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| FIVB_Guard_black_plain_RGB | **BVB/19****TECHNICAL CHECKLIST***(*(For Star-1 & Star-2 in Europe managed by CEV)*This form must be used by each Technical Delegate for the event preparation*Requirements will apply to the category of the event concerned as per Terms & Conditions, Handbook and Master plan and Branding Guidelines |  |
|  **cATEGORY** |  **MeN Women** |
|  Title of the event:  | ............................................................................................................................................World Tour Event Category |
|  Competition site: | .................................... ……...................... .................................(city) (country) (Date) |

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| **3 MONTHS BEFORE THE EVENTTHE TECHNICAL DELEGATE MUST****- 3 MONTHS** | **Reference (if any)** |  |
|  1/ | Coordinate and conduct the Inspection Visit (if any) |  |  |
| COMMENTS: |

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| **60 DAYS BEFORE THE EVENT (MAIN DRAW)THE TECHNICAL DELEGATE MUST****- 60 DAYS** | **Reference (if any)** |  |
|  1/ | Check the access and the status of the **Collaborate Platform** (if used) **or Masterplan** of the event |  |  |
| 2/ | Evaluate the **Inspection Visit report** (if any) | BVB/12 |  |
| 3/ | Check the **tentative competition schedule** and confirm with the CEV Office, National Federation and TV Department (in case of TV production) |  |  |
| 4/ | Check that the **international** and **local travel arrangements** have been coordinated for all Officials and Referees and verify the **accommodations** and **meals** |  |  |
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| **30 DAYS BEFORE THE EVENT (MAIN DRAW)THE TECHNICAL DELEGATE MUST****- 30 DAYS** | **Reference (if any)** |  |
| 1/ | Verify with the CEV and National Federation that **international and local travel arrangements** for officials and referees has been arranged. |  |  |
| 2/ | Receive any **addendums** to the **NF-Promoter Agreement** (and Appendixes) and the **FIVB-Host TV Broadcaster Agreement**. Moreover, he/she should receive from the CEV any relevant TV **Broadcasting issues** (e.g. start time of the televised matches) and any correspondence exchanged between the FIVB/CEV and the organisers (including the previous season event’s report if any, general information on sponsors and marketing, etc.).  | Masterplan BVB/35Post event reports |  |
| 3/ | Verify the status of the payment of the **licence fee** (prize money) to the CEVNote: if the prize money is paid directly by the organiser, there will be a role for the TD on site. | Masterplan |  |
| 4/ | Verify the status of the **stadium, facilities, competition area, sand approvals, sports requirements**…etc. | Masterplan |  |
| 5/ | Check arrival of the **MIKASA balls**  | Masterplan |  |
| 6/ | Coordinate with CEV for any assistance, revision needed (i.e. events regulation, venue layout, competition schedule, training schedule, etc.). |  |  |
| 7/ | Review Event Regulations to confirm information is consistent between FIVB and CEV websites and Event Regulations, especially meeting times & place and anticipated finals finishing times. |  |  |
| 8/ |  Coordinate all aspects and confirm with the CEV Office and the organiser. |  |  |
| COMMENTS: |

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| **20 DAYS BEFORE THE EVENT (MAIN DRAW)THE TECHNICAL DELEGATE MUST****- 20 DAYS** | **Reference (if any)** |  |
| 1/ | Receive and verify the **Event’s regulations** and **Confirmed Entry List.** Confirm times for **Preliminary Inquiries**, **Technical meetings** (If applicable) or **Drawing of Lots Meetings** are consistent with the FIVB/CEV websites or confirmed and updated accordingly. |  |  |
| 2/ | Keep in contact with the organiser (and the CEV) to resolve any pending marketing issues  | Masterplan |  |
| 3/ | Keep in contact with **any other assigned Officials** to follow up on any **pending issues** |  |  |
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| **3 DAYS BEFORE THE EVENT BEFORE MAIN DRAWTHE TECHNICAL DELEGATE MUST****- 3 DAYS** | **Reference (if any)** |  |
| 1/ | Verify the **tentative/confirmed entry lists**, information on billboards at the hotel and at the athletes' area for the athletes and officials, etc., detailed **venue plan**, **stadium/court layout** indicating the dimension of the stadium and facilities (in scale), colour pictures, plans, and brochures of the global area, beach and hosting city…etc.  | BVB/05BVB/06 |  |
