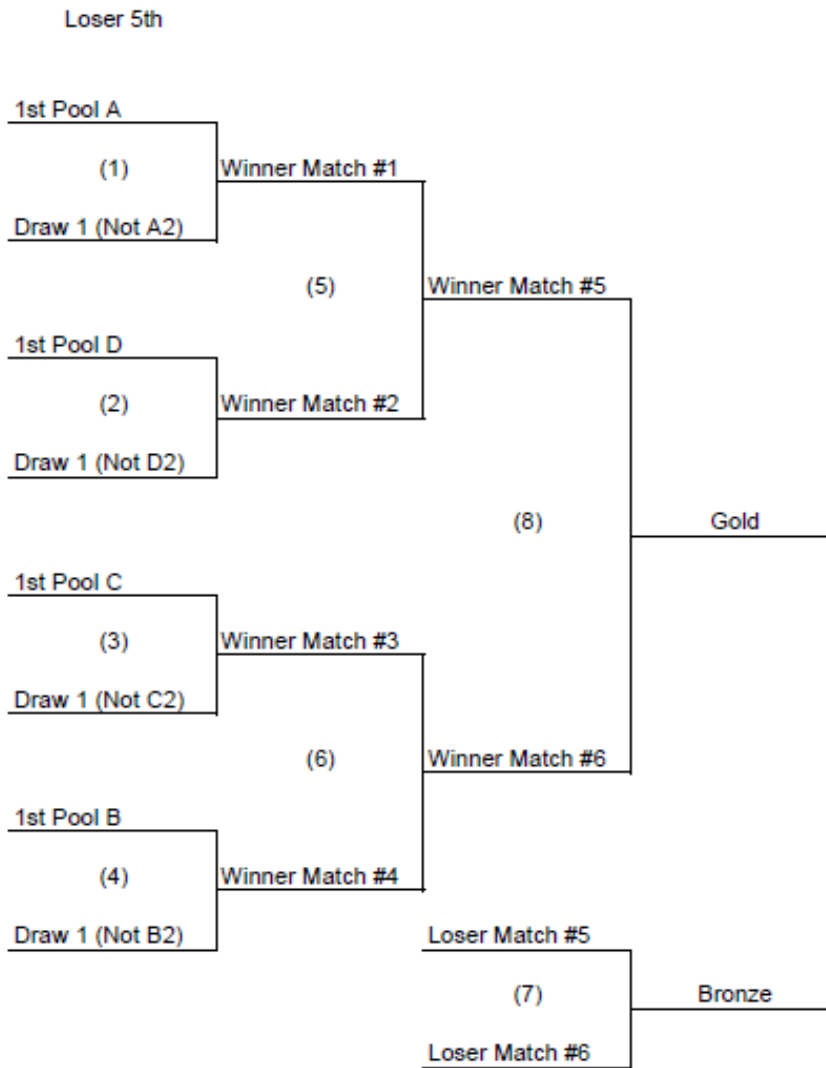
16-Team Single Elimination Playoffs



Draw 1 = 8 x 2nd place teams from pool play*

* Teams from the same pool can't meet in the first round

8-Team Single Elimination Playoffs

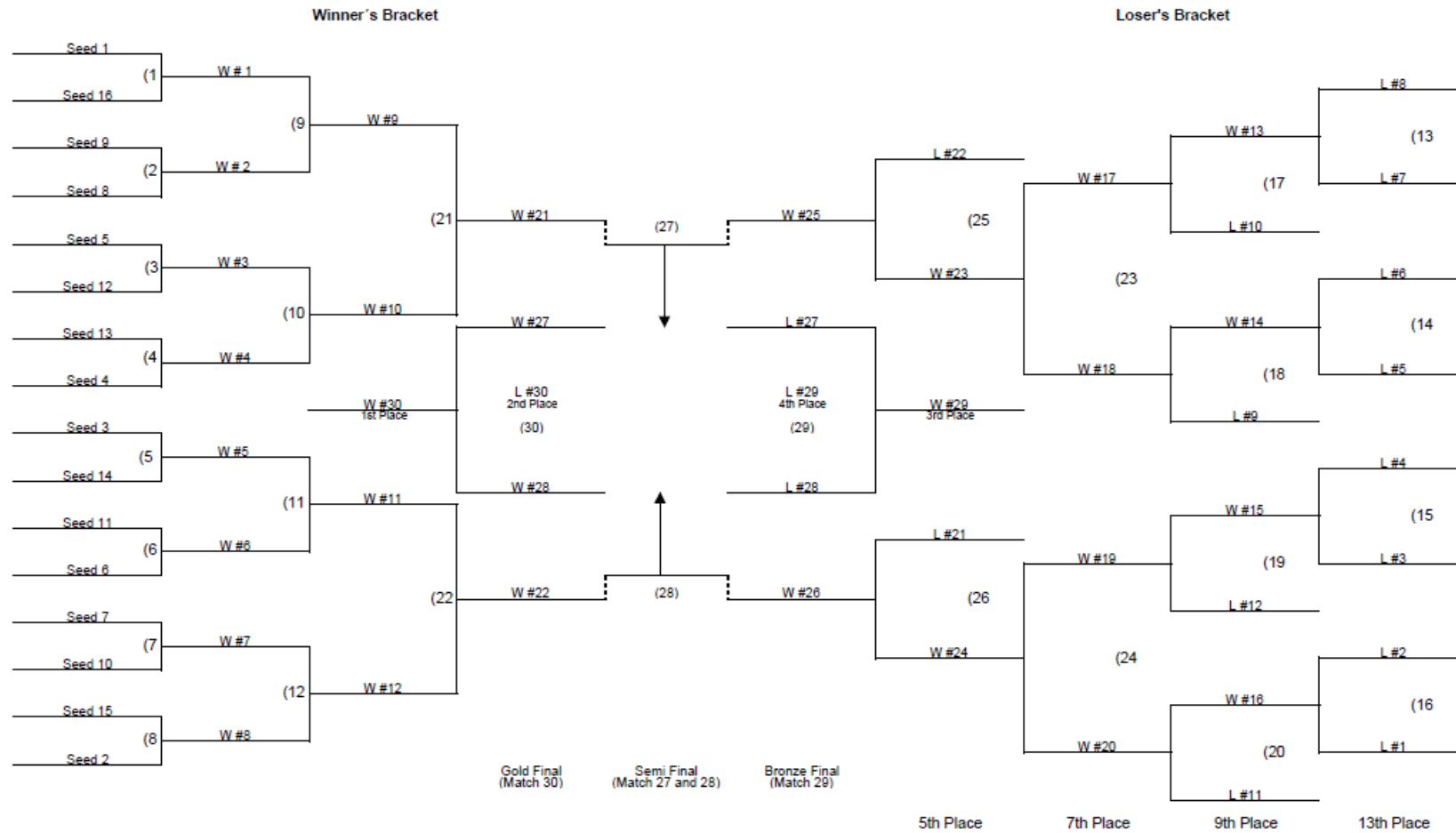


Teams from the same pool can't meet in the first round

Annex III - 16 team Double Elimination bracket (Main Draw)

#	Round	Team A	Team B
1	I	S1	S16
2	I	S9	S8
3	I	S5	S12
4	I	S13	S4
5	I	S3	S14
6	I	S11	S6
7	I	S7	S10
8	I	S15	S2
9	II	W1	W2
10	II	W3	W4
11	II	W5	W6
12	II	W7	W8
13	R13	L8	L7
14	R13	L6	L5
15	R13	L4	L3
16	R13	L2	L1
17	R9	W13	L10
18	R9	W14	L9
19	R9	W15	L12
20	R9	W16	L11
21	III	W9	W10
22	III	W11	W12
23	R7	W17	W18
24	R7	W19	W20
25	R5	W23	L22
26	R5	W24	L21
27	S	W21	W25
28	S	W22	W26
29	F3	L27	L28
30	F1	W27	W28

16-Team Double Elimination Bracket



Annex IV - 24 team Double Elimination bracket (Main Draw)

#	Round	Team A	Team B	#	Round	Team A	Team B
1	I	S17	S16	25	III	W9	W10
2	I	S9	S24	26	III	W11	W12
3	I	S21	S12	27	III	W13	W14
4	I	S13	S20	28	III	W15	W16
5	I	S19	S14	29	R13	W23	W24
6	I	S11	S22	30	R13	W21	W22
7	I	S23	S10	31	R13	W19	W20
8	I	S15	S18	32	R13	W17	W18
9	II	S1	W1	33	R9	W29	L26
10	II	W2	S8	34	R9	W30	L25
11	II	S5	W3	35	R9	W31	L28
12	II	W4	S4	36	R9	W32	L27
13	II	S3	W5	37	IV	W25	W26
14	II	W6	S6	38	IV	W27	W28
15	II	S7	W7	39	R7	W33	W34
16	II	W8	S2	40	R7	W35	W36
17	R17	L8	L9	41	R5	W39	L38
18	R17	L7	L10	42	R5	W40	L37
19	R17	L6	L11	43	S	W37	W41
20	R17	L5	L12	44	S	W38	W42
21	R17	L4	L13	45	F3	L43	L44
22	R17	L3	L14	46	F1	W43	W44
23	R17	L2	L15				
24	R17	L1	L16				



24-Team Double Elimination Bracket



Annex V - 32 team Single Elimination bracket (Qualification Tournament)

Depending if 4, 6 or 8 teams qualify to the Main Draw, the Qualification Tournament is finished after Round III, Round 7 or Round II.

