**INSPECTION VISIT REPORT**

Place: - *VENUE (COUNTRY CODE)*-

Date(s) of competition:

Date(s) of inspection visit:

|  |  |  |
| --- | --- | --- |
| **Reported by** *(please indicate function)* | **Name** | **Country** |
|  |  |  |

**INSPECTION VISIT REPORT**

BV-10

**TECHNICALSUPERVISOR REPORT**

**TECHNICALSUPERVISOR REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item or Document** | | **Responsible** | **YES** | **NO** | **Remarks & Proposals** |
| **Inspection Visit arrangements** | | | | | |
| **Documents to be sent before the Inspection Visit** | | **CEV** |  | | |
|  | General information on CEV/NF/Promoter Agreement |  |  |  |  |
|  | Previous relevant correspondence between the CEV/NF/Promoter |  |  |  |  |
|  | Status of the Master Plan |  |  |  |  |
|  | Previous season event’s report |  |  |  |  |
|  | Marketing update |  |  |  |  |
| **Reservations to be made before the Inspection Visit** | | **Tourn.Dir.** |  | | |
|  | Pre-paid flight ticket / Hotel room / Per Diem |  |  |  |  |
| **Event Preparation** | | | | | |
| **Documents** | | **Tourn.Dir.** |  |  |  |
|  | Agreement with local authorities / Involvement in the event |  |  |  |  |
|  | Civil Liability Insurance |  |  |  |  |
|  | Draft of Promotional Plan |  |  |  |  |
|  | Security plan |  |  |  |  |
|  | Review of procedure and regulations for: athletes officials, referees, staff, journalists, VIPs, photographers, guests, sponsors, etc. |  |  |  |  |
| **Facilities** | | | | | |
| **Stadium, facilities and competition area** | | **Oper.Dir.** |  | | |
|  | Location and venue |  |  |  |  |
|  | Total area available |  |  |  |  |
|  | Number of courts available (competition/warm up) |  |  |  |  |
|  | Stadium - total capacity, orientation and access |  |  |  |  |
|  | Required areas |  |  |  |  |
|  | VIP stands and area |  |  |  |  |
|  | Press facilities |  |  |  |  |
|  | Offices - CEV, Event office, Staff |  |  |  |  |
|  | Medical area |  |  |  |  |
|  | Players facilities |  |  |  |  |
| **Infrastructure & Equipment** | | **Oper.Dir.** |  | | |
|  | Sand condition |  |  |  |  |
|  | Court equipment - Material requirements as per Beach Volleyball rules: Net & antennae, Poles, Pole pads, Referee’s chair, Court lines, Score boards, Scorers’ table and chairs, Time out zones |  |  |  |  |
|  | Balls |  |  |  |  |
|  | Sound system |  |  |  |  |
|  | Lighting (if any) |  |  |  |  |
| **Personnel** | | | | | |
|  | | **Tourn.Dir.** |  | | |
|  | Organizational Chart (BV-OC) |  |  |  |  |
|  | Staff qualification and experience *(especially BVIS manager)* |  |  |  |  |
|  | Photographer |  |  |  |  |
| **Referees** | | **Ref.Man.** |  | | |
|  | Number and names of national referees / BV-LR form |  |  |  |  |
|  | Number of Court personnel and auxiliary officials / Coordinators |  |  |  |  |
|  | Uniforms (e.g. quantity, sizes and delivery) |  |  |  |  |
| **Preparation of the Refereeing Clinic** | | **Ref.Man.** |  | | |
|  | Inspection of the room |  |  |  |  |
|  | Agenda |  |  |  |  |
|  | Documents to be distributed (Referee Guidelines, Rules, etc.) |  |  |  |  |
| **Competition** | | | | | |
| **Competition program** | | **Comp.Dir.** |  | | |
|  | Detailed daily program for all competition days |  |  |  |  |
|  | Daily bulletin (Distribution procedure) |  |  |  |  |
| **Preparation of the Preliminary inquiry and Technical meeting** | | **Tourn.Dir. / Comp.Dir. / Adm.Dir.** | | | |
|  | Inspection of the meeting room |  |  |  |  |
|  | Procedure to be applied, Drawing of lots and necessary material |  |  |  |  |
|  | Agenda |  |  |  |  |
| **Invitation and Information to players** | | **Tourn.Dir. / Comp.Dir.** | | | |
|  | Practical Info |  |  |  |  |
|  | Players information |  |  |  |  |
|  | Tournament related activities |  |  |  |  |