| 2/ | Conduct a **General Meeting** with all the members of the Organizational Chart to define a definitive working plan and the daily competition / match program and format (including number of matches per court, Competition Schedule, training sessions, court assignment, Qualification Tournament program (if applicable) and Match Program, Main Draw program, and Match Program in coordination with the HTVB and FIVB TV Coordinator (if TV production is applicable), ceremonies, meetings, clinics, and social activities) and verify the availability / adequate placing of a sufficient number of personnel in all areas.  | BVB/05 Copy of Org. Chart. Agenda |  |
| 3/ | Ask the Organizers to present their **Insurance Policy** and **Engineers Certificate** as well as verify the approval of Local Authorities which must be sent to the CEV with the homologation of the stadium & facilitiesConduct a review of Evacuation plan (Weather & Security incidents) – for both the venue & all hotel/s). |  |  |
| 4/ | Verify that the requirements for the **Preliminary Inquiry**, the **Technical Meeting** (If applicable) or the **Drawing of Lots Meeting**, the Referee Clinic (and extra clinic for auxiliary officials and key court related personnel, if applied) and the Awarding Ceremony will be respected.  |  |  |
| 5/ | Check that the **athletes' prize money** payment (taxes) and data in the VIS foreseen for the payment to the players are in accordance with the FIVB regulations. |  |  |
| 6/ | Check that **per diem** of the officials are paid prior to the tournament. |  |  |
| 7/ | Check and control the **local transportation plan** (from/to airport/venue, from/to hotel/venue and from/to social activities if any for all entities concerned, arrival/departure of Main Draw teams, Officials…etc.) | BVB/31 |  |
| 8/ | Check **board and lodging** for all entities concerned (i.e. meals' schedule, menus, organisation of catering service, food quality and quantities, reservation of all hotel rooms, hotels for Main Draw athletes (if any), referees, Officials…etc.), including restaurant for breakfast, lunch, dinner…etc.  |  |  |
| 9/ | Confirm the **number and names** of **Referees**, **Auxiliary Officials**, and **Court Personnel** with the Referee Manager. |  |  |
| 10/ | Check that all Referees, Auxiliary Officials, and Court Personnel (including ball checker), related matters are duly taken care of, with emphasis to the arrival times for the **Referee Clinic** (and extra clinic for auxiliary officials and key court related personnel, if applied) |  |  |
| 11/ | Inspect the **administrative facilities** (i.e. Internet connection, etc.) |  |  |
| 12/ | Check the venue layout, stadium layout, field of play, etc. |  |  |
| 13/ | Confirm the **security plan** (including access control) at venue and hotel, conduct meeting with relevant security personnel as needed (police, private security…etc.) |  |  |
| 14/ | Check with the organiser the manual scoreboards, quantity of uniforms for athlete, referees, organization staff and **Mikasa** (balls) have been properly received |  |  |
| 15/ | Verify the hospitality and protocol systems and requirements and inspect the **hospitality areas** for VIPs, journalists and athletes |  |  |
| 16/ | Check the requirements and regulations for the coaches (transportation, access to the players’ lounge, etc.) is clear and published to the teams. |  |  |
| 17/ | Check the **court equipment** (nets, lines, antennae, padding, manual scoreboard, platforms, BVB/30, lighting system (if any), etc.).  | BVB/30 |  |
| 18/ | Check that means of communication (mobile, walkie-talkie, etc.) and **internet connections** are available at every site and the Court Management and Operations management is duplicated, for the case of distant venues |  |  |
| 19/ | Check carefully the status of the **sand** and the equipment needed to maintain the sand in the best possible conditions during the entire competition.  |  |  |
| 20/ | Verify that a **dedicated Wi-Fi connection** or a **4G mobile wireless network** (Preferred) is available for using the **e-scoresheet** at each competition court |  |  |
| 21/ | Check the fulfilment of the **CEV branding guidelines** (panels, flags, printed material (posters, billboards, backdrop, accreditation, program, POS.) net mesh, net, Referee’s chair, video wall…etc. |  |  |
| 21/ | Check the fulfilment of the **CEV TV Broadcaster requirements** (if no TV Coordinator is attending the event and if TV production is applicable) and organize a preliminary meeting to verify all items |  |  |
| 23/ | Check the status of the **VIS system** requirements, verify that the necessary hardware and software equipment is available and the login details are activated by the FIVB IT Department |  |  |
| 24/ | Test the **internet connection** for Delegates and the Competition Area as well as all Media equipment (dedicated cable for the FIVB photographer) and material |  |  |
| 25/ | Check the status of preparation of all **press and communications issue**s, verify the respect of the press and media distribution plan and organize a meeting when Media Operation Delegate/local Press Director arrives on site.  |  |  |