#	Round	Team 1	Team 2
1	I	S1	S32
2	I	S17	S16
3	I	S9	S24
4	I	S25	S8
5	I	S5	S28
6	I	S21	S12
7	I	S13	S20
8	I	S29	S4
9	I	S3	S30
10	I	S19	S14
11	I	S11	S22
12	I	S27	S6
13	I	S7	S26
14	I	S23	S10
15	I	S15	S18
16	I	S31	S2
17	II	W1	W2
18	II	W3	W4
19	II	W5	W6
20	II	W7	W8
21	II	W9	W10
22	II	W11	W12
23	II	W13	W14
24	II	W15	W16
25	III	W17	W18
26	III	W19	W20
27	III	W21	W22
28	III	W23	W24
29	R7	L25	L26
30	R7	L27	L28

32 Team Single Elimination



Annex VI - Country Quota Play-Off Possibilities

8 teams to qual 4 (4 matches)



7 teams to qual 4 (3 matches)



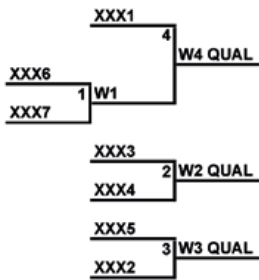
6 teams to qual 4 (2 matches)



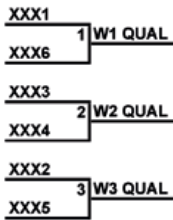
5 teams to qual 4 (1 match)



7 teams to qual 3 (4 matches)



6 teams to qual 3 (3 matches)



5 teams to qual 3 (2 matches)



4 teams to qual 3 (1 match)



7 teams to qual 2 (5 matches)



6 teams to qual 2 (4 matches)



5 teams to qual 2 (3 matches)



4 teams to qual 2 (2 matches)

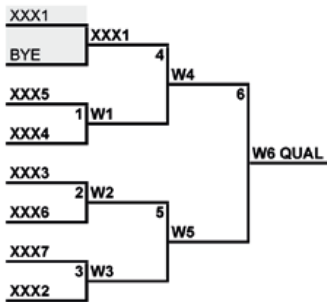


3 teams to qual 2 (1 match)

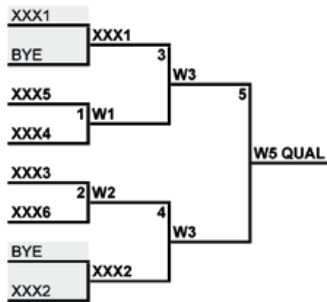




7 teams to qual 1 (6 matches)



6 teams to qual 1 (5 matches)



5 teams to qual 1 (4 matches)



LOSERS OF THEIR FIRST MATCH FINISH 57TH, LOSERS OF THEIR SECOND MATCH FINISH 41ST, LOSERS OF THEIR THIRD MATCH FINISH 33RD

4 teams to qual 1 (3 matches)



3 teams to qual 1 (2 matches)



2 teams to qual 1 (1 match)



Annex VII - Standard Competition schedules

16 team double gender event – Standard schedules:

	Men	Women
Day 0		Country Quota
Day 1	Country Quota	Qualification Tournament
Day 2	Qualification Tournament	Main Draw (Matches 1-24)
Day 3	Main Draw (Matches 1-24)	Main Draw + Finals Matches (25-30)
Day 4	Main Draw + Finals Matches (25-30)	

	Men	Women
Day 0		Country Quota
Day 1	Country Quota	Qualification Tournament
Day 2	Qualification Tournament	Main Draw (Matches 1-20)
Day 3	Main Draw (Matches 1-20)	Main Draw Matches (21-28)
Day 4	Main Draw Matches (21-28)	Finals Matches (29-30)
Day 5	Finals Matches (29-30)	

	Men	Women
Day 0	Country Quota	Country Quota
Day 1	Qualification Tournament	Qualification Tournament
Day 2	Main Draw (Matches 1-20)	Main Draw (Matches 1-20)
Day 3	Main Draw Matches (21-28)	Main Draw Matches (21-28)
Day 4	Finals Matches (29-30)	Finals Matches (29-30)

24 team double gender event – Standard schedule:

	Men	Women
Day 0		Country Quota
Day 1	Country Quota	Qualification Tournament
Day 2	Qualification Tournament	Main Draw (Matches 1-24)
Day 3	Main Draw (Matches 1-24)	Main Draw (Matches 25-42)
Day 4	Main Draw (Matches 25-42)	Semifinals + Finals (Matches 43-46)
Day 5	Semifinals + Finals (Matches 43-46)	

32 team double gender event – Standard schedule:

	Men	Women
Day 0		Country Quota
Day 1	Country Quota	Qualification Tournament
Day 2	Qualification Tournament	Main Draw (Matches 1-32)
Day 3	Main Draw (Matches 1-32)	Main Draw (Matches 33-54)
Day 4	Main Draw (Matches 33-54)	Main Draw (Matches 55-60)
Day 5	Main Draw (Matches 55-60)	Finals (Matches 61-62)
Day 6	Finals (Matches 61-62)	

Annex VIII – Match Schedule for Age Group Championships (Main Draw)

WOMEN = Pool A, B, C, D, E, F, G and H			MEN = Pool A, B, C, D, E, F, G and H			
M&W Day 1 (48 matches)						
Round	Start Time	Court 1	Court 2	Court 3	Court 4	
M&W Pool Play 1	09:00	A1-A4	A1-A4	A2-A3	A2-A3	
	09:50	B1-B4	B1-B4	B2-B3	B2-B3	
	10:40	C1-C4	C1-C4	C2-C3	C2-C3	
	11:30	D1-D4	D1-D4	D2-D3	D2-D3	
	12:20	E1-E4	E1-E4	E2-E3	E2-E3	
	13:10	F1-F4	F1-F4	F2-F3	F2-F3	
	14:00	G1-G4	G1-G4	G2-G3	G2-G3	
M&W Pool Play 2	14:50	H1-H4	H1-H4	H2-H3	H2-H3	
	15:40	A1-A3	A1-A3	A2-A4	A2-A4	
	16:30	B1-B3	B1-B3	B2-B4	B2-B4	
	17:20	C1-C3	C1-C3	C2-C4	C2-C4	
	18:10	D1-D3	D1-D3	D2-D4	D2-D4	
	M&W Day 2 (48 matches)					
	Round	Start Time	Court 1	Court 2	Court 3	Court 4
M&W Pool Play 2	09:00	E1-E3	E1-E3	E2-E4	E2-E4	
	09:50	F1-F3	F1-F3	F2-F4	F2-F4	
	10:40	G1-G3	G1-G3	G2-G4	G2-G4	
	11:30	H1-H3	H1-H3	H2-H4	H2-H4	
M&W Pool Play 3	12:20	A1-A2	B1-B2	A3-A4	B3-B4	
	13:10	C1-C2	D1-D2	C3-C4	D3-D4	
	14:00	E1-E2	F1-F2	E3-E4	F3-F4	
	14:50	G1-G2	H1-H2	G3-G4	H3-H4	
	15:40	A1-A2	B1-B2	A3-A4	B3-B4	
	16:30	C1-C2	D1-D2	C3-C4	D3-D4	
	17:20	E1-E2	F1-F2	E3-E4	F3-F4	
	18:10	G1-G2	H1-H2	G3-G4	H3-H4	
	DRAW					
	M&W Day 3 (40 matches)					
Round	Start Time	Court 1	Court 2	Court 3	Court 4	
M&W Round of 24 Round of 16	09:00	WR24 (1)	WR24 (2)	WR24 (3)	WR24 (4)	
	09:50	WR24 (5)	WR24 (6)	WR24 (7)	WR24 (8)	
	10:40	MR24 (1)	MR24 (2)	MR24 (3)	MR24 (4)	
	11:30	MR24 (5)	MR24 (6)	MR24 (7)	MR24 (8)	
	12:20	WR16 (9)	WR16 (10)	WR16 (11)	WR16 (12)	
	13:10	WR16 (13)	WR16 (14)	WR16 (15)	WR16 (16)	
	14:00	MR16 (9)	MR16 (10)	MR16 (11)	MR16 (12)	
	14:50	MR16 (13)	MR16 (14)	MR16 (15)	MR16 (16)	
M&W Quarterfinals	15:40	WQF (17)	WQF (18)			
	16:30	WQF (19)	WQF (20)			
	17:20	MQF (17)	MQF (18)			
	18:10	MQF (19)	MQF (20)			



M&W Day 4 (16 matches)					
Round	Start Time	Court 1	Court 2	Court 3	Court 4
M&W	10:00	WSF (25)	WC (21)	WC (22)	
Classification	10:50	WSF (26)	MC (21)	MC (22)	
5th - 8th	11:40	MSF (25)	WC (23)	WC (24)	
Semifinals	12:30	MSF (26)	MC (23)	MC (24)	
Finals	14:00	WBronze (27)			
	15:00	MBronze (27)			
	16:00	WGold (28)			
	17:00	MGold (28)			
AWARDING CEREMONY M&W					

SECTION 2: REFEREEING

13. REFEREE DELEGATE



Art. 26.2.