| **Marketing & Press** | | | | | |
| **Marketing** | | **Tourn.Dir.** |  | | |
|  | Commercialization rights of promoter |  |  |  |  |
|  | Commercialization rights of CEV |  |  |  |  |
|  | List of sponsors and categories |  |  |  |  |
|  | Stadium layout - Inside and Outside |  |  |  |  |
|  | On court paraphernalia (Umbrellas, coolers, staff uniforms, etc.) |  |  |  |  |
|  | Athlete’s uniform layout (local sponsors, etc.) |  |  |  |  |
|  | Use of official competition titles and logos |  |  |  |  |
|  | Official brochure, posters, billboards and flyers *(if printed)* |  |  |  |  |
|  | Credentials and passes |  |  |  |  |
|  | Merchandising |  |  |  |  |
|  | Sponsors give away materials |  |  |  |  |
|  | Other activities |  |  |  |  |
| **Press & Communication** | | **Press Dir.** |  | | |
|  | Organizer’s website, facebook, twitter, other social networks |  |  |  |  |
|  | List of press representatives to invite |  |  |  |  |
|  | List of people to receive promotional material/invitation to press conferences and Mailing lists to send the press releases |  |  |  |  |
|  | Press conferences |  |  |  |  |
|  | Press releases |  |  |  |  |
|  | Internet connection in press working areas |  |  |  |  |
| **Promotional Plan** | | | | | |
|  | | **Prom.Dir.** |  |  |  |
|  | Promotional activities |  |  |  |  |
|  | Announcer(s) / (speaker(s)) |  |  |  |  |
|  | Sound system and music |  |  |  |  |
|  | Match protocol |  |  |  |  |
|  | Scripts |  |  |  |  |
| **TV Broadcasting** | | **Tourn.Dir. / Host TVB** | | | |
|  | TV production guarantee TV-01 *(if requested)* |  |  |  |  |
|  | TV coverage plan - matches to be broadcasted, station, etc. |  |  |  |  |
|  | TV cameras position |  |  |  |  |
| **Services** | | | | | |
| **Medical services and control** | | **Doctor** |  | | |
|  | Facilities requirements |  |  |  |  |
|  | Personnel |  |  |  |  |
|  | Equipment |  |  |  |  |
|  | Doping test arrangements and facilities (*if requested)* |  |  |  |  |
| **Board and lodging** | | **Adm.Dir.** |  | | |
|  | Inspection of hotel rooms |  |  |  |  |
|  | Room list: players, officials, referees, staff, etc. |  |  |  |  |
|  | Quality and quantity of the food and meals |  |  |  |  |
| **Transportation** | | **Adm.Dir./ NF** |  | | |
|  | International travel arrangements for CEV officials & neutral referees |  |  |  |  |
|  | Invitation letter for Visa purposes |  |  |  |  |
|  | Organization of local transportation for athletes, officials and referees - distance official venue of arrival - hotel |  |  |  |  |
|  | Organization of transport hotel-venue-hotel, distance, shuttle buses plan (*when applicable*) |  |  |  |  |
| **Other** | | | | | |
| **Preparation of the Awarding Ceremony** | | **PRDir** |  | | |
|  | Protocol |  |  |  |  |
|  | Personnel |  |  |  |  |
|  | Equipment |  |  |  |  |
| **Financial matters** | | **FinDir** |  | | |
|  | Per diem - Payment of the officials and referees on site |  |  |  |  |
|  | Prize money |  |  |  |  |

|  |
| --- |
| **SPECIAL REMARKS AND SUGGESTIONS** |
| Confirmed Issues:  Issues to be followed/timeline:  Issues for improvement / Areas for attention: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *-*  *Signature -* |  | *- Signature -* |  | *- Signature -* |
|  | Name of the CEV appointed Official |  | Name of the NF Delegate |  | Name of the Tournament Director |
|  |  | | | | |
|  | *- Date and Venue-* | | | | |

**This report complies with the remarks and proposals made during the INSPECTION Visit. The Organiser agreeS to make all necessary modification for the event within the deadlines agreed.**

**The Technical Supervisor sends this report AS WORD DOCUMENT to the CEV Head Office within TWENTY-FOUR HOURs after the INSPECTION visit.**