| 26/ | Verify that organisers printed material have been properly distributed to the people concerned for an optimum implementation of the production, publication, and promotion plans.  |  |  |
| 27/ | Verify that the organizers received the **medals** from the CEV as well as check the availability of all trophies and prizes |  |  |
| 28/ | Attend the **press conferences** whenever requested by the CEV or the Organisers (time, place, and dress code) |  |  |
| 29/ | Check the obligations and rights for the FIVB and CEV sponsors and suppliers as per the information provided by the CEV Office. |  |  |
| 30/ | Check the preparation of the **tournament related activities**, side events and villages, camp for Beach Volleyball fans, Environmental Programs (if any), Information on billboards at the hotel and at the athletes' area |  |  |
| 31/ | Verify the preparation for the **medical services** including the availability of doctor and ambulance from the beginning of the day once the training is ongoing and controls (as well as doping controls if any). |  |  |
| 32/ | Verify and approve the **accreditation procedure** (credentials) and **security plan** (including access control system, staff, area, procedure and regulations) |  |  |
| 33/ | Manage **withdrawals** and **disband** of the teams, summarize the cases of last minute withdrawal. |  |  |
| 34/ | Monitor the set-up of the **designated areas for coaches** |  |  |
| 35/ | Monitor the **inflating of the Mikasa balls** through the Mikasa Ball Inspection Kitstarting at 0.20 Kg/cm2, caution should be taken emphasizing that no balls should be inflated over 0.20 Kg/cm2 | See RD instructions |  |
| 36/ | Monitor the availability of the **Alcohol Test equipment**, test room, and required test personnel (if used) |  |  |
| 37/ | Report to the FIVB and CEV in case the Organiser does not fulfil World Tour standards as per the event Star rating. |  |  |
| 38/ | Undertake a **Pre Homologation** inspection and advise Organisers of any eventual matters |  |  |
| 39/ | Check that the **Finance Director** provides any necessary tax declaration for players (concerning countries where prize money is taxed automatically). |  |  |
| 40/ | Receive from the CEV the **VIS username** and **password**. Verify that the VIS system is in accordance with the FIVB competition regulations and check modification in the list of teams and if All host country teams have been enrolled in the QT. Ensure the Press Delegate receives appropriate information for Official Photographer and upload instructions. |  |  |
|  COMMENTS: |

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| **2 DAYS BEFORE THE EVENT (BEFORE MAIN DRAW)THE TECHNICAL DELEGATE MUST****- 2 DAYS** | **Reference (if any)** |  |
| 1/ | Ensure the presence of the **Organizational Chart members** and necessary personnel and conduct a **meeting** to discuss pending issues and coordinate solutions | BVB/05 |  |
| 2/ | Check the availability of the **meeting rooms**, documents and material for the Referees' Clinic, Preliminary Inquiry and Technical Meeting (If applicable) or the Drawing of Lots Meeting (if any). |  |  |
| 3/ | Check and approve the official forms, **Daily Bulletin** (cover)…etc. to be used for the competition | VIS |  |
| 4/ | Verify the availability of **training courts** from 9:00 am to 6:00 pm (consider timeframe for Referee Clinic activities) as well as the accurate preparation and the timely distribution of training schedule |  |  |
| 5/ | Verify and approve the draft of detailed **competition schedule** (start time, finish, ceremonies, social activities…etc.) in accordance with the start time of the televised matches on International/World Feed (only if applicable) |  |  |
| 6/ | Update the **Info-boards** in the venue as well as in the **Players’ and Officials’ Hotel** with all key info – competition, accommodation, accreditation, transportation, meetings (Preliminary Inquire and Technical Meeting if applicable), as well as the new technology (Video Challenge System, LED net (if applicable), etc.) |  |  |
| 7/ | Check that correct implementation of the **local transportation plan** is respected and that all NFs, athletes (BVB/31) and officials are picked-up at the airport |  |  |
| 8/ | Report to the FIVB and CEV in case the Organizer does **not** fulfil World Tour standards |  |  |
| 9/ | In case of **extra clinic for auxiliary officials** and key court related personnel, check its preparation to ensure that the standards are respected. |  |  |
| 10/ | Check that the e-scoresheet equipment such as laptops/tablets (2 per competition court plus 1 or 2 reserve), portable LEDscores (1 per competition court plus 1 or 2 reserve) are provided as per the FIVB guidelines (if applicable) |  |  |
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| **1 DAY BEFORE THE EVENT (BEFORE MAIN DRAW)THE TECHNICAL DELEGATE MUST****- 1 DAY** | **Reference (if any)** |  |