Duties of Beach Volleyball Referee Delegate:

- a. Overseeing Refereeing operations and technology around and on the court
- b. Working with Referee Manager to coordinate the recruitment of court personnel, and Referee clinic
- c. Conducting Referee clinics
- d. Ensuring that Mikasa balls are according to the FIVB requirements
- e. Evaluating the Referees` performance and conducting daily Referee meetings
- f. Ensuring Referees are equipped to do their job on the court
- g. Ensuring the implementation of the match protocol
- h. Supervising alcohol tests for Referees and auxiliary officials
- i. Reviewing the scoresheets and supervises implementation of the e-scoresheet
- j. Reporting on Refereeing operations, all Referee matters and duties, and Referees performances to the ERC/CEV
- k. A Referee Delegate Assistant may be assigned by ERC in case several venues or detached competition

14. REFEREES

14.1 Number



Art. 27.2.2.



Situations not covered above will be dealt with on a case by case basis by the ERC



When more than 10 matches are played per day per court, the minimum number of referees per court has to be increased.



The number of referees appointed for the different European Beach Volleyball competitions is as follows:

- a. CEV Beach Volleyball European Championship
 - if played on 4 courts: 8 Neutral Referees + 5 Local Referees with a minimum of 4 International Referees (total 13)
 - if played on 5 courts: 10 Neutral Referees + 6 Local Referees with a minimum of 5 International Referees (total 16)
 - if played on 6 courts: 12 Neutral Referees + 7 Local Referees with a minimum of 6 International Referees (total 19)
- b. CEV Age Group Beach Volleyball European Championships and CEV Youth Continental Cup Final
 - if played on 3 courts: 6 Neutral Referees + 6 Local Referees (total 12)
 - if played on 4 courts: 8 Neutral Referees + 8 Local Referees (total 16)
- c. CEV Beach Volleyball European Masters
 - if played on 1 court: 2 Neutral Referees + 2 Local Referees with a minimum of 2 International Referees (total 4)
 - if played on 2 courts: 2 Neutral Referees + 5 Local Referees with a minimum of 2 International Referees (total 7)

- if played on 3 courts: 3 Neutral Referees + 7 Local Referees with a minimum of 3 International Referees (total 10)
- if played on 4 courts: 4 Neutral Referees + 9 Local Referees with a minimum of 4 International Referees (total 13)
- d. CEV Beach Volleyball Satellite
 - if played on 1 court: 1 Neutral Referee + 3 Local Referees with a minimum of 1 International Referee (total 4)
 - if played on 2 courts: 2 Neutral Referees + 5 Local Referees with a minimum of 1 International Referee (total 7)
 - if played on 3 courts: 2 Neutral Referees + 8 Local Referees with a minimum of 2 International Referee (total 10)
 - if played on 4 courts: 3 Neutral Referees + 10 Local Referees with a minimum of 3 International Referees (total 13)
- e. CEV Beach Continental Cup - Phases 1 & 2
 - if played on 2 courts: 2 Neutral Referees + 5 Local Referees with a minimum of 1 International Referee (total 7)
 - if played on 3 courts: 2 Neutral Referees + 8 Local Referees with a minimum of 2 International Referee (total 10)
 - if played on 4 courts: 3 Neutral Referees + 10 Local Referees with a minimum of 3 International Referees (total 13)
- f. CEV Beach Continental Cup - Final phase
 - if played on 3 courts: 6 Neutral Referees + 4 Local Referees with a minimum of 3 International Referees (total 10)
 - if played on 4 courts: 8 Neutral Referees + 5 Local Referees with a minimum of 4 International Referees (total 13)

i The CEV reserves the right to apply the condition and requirements set by FIVB for the respective World Tour events categories.

14.2 Stay period



Art. 41.

i In order to optimise the budget of the Organiser, the Referee Delegate, in agreement with the CEV Supervisor may release some of the local referees 1 or 2 days before the end of the CEV competition. This request must be clearly stated when submitting the BV-LR to the CEV Office for approval no later than 2 months before the start of the CEV competition. A copy of the BV-LR and early release request will be sent to the nominated Referee Delegate by the CEV Office upon approval by the ERC.

15. LINE JUDGES



Art. 28



Line judges are only required:

- a. For the CEV Beach Volleyball European Championship
- b. For the CEV Beach Volleyball Continental Cup – Final Phase,
- c. From the semi-finals of all other CEV competitions.

16. FORMS AND REGULATIONS

- i* The following forms are used:
 - a. BV-LR Local Referee Registration
 - b. BV-RD CEV Referee Delegate Report
 - c. BV-11 Official Beach Volleyball Scoresheet or BV E-Scoresheet when available and authorised for use

- i* The following documents should be used additionally:
 - a. The list will be updated very soon.

SECTION 3: MEDICAL

17. MEDICAL EXAMINATION

17.1 Health control



Art. 33.4.2 and 34.3.2.

- ✔ The medical examination during the CEV competition is about the following items:
 - a. history,
 - b. blood pressure,
 - c. visual acuity,
 - d. visual field,
 - e. colour blindness,
 - f. height and weight - to calculate body mass index,
 - g. abdominal circumference.
- ✔ Details of the examination are confidential.
- ✔ The organiser shall guarantee the availability of appropriate space and material to perform the medical examination.
- 👍 The medical examination during the CEV competition could be extended to other Match officials than the referees. It should be done then in advance by the Organiser. The details of the examination should be then communicated to the CEV Medical Delegate prior to the Preliminary Inquiry.

17.2 Breath analysis



Art. 33.4.2 and 34.3.2.

- ✔ The breath analysis shall be performed in the presence of the CEV Medical Delegate and/or the CEV Referee Delegate according to article 2 of the FIVB Medical & Anti-Doping Regulations.
- ✔ The CEV Medical Delegate or Local Medical Doctor must ratify the breath analysis procedure before it is undertaken, to ensure that it is reproducible, sensitive, and that the user's breath alcohol content is reported in appropriate units to permit comparison with the required FIVB standard.
- ✔ The procedure is as follows:
 - a. 45 minutes before the start of the match, the designated referees must be present in the medical control room. They should be instructed to not consume anything by mouth for 15 minutes prior to undergoing breath analysis.
 - b. The highest level of alcohol permitted is 0.1 pro mille (mg/L).
 - c. In the case of a positive reaction, a second test will be conducted after 15 minutes.
 - d. If the second test is also positive, the referee must then be replaced with another referee by the CEV Referee Delegate.
- ✔ The organiser shall guarantee the availability of breath analysis equipment.

18. PREVIOUS INFORMATION



Art. 35.1.



The following information are provided to the CEV:

- a. For doping control: copy of the relevant agreements, contact details of the individuals in charge at the NADO and laboratory, transport details of the samples, time schedule to receive the results of the sample analysis,
- b. Confirmation of the compliance with the workforce and facilities mentioned in the CEV Beach Volleyball Competitions Regulations,
- c. Contact details (name, first name, telephone, fax, e-mail address) of the Local medical doctor,
- d. Hospital designation in case of a possible admission and transportation details.

19. WORKFORCE



Art. 35.2 and 52.



In addition to the Local Medical doctor, at least one physiotherapist is required.

20. DOPING CONTROL

20.1 Doping control station



Art. 35.3.1.



A Doping Control Station is set according to the following minimum requirements:

- a. The player's privacy is ensured for the duration of the Sample collection session,
- b. The Doping Control Station should be used only as a Doping Control Station for such duration.

20.2 Match schedule



Testing should take the competition schedule in consideration and ensure that the players concerned have no other match on the day when the control is performed.

21. FIRST AID AREA



Art. 35.3.2.




It is at least 25m², adjacent to the Playing area with a red cross sign and close to the courts.




It is equipped with the following:





- a. Tables for first aid,
- b. Massage area, close to the athletes' lounge, for players with at least 1 physiotherapist available during the whole competition,
- c. Ice.
- d. basic medical equipment
- e. basic medication
- f. oxygen equipment
- g. stretchers (at least two)

22. AMBULANCE

-  An ambulance should be at the entrance of the Venue or available within 10 minutes. Such ambulance is equipped with resuscitation equipment and specialised medical staff.


23. NUTRITION

 Art. 35.4 and 60.


-  During a match, water is provided.
-  The CEV Medical Delegate shall verify that meals and refreshments are provided in appropriate quality and quantity as outlined in the FIVB Medical & Anti-Doping Regulations.
-  After arrival on site and before the start of the Competition, the CEV Medical Delegate shall inspect kitchen facilities and restaurants in the Venue where the participants will have their meals served. He/she shall verify that the menu fulfils all of the criteria and requirements.
-  During the CEV competition, the CEV Medical Delegate shall continue to verify and propose any adjustments required for the continued proper nutrition of players.