| 1/ | Ensure the presence of the **Organizational Chart members** and necessary personnel | BVB/05 |  |
| 2/ | **Coordinate activities** with the Organizing Committee |  |  |
| 3/ | Take part in the **referees' clinic** (First Day) to ensure that the standards are respected, check the attendance and guarantee that the clinic is run correctly. Coordinate with the Tournament Director, Competition Manager and Referee Manager for all competition requirements for Referee Clinic Practical session. | Refs to verify courts |  |
| 4/ | Verify the **availability of training courts** from 9:00 am to 6:00 pm as well as the accurate preparation and the timely distribution of training schedule with the Competition Manager. |  |  |
| 5/ | Check and approve the **team’s entry list** (host teams for Qualification Tournament, athletes' eligibility, points, seeding, withdrawals, FIVB forms…etc.) | VIS |  |
| 6/ | Verify the implementation of the **accreditation procedure** (credentials) and **security plan** (including access control). |  |  |
| 7/ | Ensure that the organiser has implemented an **accreditation system** for **coaches** and **physiotherapists** locally, according to the FIVB requirements; access will be guaranteed to them in the designated areas. |  |  |
| 8/ | Brief the Organizers on the protocol for the **awarding ceremony** (including announcements, music, script…etc.) | BVB/32 |  |
| 9/ | Check that the **local transportation** plan is respected |  |  |
| 10/ | Report to the FIVB and CEV in case the Organizer does **not** fulfil World Tour standards |  |  |
| 11/ | **Homologate the stadium and facilities** and upload on the Collaborate Masterplan the official homologation form for 4 and 5 star events or send via email to the FIVB for 1-3 star events. | BVB/29 |  |
|  12/ | Check with the CEV and the Organizer any **late arrival** at the Qualification Preliminary Inquiry, Technical Meeting (If applicable) or Drawing of Lots Meeting, withdrawals, disbands of teams. |  |  |
|  13/ | Conduct the **Preliminary Inquiry** and the **Technical Meeting** (If applicable) or the **Drawing of Lots Meeting** for the Qualification Tournament athletes  |  |  |
|  14/ | Supervise the preparation and distribution of the **Daily Bulletin** (including matches, timetable for the next competition day) via email or information board, check that the FIVB and CEV websites have been properly up-dated, ensuring regular updating of the FIVB website with results and competition match schedule via the VIS program |  |  |
| 17/ | Conduct the **Preliminary Inquiry** and the **Technical Meeting** (If applicable) or the **Drawing of Lots Meeting** for the Main Draw players.Note: if QT is considered on -1 day of Main Draw, then all activities related to QT shall be moved to -2 days. |  |  |
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| **ON THE EACH COMPETITION DAY (MAIN DRAW) AND QT IF APPLICABLETHE TECHNICAL DELEGATE MUST** | **Reference (if any)** |  |
| 1/ | Ensure the presence of the **Organizational Chart members** and necessary personnel | BVB/05 |  |
| 2/ | Verify each day the **court conditions** 1 hour before the start of the competition |  |  |
| 3/ | Verify the **accreditation procedure** (credentials) and **security plan** (including access control) |  |  |
| 4/ | Verify and ensure the availability of **emergency medical requirements** on the court and the proper handling in case of emergencies |  |  |
| 5/ | **Coordinate activities** with all Officials and the Organizing Committee for each day |  |  |
| 6/ | Coordinate with the Competition Director and the Tournament Director for each day the **court assignment** of host and foreign teams |  |  |
| 7/ | Supervise the preparation and distribution of the **Daily Bulletin** (including matches, timetable for the next competition day) via email or information board check that the FIVB and CEV websites have been properly updated, ensuring regular updating of the FIVB website with results and competition match schedule via the VIS program. | VIS |  |
| 8/ | Verify the **nomination of referees** with the Referee Manager for the current day and eventually the next day of competition. |  |  |
| 9/ | Check the distribution of **uniforms** to the athletes, Officials…etc. |  |  |
| 10/ | Encourage players to communicate their **travel itineraries** for the forthcoming events to the organisers. |  |  |
| 11/ | Ensure the **on-court entertainment activities** (DJ, announcers, dancers, player introductions…etc.) are up to World Tour standards |  |  |
| 12/ | **Meet** with the **Production teams,** **announcer** and **DJ** and coordinate the introduction of all entities concerned on the Stadium Court. |  |  |
| 13/ | Report to the FIVB and CEV in case the Organiser does **not** fulfil World Tour standards |  |  |
| 14/ | Acknowledge and **resolve any complaints** about Organisers, athletes, officials…etc. |  |  |