24. MEDICAL INJURY TIME-OUTS

 Art. 38.

-  In the case of a player requesting a medical injury time-out or forfeiting a match due to injury, immediately following the relevant score sheet administration, he/she will be given a copy of the BV-15 form by the match Referee (the exception to this rule being the use of medical injury time-out due to blood injury). Upon receipt, the athlete will then be responsible for filling in the reasons for the medical injury time-out request or the forfeit of the match and must shall then sign it and present him/herself along with the form at the Medical area. After going through a check by the Local medical doctor, the athlete will then be responsible for giving the form, duly signed by the Local medical doctor, to the CEV Supervisor who shall assess the situation (if needed together with the event's Organising Committee, the official medical doctor and the CEV Jury President & Medical Delegate, if present), and make a copy of the form to be attached to the CEV Supervisor report together with the relevant match score sheet. The athlete will receive the original BV-15 form for submission to their medical doctor who will then be responsible for clearing the athlete by confirming that he/she is in good health and can participate without putting his/her own health at risk. The athlete shall then present the form duly completed to the CEV Supervisor before he/she plays their next match either in the same CEV competition or at the Preliminary Inquiry for the next CEV competition he/she wishes to participate in. In the case that the medical doctor for the team concerned is not available, the athlete must get the written approval of the Local medical doctor or the CEV Medical Delegate, if present.

25. FORMS

-  The following forms are used:
- a. CEV M-1 Doping Control Form,
 - b. FIVB M-2 Alcohol-test Control Form,
 - c. CEV BV-01 NF-Athlete's Commitment & Health Certificate Form,
 - d. CEV M-4 Referees Health Certificate,
 - e. CEV M-6 Referees Health Control,
 - f. CEV M-7 Health Certificate for Officials,

- g. FIVB M-8 Therapeutic Use Exemption Application Form,
- h. CEV M-9 Medical Delegate Report,
- i. CEV BV-06 Authorisation of a Doctor/Physiotherapist Form,
- j. CEV BV-15 Medical Time out / Injury Forfeit Form.



The following regulations should be used additionally:

- a. The FIVB Medical & Anti-Doping Regulations,
- b. The World Anti-Doping Code,
- c. The annual List of Prohibited Substances and Methods,
- d. The International Standards,
- e. The WADA Guidelines.

SECTION 4: ORGANISER

26. COURT STAFF



Art. 47.



The following court staff is necessary:

- a. Scorers: minimum 3 per court
- b. Scoreboard Keepers: 2 per big scoreboard
- c. Line Judges: minimum 3 per court (see article 15 for their appointment).
- d. Court Managers: 1 per court (including warm-up courts)
- e. Ball Retrievers: minimum 6 per court
- f. Sand Levellers: done by the ball retrievers, who must be physically strong enough to perform this job, before each match and between the sets.



During the busiest days of the CEV competition, when all courts are in use, a sufficient number of helpers are vital for the smooth and accurate running of the CEV competition. Therefore, reserve personnel must be recruited. Personnel should be replaced in time to prevent fatiguing and allow proper recovering.

27. CLOTHING



Art. 48.



The CEV Officials and referees shall receive and wear the following numbers of official clothing. The clothing must be available in all suitable sizes.

- a. 4 Polo-Shirts
- b. 2 Shorts
- c. 1 Cap
- d. 1 Rain jacket
- e. 1 Pair of long trousers
- f. 1 Sweat shirt

28. PLAYER'S JERSEY



Art. 20.5 and 81



The Organiser shall provide one per match for the CEV Beach Volleyball European Championship - Final.



For other CEV competitions, when the Organiser provides the jerseys of the players, it shall provide a number of jerseys as follows:

- a. One jersey per player for the Qualification Tournament,
- b. A minimum of two jerseys with different colours for the Main Draw,
- c. A minimum one new jersey per next round of the CEV competition.

29. AREAS



Art. 46.

29.1 CEV Area (for all CEV Officials)



It is at least 20m² and close to the courts

- ✓ It is equipped with the following:
 - a. 1 working table per assigned CEV Official
 - b. 1 PC per assigned CEV Official with up-to-date Operating System (Windows 7 or higher) and up-to-date antivirus with minimum 2MB (both upload and download) internet connection and appropriate software (minimum Office 2007, internet browser (Explorer, Firefox, etc.) and FTP client (Filezilla, etc.))
 - c. 1 laser printer
 - d. 1 mobile telephone for the CEV Technical Supervisor (recommended for all other CEV Officials)
 - e. 5 220V AC power outlets

29.2 Event Office Area (for the organiser's workforce)

- ✓ It is at least 20m² and close to the courts
- ✓ It is equipped with the following:
 - a. 3 PC with up-to-date Operating System (Windows 7 or higher) and up-to-date antivirus with minimum 2MB (both upload and download) internet connection and appropriate software (minimum Office 2007, internet browser (Explorer, Firefox, etc.) and FTP client (Filezilla, etc.))
 - b. 2 laser printer
 - c. 3 international telephone line
 - d. 1 copy machine
 - e. 10 220V AC power outlets

29.3 VIP Area

- ✓ It is of a dimension at the organiser's discretion and close to the courts
- ✓ It is equipped with the following:
 - a. Sufficient seating possibilities,
 - b. Further installations at the organiser's discretion

29.4 Players Area

- ✓ It is at least 40m² per gender with and close to the courts direct access to the courts
- ✓ It is equipped with the following:
 - a. 1 refrigerator filled with non-alcoholic drinks, being constantly refilled
 - b. 1 table with fruits and snacks, being constantly refilled
 - c. at least 20 seating possibilities
 - d. sufficient racks for the athletes' bags

29.5 Coaches Area

- ✓ It is composed of 2 reserved seats behind the Playing area for coaches of the participating teams (not applicable for events where coaching is permitted).
- ✓ Coaches have access to the Players area or the organiser has to organise a kind of mixed zone where players can meet the coaches.

29.6 Referees Area

- ✓ It is at least 30m² with direct access to the courts
- ✓ It is equipped with the following:

- a. 1 refrigerator filled with non-alcoholic drinks, being constantly refilled
- b. 1 table with fruits and snacks, being constantly refilled
- c. 10 seating possibilities
- d. sufficient racks for the referees' bags

29.7 Scorers & Linejudges Area

- ✔ It is at least 30m2 with direct access to the courts
- ✔ It is equipped with the following:
 - a. 1 refrigerator filled with non-alcoholic drinks, being constantly refilled
 - b. 20 seating possibilities
 - c. sufficient racks for the referees' bags

29.8 Medical Area

29.9 First Aid Area

i Please refer to article 21.

29.10 Physiotherapy & Massage Area

- ✔ It is at least 20m2 and adjacent to the Players area but not inside it.
- ✔ It is equipped with the following:
 - a. two massage tables
 - b. physiotherapy equipment (including tape; costs for kinesio tape have to be borne by the athletes)

29.11 Press Area

- ✔ It is at least 30m2 and close to the courts
- ✔ It is equipped with the following:
 - a. min. 5 working tables
 - b. 1 copy machine
 - c. PCs with up-to-date Operating System (Windows 7 or higher) and up-to-date antivirus with minimum 2MB (both upload and download) internet connection and appropriate software (minimum Office 2007, internet browser (Explorer, Firefox, etc.) and FTP client (Filezilla, etc.))
 - d. 1 laser printer
 - e. 8 220V AC power outlets
 - f. 1 refrigerator filled with non-alcoholic drinks, being constantly refilled

PRESS CENTRE FACILITIES & EQUIPMENT					
CEV competition	Working Room Seats	Computers	Pigeon Boxes	Phones	Press Lounge
CEV Beach Volleyball European Championship Final	30	2	>20	1	Yes
CEV Beach Volleyball European Championship Masters	20	1	> 10	1	Yes

CEV Beach Volleyball Satellites	10	1	10	No	No
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- ✓ The press centre shall open at least two hours prior to the start of the first match of the day and close at least two hours after the completion of the last match on schedule.
- ✓ Each working place must be equipped with a chair, a table, power sockets and internet connection.
- ✓ The Local Media officer and the staff shall arrange pigeon boxes in the press centre where all written information (press releases, etc.) shall be deposited for immediate distribution. During the whole duration of the CEV competition previously dispatched and new information shall be continuously available in the pigeon boxes at each Venue.

29.12 Court Manager's Area

- ✓ It is at least 20m² and close to the courts
- ✓ It is equipped at the organiser's discretion

29.13 Mixed zone



Art. 46.1

- ✓ A Mixed zone is set in a corner of the Competition area, outside the Playing area, with a minimum dimension of 20 metres square.
- ✓ The Mixed zone is equipped with the CEV backdrop.

29.14 Press working room



Art. 46.1.

30. COURT EQUIPMENT



Art. 45.3.

30.1 Players Time-Out area

- ✓ Must be minimum 5m from the sideline, and no closer than 3m from the scorer's table equipped with a shade system (umbrella(s) or else) for the athletes.

30.2 First Referee's Chair

- ✓ The First referee's chair shall be firmly attached to one of the net posts, give the referee a good view on the whole court from above net, while securing his stand. Furthermore it has to be padded to avoid any possible injury to the athletes.

30.3 Scorer's Table

The scorer's table must be minimum 5m from the side line and located between the athlete's time-out area facing the first referee's chair but outside the playing area. There shall be two chairs and one manual scoreboard equipped with a shade system (umbrella(s) or else).

30.4 Paddles numbered 1 & 2

- ✓ Two paddles with the numbers "1" and "2" printed on them have to be at the scorer's table to control the service order.

30.5 Scoreboards

- ✔ It is compulsory to have at least one big scoreboard per court. The centre court has to be equipped with two big scoreboards placed on opposite corners.
- ✔ The scoreboards shall display the current score, the athlete's names, the team's uniform colors and the athletes' nationalities (preferably with country flags).

👍 Information should be readable at a distance of 30m.

30.6 Line Judges' Flags

- ✔ Four flags per court have to be available for the line judges.

30.7 Net Measuring Rod

- ✔ A 2,5m long net measuring rod has to be available at the court.

30.8 Walkie-talkies

- ✔ For easy communication between the court staff, the organisation staff and the CEV officials a walkie-talkie has to be on every court.

30.9 Water Pipes

- ✔ Hoses must be available on all courts to water the court surface when temperatures are high or the sand is very dusty.

30.10 Levelling rakes

- ✔ Three levelling rakes have to be at each court

30.11 Separation of adjacent courts

- ✔ Adjacent courts must be separated by a net of minimum 3m height.

31. OTHER EQUIPMENT

31.1 Showers

- ✔ Four for the players, with hot and cold water

31.2 Toilets

- ✔ 6 for the public, 4 for the players, 3 for VIPs, Press, officials

31.3 Disabled Assistance

- ✔ Sufficient space and help has to be ready for disabled persons to view the matches.

31.4 Billboards

- ✔ Displaying the competition brackets, match schedule, match results and participating teams and Final Rankings. Immediate updating mandatory.
- ✔ Min. 1 for the spectators to easily see, read and understand. 1 for the players, referees and press

31.5 Disposal Bins

- ✔ Sufficient number of disposal bins all over the Venue. Disposal bins being emptied when necessary.

31.6 Bleachers



Art. 45.3.



An inspection visit of the bleachers is required. If no written approval is submitted to the CEV Supervisor, the latter is entitled to cancel the CEV competition or the use of the respective bleachers.

31.7 Flags



Art. 45.3.



A minimum of 2 CEV flags and the flags of the countries of the Teams are displayed together inside the Centre Court. The flags are displayed by the country code order with the exception of the one of the Host country, which is displayed first counting from left side.



Other flags may be displayed in the Venue but not with the CEV flag and the countries flags.

31.8 Lighting



Art. 45.3.



For tournaments organising night sessions or whenever needed or requested, the lighting system must provide a minimum of 1500 lux. measured 1m above the playing area.



The lighting system should be ready for the appropriate testing and homologation by the CEV Supervisor and broadcaster no later than 2 days before the start of the CEV competition.

31.9 Sound system



A good, well-tuned sound system for voice announcement and music is important for a successful production.



The CEV Supervisor should test the sound system in advance of the event starting. The sound system should be placed in the Court in positions which will not interfere with spectators view. A secured and roofed area must be set-up facing the Center Court as well in order to install the necessary equipment and control the sound, make announcements, play music, etc. An experienced DJ should work closely together with the Match announcer to entertain the on-site spectators and provide information on the competition.



Radio microphones should finally be used in order to move the crowd in and for interviews on the Playing area.

31.10 Sand



Art. 45.3.



The CEV may request for an analysis of the sand.



When the Competition area is set on a natural beach, the Organiser shall previously sift the sand. The Organiser shall always have machines available to turn the sand.



The sand should also be sifted to an acceptable size, not too coarse, and free of stones and dangerous particles. It should not be too fine to cause dust and stick to the skin.

31.11 Table



Art. 45.4.

- ✓ A passage is set between the tables and the borders of the Playing area to allow the passage of an individual.

31.12 Signing

- ✓ The spectators' entrance as well as all other areas on the venue shall be visibly and clearly signed with the CEV Logo appearing on all signage.

32. ACCOMMODATION

32.1 Walking distance



Art. 59.1.

- ✓ When it takes more than 20 minutes to walk, the Organiser shall provide a shuttle service consisting of a least 2 buses with a minimum of 20 seats capacity and minimum frequency of 30 minutes. The travel time between the hotels and Venue shall not exceed 30 minutes by car.

32.2 Team delegation accommodation



Art. 59.3.

- ✓ The room of a head of delegation may be shared with another head of delegation.

33. MEETINGS

33.1 Preliminary Inquiry



Art. 64.

- ✓ The items about Teams to be verified are the following:
 - a. The identity of each player,
 - b. The attendance of each player,
 - c. The CEV Entry Ranking and Seeding points,
 - d. The player's equipment, upon request from the relevant CEV official,
 - e. The allocated player's number (one or two),
 - f. Any other information regarding the player's eligibility or participation, upon request from the relevant CEV official.
- ✓ The players shall provide the relevant CEV official with their local contact details, by filling in the provided form. So that athletes may be informed by the organiser or CEV Supervisor about any emergency or contingency situations, such as changes to the competition schedule due to weather conditions or other force majeure situations. Although it is also the athletes' responsibility to obtain this information (e.g. match schedule, Daily Bulletin), having direct contact information for the athletes can be useful.
- ✓ At the end of the Preliminary Inquiry, the CEV Technical Supervisor shall approve the final list of eligible participating teams. If there are ties in the seeding points among the teams, a drawing of lots ceremony will be held to break the ties. The draw shall be held in the same place where the Preliminary Inquiry is held immediately after the approval of the final list of eligible participating teams, within 1 hour after the end of the Preliminary Inquiry. If the draw is held, such information shall be communicated to the players onsite in advance. A session and a Questions and Answers forum will also be held after the Preliminary Inquiry (in the same period

of drawing of lots if applicable), where CEV delegates (Technical Supervisor, Referee Delegate, etc) together with the organiser will discuss with the players and team officials on tournament related matters. Should there be any proposals that requires a CEV decision in short run, CEV Technical Supervisor is entitled to urgently inform the CEV Beach Volleyball Department.

33.2 Technical meeting



Art. 65.



The CEV may require to extend the duration of the Technical Meeting to provide athletes with information about TV distribution, CEV Sponsors demands, medical controls, CEV media activities, etc.

- ✓ Should the Organiser would like to organise this meeting, it shall submit, for approval, to the CEV a request, no later than 60 days before the start of the CEV competition.
- ✓ When organised, the Technical meeting shall not last more than 30 minutes.
- ✓ When organised, the Technical meeting shall take place at the Main Draw players' hotel or Venue.
- ✓ The Technical Meeting is organised according to the following agenda:
 - a. welcome by the CEV Technical Supervisor, CEV Representative (if assigned), National Volleyball Federation, and promoter's representative;
 - b. athletes' list of attendance;
 - c. report on the results of the Preliminary Inquiry;
 - d. drawing of lots;
 - e. technical aspects of the competition;
 - f. competition program;
 - g. lay-out of the stadium and athletes' access to the facilities;
 - h. training schedule;
 - i. board and lodging;
 - j. meals;
 - k. transportation;
 - l. accreditation (ID cards and security procedures);
 - m. uniforms' distribution procedure;
 - n. media activities;
 - o. eventual involvement of athletes in special promotional programs;
 - p. information on doping controls (when applied) and court medical assistance;
 - q. ranking criteria;
 - r. prize money breakdown and payment procedure;
 - s. press interviews procedure;
 - t. match protocol;
 - u. awarding ceremony protocol;
 - v. eventual side events;
 - w. information on the Rules of the Game, refereeing instructions, interpretation of the Rules;
 - x. any other useful information;
 - y. any eventual communications from the CEV to the athletes;
 - z. eventual questions from the athletes.
- ✓ The organisers must provide the following:
 - a. conference room with sufficient capacity;
 - b. translator English/local language whenever required;
 - c. adequate sound system;

- d. computer and printer to issue the first Daily Bulletin;
 - e. urns for the drawing of lots with a cup for tallies;
 - f. board showing the first round of the drawing;
 - 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. printed official program;
 - j. billboard with competitions brackets and court assignment table (positioned to be visible by all participants);
- ✓ An information kit with all tournament information and the Regulations concerning international participation and social activities must be distributed to all athletes possibly with the following items:
- a. participating teams/countries;
 - b. athletes' eligibility;
 - c. accreditation;
 - d. coaches' regulations;
 - e. teams' physiotherapists regulations;
 - f. sanctions and withdrawals;
 - g. Prize Money and payment procedure and breakdown;
 - h. CEV Entry Ranking Points;
 - i. competition schedule and program;
 - j. stadium and facilities lay-out;
 - k. specific competition regulations for all participants;
 - l. information on board and lodging;
 - m. information on medical services and doping controls, if any;
 - n. information on transportation for officials, referees, heads of delegation, athletes, Organising Committee members, and possibly CEV Sponsors and partners as well as media representatives;
 - o. uniforms' distribution procedure;
 - p. guidelines for the awarding ceremony;
 - q. organising Committee members (BV-05 form);
 - r. useful telephone numbers (hotels, Organising Committee, event office, etc.);
 - s. tourist information including city maps;
 - t. list of the tournament sponsors;
 - u. name of the Host TV Broadcaster;
 - v. insurance;
 - w. handy tips;
 - x. etc.
- ✓ The CEV Technical Supervisor must inform the athletes during the Preliminary Inquiry or Technical Meeting on the maximum time allocated for warm-up on all (official) courts, on the distance from the warm-up courts to the official courts and on the procedures to follow in order to utilize the available courts.
- ✓ The duration of the break between 2 consecutive matches must be communicated to all the participating athletes during the Technical Meeting.