| 15/ | Conduct any **Protest Protocol** Level 2 or 3 (if needed) with the Executive Committee, and involving the FIVB Referee Delegate (if assigned, otherwise Referee Manager) and the referees as per the regulations in force  | Ref Del.Manual |  |
| 16/ | Call a meeting of the **Executive Committee** (if needed) to fix problems occurred during the competition, discuss the matches schedule of the next competition day and discuss any contingency due to case of "force majeure" |  |  |
| 17/ | Verify each day with the **Media Operation Delegate** the correct implementation of the press/media requirements. |  |  |
| 18/ | Update the FIVB Referee Delegate (if assigned otherwise Referee Manager) on **any relevant issues** and receive information on the daily referees' meeting to have a general idea of the **global performance of the referee corps** |  |  |
| 19/ | For each day of the competition check constant **update of the billboards** featuring the results of the competition and matches for each court |  |  |
| COMMENTS: |

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| **ON THE 1st COMPETITION DAY (MAIN DRAW)THE TECHNICAL DELEGATE MUST** **1st COMP. DAY** **(in addition** | **Reference (if any)** |  |
|  | **IN ADDITION** to **daily competition responsibilities** for each competition day see responsibilities below: |  |  |
| 1/ | Confirm that the event Photographer is fully aware of the FIVB requirements (ensuring that the BVB/07 has been sent previously to the FIVB) | BVB/07BVB/20 |  |
| 2/ | Check with the CEV and the Organizers any communications concerning **late arrivals** at the Preliminary Inquiry and Technical meeting (If applicable) or Drawing of Lots Meeting for the players, withdrawals and disband of teams. |  |  |
| 3/ | Note: for each category 1-4 star drawing of lots will be mandatory for each Main Draw and QT. |  |  |
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| **DURING COMPETITIONTHE TECHNICAL DELEGATE MUST****DURING COMPETITION** | **Reference (if any)** |  |
|  | **IN ADDITION** to **daily competition responsibilities** for each competition day see responsibilities below: |  |  |
| 1/ | Ensure that **marketing** (Especially rotating or LED banners) have the same timing as approved by the CEV |  |  |
| 2/ | Prepare for and conduct the **playoff drawing of lots** and ensure that there is a least 2 hours from the end of the playoff drawing of lots to the first round of playoff matches |  |  |
| 3/ | **Attend the TV Meeting** with the **Host TV Broadcaster** (if TV production is applicable)**,** the **TV Coordinator** (if TV production is applicable), the **Referee Delegate** (if assigned, otherwise Referee Manager) and the responsible person from the **Organizing Committee** the day prior to the commence of TV production |  |  |
| 4/ | Ensure **televised matches** are proceeding as approved by the CEV and established at the TV meeting on-site (if applicable for the event) |  |  |
| 5/ | Control and coordinate the planning, preparation and rehearsal of the **Awarding Ceremony** (Preliminary List of Presenters required) |  |  |
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| **ON THE LAST COMPETITION DAYTHE TECHNICAL DELEGATE MUST****LASTCOMPETION DAY** | **Reference (if any)** |  |
|  | **IN ADDITION** to **daily competition responsibilities** for each competition day see responsibilities below: |  |  |
| 1/ | Approve the **list of awarders** (BVB/32) and supervise the awarding ceremony and ensure that awarding podium AND backdrops are used and placed according to FIVB regulations | BVB/32 |  |
| 2/ | Verify that the **VIS software** has been **properly updated** with a **match results** and **player sanctions** entered into the system. |  |  |
| 3/ | Check on **fulfilment of reporting** and forwarding of any materials as required. |  |  |
| 4/ | Organize a **debriefing meeting** with the Organizational Chart members |  |  |
| 5/ | Collect the material to be enclosed with the **Final Report** | BVB/13 |  |
| 6/ | Inform the FIVB and CEVof any **sanction applied** to the **Promoter** or the **athletes as per the Sport Regulations** |  |  |
| 7/ | **Send** to FIVB and CEV a Summary Report including a list of issues, actions taken and recommendations, a list of MTOs and the respective WT49 forms and a list of any sanctions applied during the event | TS-Summary Report |  |
| 8/ | Prepare with the organiser a package to be sent to the CEV by mail containing: The Final Report (BVB/13) **SIGNED BY ALL PARTIES**, the scoresheets, samples of athletes' uniforms signed by winners, all DVD recordings, one copy of all printed materials and press clippings. This package must reach the CEV no later than 14 days from the end of the competition. | BVB/13 |  |
| 9/ | **Send** to FIVB and CEV the **BVB/13 Final report** on (**PDF** and **Word Document** plus **signed signature page**) | BVB/13 |  |
| COMMENTS: |