If necessary, a drawing of lots takes place during the Technical Meetings and is conducted by the CEV Supervisor. The drawing of lots shall determine the seeding of the teams having a tie and the seeding of the host country teams (if not seeded according to the CEV Entry Ranking). The drawing must possibly be made by one or more athlete(s) but not by any member of the Organising Committee.


34. CEREMONIES



Art. 77.3

- ✓ The Awarding ceremony is held within 10 minutes after the last match of a CEV competition.
- ✓ The programme and layout area to be provided to the CEV Supervisor shall include the following:
 - a. The following material to be used:
 - 1 awarding ceremony backdrop,
 - Red carpet leading to the podium,
 - 3 award podiums (1st, 2nd and 3rd place),
 - 3 poles for the countries' flags (min. 5m high),
 - A complete set of medals for the three best placed Teams,
 - Winner's trophies/cups (whenever awarded),
 - Award table and 3 cushions to display and present the medals,
 - 3 cheques indicating the event's earnings for the three teams (not mandatory),
 - Flags of the winning countries (Organiser should have 2-3 flags of the top ranked countries)
 - The correct National anthem of the winning team available on the CEV ftp server,
 - Rope and poles to cordon off the photographer's area,
 - A set of clean athlete's tank tops/tops for the top 3 teams of the same colors of the ones used for the Gold and Bronze medal matches,
 - Possibly one orchestra music (or fanfare/music) plus appropriate music recordings.
 - b. The script for the Match announcer,
 - c. A detailed plan of the actions, responsibilities and exact timing of intervention for each person involved from the end of the Gold medal match to the end of the Awarding ceremony.
- ✓ Those documents shall be presented, for consultation, to the following people:
 - a. Personnel involved in the Awarding ceremony
 - b. CEV Representative,
 - c. CEV Technical Supervisor,
 - d. Tournament director,
 - e. NF delegate,
 - f. TV coordinator,
 - g. Announcers.
- ✓ The following personnel is needed:
 - a. One experienced master of ceremony (MC) with perfect command of English and the language of the host country
 - b. An announcer speaking English and the host country language
 - c. Hostesses carrying the medals and trophies
 - d. Honorary platoon to maneuver the flags
 - e. One professionally-trained chief of protocol to guide and coordinate the various dignitaries in their movements during the ceremony, as well as an assistant chief of protocol to be in charge of the medal bearers
 - f. The Court Manager and at least 8 additional persons assisting him/her to set up the carpets, podium, back drop, table, etc.
 - g. Security people or controllers to ensure that photographers and authorized TV right holders hand held TV cameramen stay within their restricted area

- h. One person for each team (3 persons) responsible to gather in a specific area the 3 pairs to be awarded and to provide to the brand-new tops
- i. The dancers to entertain the spectators while the court manager and his assistant are setting-up all materials
- j. Officials, staff and volunteers may be allowed to stand-up around the competition area

 With regard to the rehearsal, all personnel above should be involved as well as the CEV Supervisor, TV Coordinator, and the director designated by the Host TV Broadcaster. Reserve personnel for each function must also be trained to anticipate any last minute contingencies. Organisers should inform the day before the finals the teams concerned about their role and arrange rehearsals with the assigned personnel to ensure that the ceremony is run according to the plan. All options for the anthems must be prepared in advance (to last from 1 min. and 1 min. and 30 seconds) and the hoisting of the flags must be rehearsed at least one day before the awarding ceremony.

 The following programme should be used:

	Start	Announcer Description	Sound	Notes
1	End of Final Match	Announcer (MC) keeps spectators at the stands and informs about the upcoming Awarding Ceremony. Announcer reviews the tournament and points out what a great success the tournament has been. Ball kids and line judges line up as shown in plan.	Upbeat Music	Assistants start to set up podium, carpet and table for medals and trophies and ensure that all players are ready and dressed in new players' shirts
2	As soon as podium is set up	Ladies and Gentlemen: Welcome to the official Awarding Ceremony of the <i>"official competition title"</i>	Fanfare	Chief of protocol ensures that all hostesses and VIP's are in their positions
3		Please welcome referees, lines men and ball kids, representing all volunteers and staff of the <i>"official competition title"</i>	Announcer	
4	After the lines men and ball kids are set up.	And now please welcome the guests of honour:	Announcer	
5	When medalists are lined up	Announcer starts to honour the bronze medalists and says: „Winner of the 3rd place of the <i>"official competition title"</i> From <i>Country: Team name</i>	Fanfare louder	Bronze Medalists ascend their podium and let themselves be celebrated
6	VIP giving the bronze Medals	The medals are presented by <i>VIP</i> The flowers are presented by <i>VIP</i>	Announcer	
7	When medals are handed over	Announcer starts to honour the silver medalists and says: „Vice Champion of the <i>"official competition title"</i> From <i>Country: Team name</i>	Fanfare louder	Silver Medalists ascend their podium and let themselves be celebrated

8	VIP giving the Silver Medals	The medals are presented by <i>VIP</i> The flowers are presented by <i>VIP</i>	Announcer	
9	When medals and Flowers are handed over	Announcer starts to honour the gold medalists and says: „Champions of the <i>official competition title</i> ” From <i>Country: Team name</i> ”	Fanfare louder	Gold Medalists ascend their podium and let themselves be celebrated
10	VIP handing over the Gold Medals	The medals are presented by <i>VIP</i> The Trophies are presented by <i>VIP</i>	Fanfare louder	
11		Announcer says: “Please rise for the National Anthem of <i>Country</i> ”	National Anthem of the winners’ country	Flags of the countries being represented on the podium are hoisted
12		The Champagne is handed over by <i>VIP/Tournament Director</i> Announcer	Announcer	
13		All medalist present themselves for the photographers	Song “Stand up for the Champions”	Area in front of the podium has now to be free of people in order to give free sight for photographers
14		If women and men ceremony is held at the same time, Awarding Ceremony starts again with the men’s ceremony at number 5		
15	When photographers have taken their picture	Announcer thanks again all involved parties (Host City, Commercial Affiliates, Players, Event Promoter, Volunteers, Ball Kids, Spectators, Officials, etc.) and especially the audience Players heat up a last time the audience (wave, giveaways, etc.)	Upbeat Music	
16	Before audience starts to leave Centre Court	Announcer thanks again the audience and closes with: “... and see you again next year at the <i>official competition title</i> ”	Upbeat Music	Final Firework

35. SECURITY



Art. 71.



The people managing the different areas must be familiar with the different accreditation categories and the numbering system of the stands in the stadium. A walkie-talkie system must be used to intervene in case of contingency.

- ✓ Finally, the necessary security measures must also be studied and arranged in due time to keep spectators outside the playing area at the end of the final match as well as during the Awarding Ceremony.

36. INFORMATION

36.1 General provisions

- i* The appointments of CEV Officials and referees are communicated to the Organiser and published in the CEV competition's Practical Info on the CEV website.
- i* General information concerning the CEV competition are dispatched using the Official Communications by circular email to all National Federations and published on the CEV website.

36.2 Daily bulletin

- ✓ Daily Bulletins contain information about the competition brackets, match schedules of the next day, latest match results, final rankings and other useful information.

37. ASSIGNMENT OF COURTS

Two methods can be used to determine on which courts matches will be played:

- pre-assigning courts
- playing on the next available courts, following the sequence of matches

It is the Technical Supervisor's responsibility to apply one or the other system or a combination of the two methods. Pre-assigning courts is recommended for the Main Draw and is optional for the Qualification Tournament.

Pre-determining the court assignments for several matches prior to the start of any given match has the following advantages compared to the «next available» method:

Compelling matches (i.e. host country versus foreign country) can be scheduled on the main court in advance which dramatically increases the positive atmosphere within the stadium as fans have a vested interest in the outcome.

Match assignments can be published far in advance of the start of the match, which allows spectators and media to easily follow their favourite teams and helps the overall promotion of the tournament.

Athletes only have to watch one court (versus watching all courts) to gauge their warm-up activities. For example, a team may know its next game is the second game up on court 2 after this current match; at this point athletes do not need to pay attention to scores on courts 1, 3, or 4.

Athletes can prepare for the court conditions that will exist during the match. Wind conditions usually vary greatly between the main court and the outside courts; a better preparation of athletes will lead to better matches. Since all athletes know their court assignments, they do not need to attempt to listen to the announcer for the court assignments. Often, athletes cannot hear the announcements from the warm-up court.. The preparation of score-sheets, refereeing assignments, and scoreboard teams/flags is facilitated because the matches are known far in advance.

Since match times can vary greatly (i.e.: there are usually «fast» courts and «slow» courts), the Technical Supervisor and Competition Director must always pay attention to the flow of the tournament and make the new assignments accordingly. Sometimes, an outside court (court 2, 3, or 4) may have to sit empty while teams are resting before their next match. But it is important that the main court is never empty and that the last match of the day is played on the main court. The court assignments (to be always presented on a draw sheet so that the future matches can be easily determined) should always be posted in the athletes' area and referees' lounge during the Qualification Tournament. In addition, during the Main Draw competition, court assignments must also be posted on the Main Draw boards at the spectators' entrance and in the press area.

Notes:

A billboard including this information should be built by the Promoter of each event on site to be constantly updated, in addition to the Main Draw (double elimination, pool play, etc.) bracket for 32/24/16 teams, as per the following example:

Round	Start Time	Court 1	Court 2	Court 3	Court 4
1	09:00 VS VS VS VS
2	10:00 VS VS VS VS
3	11:00 VS VS VS VS
4	12:00 VS VS VS VS
5	13:00 VS VS VS VS
6	14:00 VS VS VS VS
7	15:00 VS VS VS VS
8	16:00 VS VS VS VS
9	17:00 VS VS VS VS
10	18:00 VS VS VS VS
11	19:00 VS VS VS VS
12	20:00 VS VS VS VS

The Technical Supervisor and the Competition Director in consultation with the Tournament Director (Promoter) should re-assign the matches (Court assignments and match starts) at the end of the Main Draw Technical Meeting. The matches should be pre-assigned to place compelling matches on the Main Court (i.e. host country vs. foreign country team).

The court assignments and match start times should be published in the Daily Bulletin that is circulated to the athletes. Matches will not start before the published times (This will assist in the promotion of the match and the preparation for the athletes) but may start later if earlier matches are running late.

38. METHOD FOR PRE-ASSIGNING COURTS

Pre-assignment of the first round of matches (or the first two rounds if the first round is very short).

Calculation of the number of main court matches in the first round (or first and second rounds). This equals the total number of first (or first and second) round matches divided by the number of competition courts. This number can be rounded up to the next match (19 games/4 courts = 4.75 matches = 5 matches).

Assignment of the main court matches (court 1) with a preference given to matches where the host country plays against a foreign country (host country vs host country competitions are often boring for the crowd). Often the Competition Director will direct the CEV Technical Supervisor to the most compelling matches (these are usually obvious).

Assignment of the secondary court matches in match order and in repeating groups. That is, assignment of courts 2, 3, and 4 to the first three available matches (those that are not on court 1), and then assignment of courts 2, 3, and 4 to the next three available matches and so on until the entire first (or first and second) round is complete. This way each team will know the location and approximate start time of its first match.

As the early first round matches finish, the assignment of the second (or third) round of winners bracket matches may begin. The same rules as above apply when assigning the second (or third) round. For example, if there are 8 second round matches on four courts then there can only be 2 main court matches. Again, the most compelling matches for the main court (host country versus foreign country) must be chosen and filled in the other matches as above.

Once the second (or third) round has been assigned, it is now possible to begin assigning the first round of losers matches. These assignments must be made very carefully.

First, the compelling first round losers' games must be assigned to the main court as above.

For the other court assignments some observations are necessary. Sometimes, matches on one court proceed much faster than the matches on the other courts. This can be corrected by simply scheduling two consecutive matches on that court. Conversely, one less match must be scheduled on any court that is playing slowly.

The most difficult part of the draw is the early second round losers' matches as the loser at the bottom of the second round winners' bracket (matches #21, #22, #23, and #24 in the Main Draw) will cross over to the top of the losers' bracket. In order to give the loser of the second round winners games (matches #21, #22, #23, #24 in the Main Draw) the proper rest, whenever possible their cross over match should be on the same court on which they just lost. This court should also be the court of the first round losers' game that leads to their second round losers' game. For example, if match #24 in the Main Draw is on court 4 then matches #25, and #33 should also be on court 4. Match #23 should be on the same court as matches #26 and #34. Match #22 should be on the same court as matches #27 and #35 etc. However, due to main court assignments this procedure may sometimes be impossible. Whenever possible an additional game should be scheduled on a court between the above matches (i.e. between Main Draw matches #25 and #33, or between Main Draw matches #26 and #34). These games should be assigned to the bottom of the first round of the losers' bracket. However, sometimes due to main court assignments no additional match can be inserted between these matches. In this case an outside court will have to sit empty.

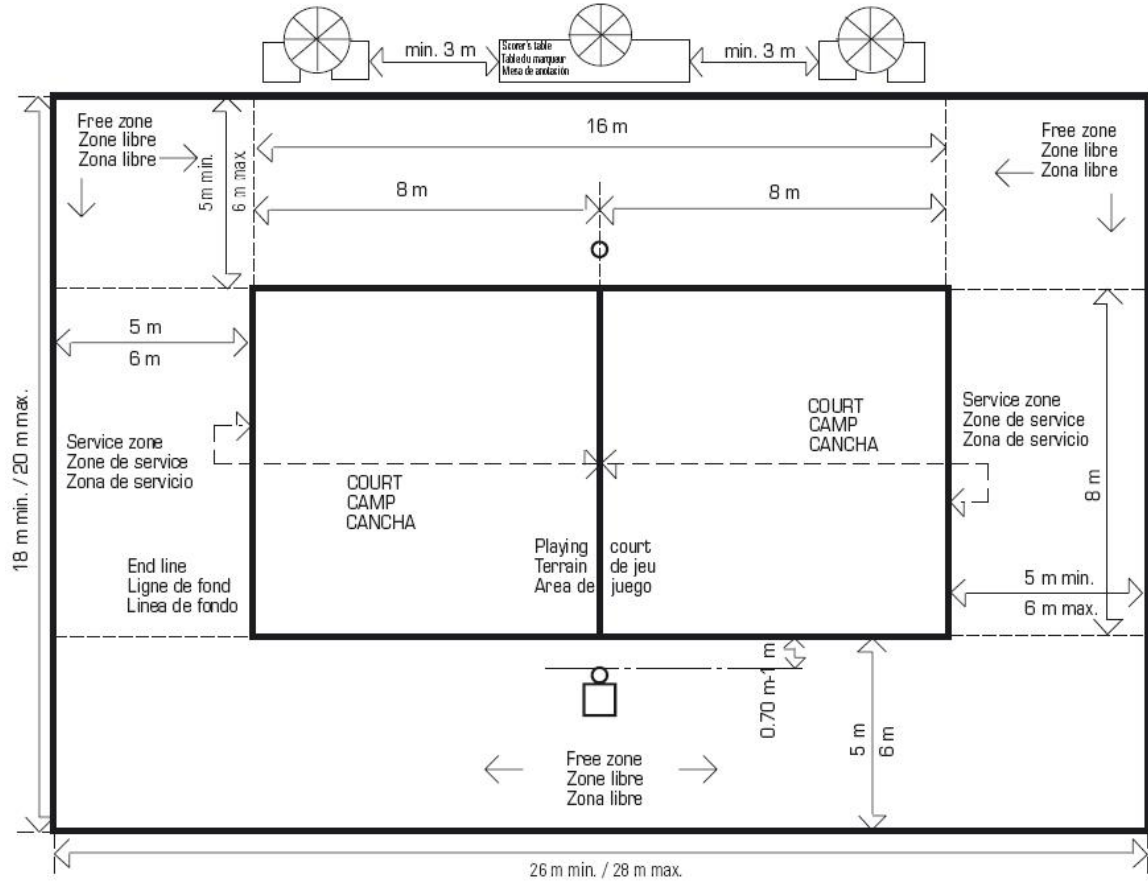
Notes:

Sometimes an outside court must sit empty due to the slowness of another court and this is unfortunately unavoidable. Each team must have at least 45 minutes rest between.

The second round of losers' matches must be pre-assigned to choose the most compelling matches for the main court (as above). Two matches must be kept unassigned at the end of the day until closer to the end of the day. This will allow for more flexibility in ending the last match on the main court.

39. ANNEXES

Annex I: Plan of the Playing Area



Exception: Free zone for Satellite events minimum 3 meters

Annex II: Organisational Chart*

	Name	Mobile	Email
Tournament Director:			
NF Delegate:			
ADMINISTRATIVE AREA			
Finance Director:			
Administrative Director:			
TECHNICAL AREA			
Competition Director:			
Operational Director:			
Events Doctor:			
Referee Manager:			
Court Manager:			
Technical & BVIS Manager:			
PROMOTIONAL AREA			
Promotion & Marketing Director:			
Media Operations Director:			
Photographer:			
Announcer:			

**The above chart lists the key members of the local organising committee, further support should be organised to support the above identified areas cosidering the individualities of each event.*

SECTION 5 : MARKETING

40. PROMOTION PLAN



Art. 89.3.



The aim is to make people aware of the event and to offer the greatest possible visibility to local partners and CEV Commercial partners.



Such plan shall not only include the promotional material and the related distribution strategy, but also an advertising strategy involving the local and regional newspapers, TV broadcasters and on-site activities.



The plan has to also summarize other activities used to raise interest before the CEV competition including print material, promotional items (e.g. give-aways) and promotional activities during the CEV competition: merchandising, sampling, artistic performances during breaks, etc.

41. BROCHURE



Art. 89.4.



In case the brochure is produced, it shall be printed preferably in the format A4 or A5 (minimum), with a print run of at least 500 units. The content and the text shall be written in the English language and optional in the local language.



The brochure shall mandatory include following parts:

	Mandatory content	Note
1.	Front (Cover) page, Official Competition title, Official Competition logo, CEV logo and CEV Fair Play logo, Organiser's (NF) logo, Sponsors logos	<i>The Sponsors hierarchy has to be kept (first CEV Commercial partners and then Local partners)</i>
2	Inside cover advertising (CEV or CEV partners adverts)	
3	Back cover page (CEV or CEV partners adverts)	
4	Foreword by the President of CEV	<i>English/bilingual</i>
5	Foreword by the President of NF / Organiser	<i>English/bilingual</i>
6	Foreword(s) by honour person(s)	<i>English/bilingual</i>
7	History / Palmares	<i>English/bilingual</i>
8	Presentation of the Competition System /Rules	<i>English/bilingual</i>
9	Match schedule /programme	<i>English/bilingual</i>
10	Team grids, Surname, Name, Date of Birth, Height and Weight	<i>English/bilingual</i>
11	The TOP Ranking throughout the years	<i>English/bilingual</i>
12	CEV partners advertisings	
13	Organiser partners advertisings	<i>no clash with CEV</i>
14	CEV officials Controls Committee and Jury members, Other CEV nominations besides the Jury	<i>English/bilingual</i>
15	Referees	<i>English/bilingual</i>
16	Local Organising Committee	<i>English/bilingual</i>



Any additional information of the city(ies), region, players or publicity can be added by the Organiser.



CEV BEACH VOLLEYBALL CORPORATE DESIGN BASIC GUIDELINES

The guidelines will be available in a later stage

SECTION 6: MEDIA

42. WORKFORCE



Art. 47 and 53.



The following additional workforce is required:

Competition	Interpreters	Staff running Press Centre	Story editor	Volunteers
CEV Beach Volleyball European Championship Final	As needed	2	1	2
CEV Beach Volleyball European Championship Masters	As needed	1	No	1
CEV Beach Volleyball Satellites	No	1	No	1



The workforce shall distribute the materials mentioned in article 46.

43. LOCAL PHOTOGRAPHER



Art. 53.3 and 92.



The pictures to be provided are with the following requirements: size: 2500 x 4000 px, at least; format: JPG with compression 10 in a scale from 1 to 12; minimum resolution 300 dpi.



All pictures shall be appropriately captioned, e.g. with the names of the players in action.

44. LOCAL MEDIA OFFICER



Art. 53.2.



The Local Media officer shall provide the CEV Communications Department with competition-related content for CEV's social media (Facebook, Twitter, YouTube, Instagram, etc.) accounts as requested, for example video interviews in English, live score tweets, etc. He/she shall also regularly feed content to any official competition-specific social media accounts and/or relevant local organiser (e.g. National Federation) accounts, using the relevant official hashtags.

45. DOCUMENTS



Art. 93.



The press kit contains all competition-related information, including references to CEV's and the competition's official websites and social media accounts, a short presentation of all participating teams, the match schedule, relevant social media hashtags, as well as the official programme booklet (if available).



At any time, any information or interviews concerning a Team delegation member or a National Federation may be submitted to the CEV via email.

46. WORKFLOW

What	When	To Whom	Form / Tool
Official bulletin	Immediately after completion of each competition day	1. Journalists on site 2. Press centre (pigeon boxes)	-
Ranking (if applicable)	Immediately after completion of each competition day	1. Journalists on site 2. Press centre (pigeon boxes) 3. CEV Officials 4. Jury 5. Teams etc.	
Competition preview	One week before start of the competition	CEV Communications Department (press@cev.lu)	
One daily report per gender (300 - 400 words including quotes)	Max. 30' after completion of each gender's competition day	CEV Communications Department (press@cev.lu)	
A minimum of 15-25 high resolution digital photos per gender per day	Whenever possible throughout the competition day	CEV Communications Department	CEV Photo Gallery Management System
List of all accredited media	After completion of the competition	CEV Communications Department (press@cev.lu)	PR-01
All CEV press releases	Always available	Press centre (pigeon boxes)	-
Results of the previous editions of the tournament	Always available	Press centre (pigeon boxes)	-
Competition-related social media content as needed	Throughout the competition day	CEV Communications Department and/or directly into social media	
Special information upon request from CEV Officials	Immediately updated	Press centre (information board)	

47. INTERVIEW



Art. 94.



The Local Press Officer shall inform the attending media representatives, as well as all players, that all interviews, other than press conference and live host broadcaster, are conducted in front of the official competition backdrop in the mixed zone, whenever such is available.

SECTION 7: CEV SUPERVISOR

- ✓ The CEV Supervisor's duties:
- a. Follows up on the preparation of the event in collaboration with the CEV Beach Volleyball Department using the event's reports of the previous season (if any), the CEV Regulations, the official forms, the event's regulations, the technical checklist, all relevant correspondences exchanged between the CEV and the Organisers, etc.;
 - b. checks together with the CEV Beach Volleyball Department that the important deadlines are met according to the Master Plan;
 - c. collects from the CEV before the event all relevant information such as the amendments, etc.;
 - d. inspects and checks the events' venue and all facilities;
 - e. coordinates with the CEV Referee Delegate on all activities related to the referees, court personnel, volunteers, etc.;
 - f. coordinates all aspects of the event and takes with the CEV Representative (if appointed) final decisions in case of protests and complaints.
 - g. Has the authority to suspend the competition if he/she evaluates that the weather conditions are dangerous for the safety of the athletes or have a direct effect on the competition status and until normal conditions are re-established
 - h. implements all necessary security measures to protect the integrity of the spectators, athletes, officials, media representatives, sponsors, etc.;
 - i. obtains from the local authorities concerned the enforcement of a professional security staff (e.g. police, army, etc.) to secure the venue, the surrounding areas, and the hotel from terrorist attacks;
 - j. collaborates with the local Head of Medical Services and the CEV Medical Delegate (if appointed) on medical issues and doping controls whenever carried out;
 - k. collaborates with the local or CEV Photographer (if appointed);
 - l. coordinates with the TV Coordinator on any broadcasting matters or acts as TV Coordinator whenever requested by the CEV;
 - m. coordinates with the local Press Director or the CEV Press Delegate (if appointed) to ensure the smooth running of the local and International press operations;
 - n. checks the fulfillment of the promoters' financial obligations on site;
 - o. immediately reports to the CEV Head Office upon his arrival in a city about the status of preparation of an event in all respective items;
 - p. helps optimizing the competition schedule in accordance with the on-site attendance, media and Host Broadcaster's needs;
 - q. anticipates upon his arrival on site the accurate leveling of the sand before the court and the tribunes are completely set-up, tests the quality and the overall condition of the sand on all courts (i.e. main court and outside courts) before and during the event (at different time in the day and especially in case of rain, taking into consideration the athletes' feedback), and immediately informs the CEV of any eventual problems;
 - r. controls the accuracy of all information contained in the Athletes Handbooks upon his arrival at the event and guarantees that this publication is available to all athletes once on site (i.e. at the airport, in the Hotel upon check in, etc.);
 - s. Prepares together with the Local Organisational team and supervises the conduct of the event's Preliminary Inquiry
 - t. Prepares with the Local Organisational team and coordinates the event's Technical Meeting
 - u. ensures that the personnel involved in the event fulfills all assigned duties thoroughly and efficiently;

- v. conduct a General Meeting with all the members of the Organisational Chart to define the working and competition program (including ceremonies, social and promotional activities) and verify the sufficient availability / adequate placing of personnel in all areas;
- w. organises a meeting at the end of the tournament between the Promoter, the National Volleyball Federation's Delegate, CEV Representative (if assigned) and the Referee Delegate to discuss the reports of the event;
- x. ensures that the CEV reports are signed by the National Volleyball Federation and Promoter and sent to the CEV within 24 hours after the end of the event;
- y. communicates within 24 hours to the Supervisor/Referee Delegate of the following events, as well as to the CEV Head Office, the remarks, comments, and eventual fines applied to the parties concerned.

 Assistant Technical Supervisor:

The CEV will then evaluate the competence of the Assistant Technical Supervisor (mainly in the areas related to the competition system and event organisation) and discuss during the European Beach Volleyball Commission Meeting his/her possible nomination as CEV Technical Supervisor for the following year.



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