

- 2/3 Months

BVB/12

YEARLY INSPECTION VISIT REPORT



EVENT: DATE:

TECHNICAL SUPERVISOR:

This report must be duly signed by the parties concerned and sent to the FIVB upon conclusion of the yearly inspection visit.

Master plan and marketing checklist access:

USERNAME:.....PASSWORD.....

Legend: 1= very poor; 2= poor; 3=sufficient; 4=good; 5= very good

ITEM or DOCUMENT	1	2	3	4	5	STATUS, REMARKS AND PROPOSALS
DOCUMENTS TO BE SENT TO THE TECHNICAL SUPERVISOR BEFORE INSPECTION						
1)						General information on FIVB/NF-Promoter Agreement and any eventual amendments (confidential)
2)						Previous relevant correspondence between the FIVB/Organizers
3)						Status of the Master Plan and Marketing Checklist
4)						Previous season event's report (BVB/35 – if any)
5)						General information on sponsors (Mikasa, Jinling, Merooj – whenever applicable)
6)						Report on the TV Inspection Visit (if any)
7)						Status of the payment of the Prize Money
8)						Minutes of the last Beach Volleyball Councils and Beach Volleyball Commission meetings
9)						Handbook receipt
RESERVATIONS TO BE MADE BEFORE THE INSPECTION						
1)						Pre-paid air ticket
2)						Local transportation
3)						Hotel room / meals

WEATHER CONDITIONS AT THE PERIOD OF THE EVENT							
1)	Minimum temperature						
2)	Maximum temperature						
3)	Humidity						
4)	Rain (mm of rain/month, number of days/month, duration of perturbation)						
5)	Wind condition						
6)	Sun rise (minimum standard on the date of the event)						
7)	Sun set (minimum standard on the date of the event)						
ORGANIZATIONAL CHART AND CANDIDATURE FORMS <i>Enclose BVB/05 form</i>							
1)	Organizational Chart BVB/05 completed, including assignment of English-speaking person appointed by Promoter (if needed) to maintain the Master Plan/Marketing Checklist						
2)	Candidature forms BVB/04, BVB/21, BVB/22, BVB/23 submitted to FIVB.						
3)	Very detailed stadium / venue / courts layout indicating the dimension of the stadium and facilities (in scale)						
4)	Colour pictures, plans, and brochures of the global area, beach, and hosting city						
5)	Financial plan and tentative budget						
INVITATION AND GENERAL INFORMATION							
1)	BVB/06 Event's regulations form and invitation letter (DRAFT)						
2)	Tentative/Confirmed lists of participating teams						
3)	Information and Invitation Letter for Visa purposes for Players, FIVB Officials, etc.						
4)	Procedure reviewed to update information on billboards at the hotel and at the athletes' area, handbook for the athletes and officials, etc.						
REFEREEING ITEMS – Referee's Court, Personnel, Auxiliary Official, Refereeing Clinic <i>Enclose the list of referees (subject to FIVB Referee Commissioner approval)</i>							
1)	Number and names of National Referees, Line Judges, Scorers						
2)	Number and names of Neutral International Referees and Local Referees						
3)	Eventual extra day Referee Clinic (if any)						

4)	Court Personnel and auxiliary officials (Scoreboard keepers for electronic center court / manual outside court, Ball retrievers, sand Levelers, Court maintenance staff, Court Players' Attendants, etc.)						
5)	Inspection of the Refereeing Clinic room and facilities to be used.						
6)	Confirmation with Referee Manager of procedures to be applied.						
7)	Extra day refereeing clinic (whenever required)						
8)	Documents to be distributed (Referee Guidelines, Rules, etc.)						
9)	Procedures for preparation & care of Mikasa game balls						
COMPETITION FORMAT – Match format, Daily program and agenda. <i>Enclose the competition schedule (subject to FIVB approval).</i>							
1)	Athletes' Entry (Host Country – Wild Card)						
2)	Competition Format / Match Format (<i>Enclose competition schedule, including number of matches per court / court assignment.</i>)						
3)	Daily program and agenda (including start times)						
4)	Qualification Tournament program and Match Program						
5)	Check timings of semi-final and final games as agreed between international rights holders and the FIVB, and advised by TV Coordinator in coordination with the HTVB and IMG.						
VENUE INSPECTION – Stadium, Facilities and Competition Area <i>Please enclose a report and/or relevant documents.</i>							
1)	Agreement with local authorities (use of parking, beaches, access, etc.)						
2)	Total area available / stadium capacity / Dimension (lay-out of the global venue and check locations) / Orientation of stadium according to TV requirements, position and placement of competition facilities, TV compound, medical facilities, etc.						
3)	Temporary Tribune / VIP stands / Entries and Access to Stadium including Stadium Entrance location / TV platforms and commentary positions.						
4)	Scoreboard supplier table / position on the VIP stand / storage room / location of electronic scoreboards and ball speed device in stadium layout.						
5)	Presidential Box (if applies)						
6)	Video board (if requested)						
7)	Number of courts available, including competition and warm up (at least one per gender).						
8)	Communication between courts and competition management (professional radios, mobile phones as required)						

9)	Photographers area and location of Mixed Zone						
10)	Area for disabled people (entries / access to stadium)						
11)	Parking area and transportation plan.						
12)	Competition Management, FIVB Officials facilities						
13)	Meeting Rooms to be used (assignment and purpose)						
14)	Coaches mixed area and coaches reserved seats on outside courts and center court (in the general public grand stand)						
15)	Lounges (players, referees, press, physio/medical, VIP, etc.)						
16)	Catering / lunch area (ie. Players, staff, court personnel, volunteers)						
16)	Locker rooms, toilets, showers (designated for players, staff, etc.)						
17)	Logistic Warehouse / storage room at venue						
18)	Insurance covering the risk of cancellation, general liability (as required by Stadium Homologation BVB/29)						
MATERIALS AND EQUIPMENT							
<i>Refer to Stadium Homologation BVB/29 and Court Equipment Checklist BVB/30</i>							
1)	Sand conditions and/or sample of sand approved by Hutcheson, recommendations or action to be taken.						
3)	Net – status of the branding on the bands, number of nets required, net scapers on the centre and outer courts.						
4)	Mikasa Material (balls), preparation and handling. Ball checker position and instruction.						
5)	Uniforms (all items) and/or Promoter's Uniform Supplier (i.e. sample, quantity and delivery of material) including player top order as required.						
6)	Material requirements as per Beach Volleyball rules (BVB/30)						
7)	Flags, medals, trophies, and prizes						
8)	Manual Scoreboard layout (outside courts)						
9)	Audio system (minimum 5,000 Watts)						
TV BROADCASTING (in case no TV Inspection is carried out)							
<i>(Whenever requested by IMG)</i>							
1)	Appendix E signed and delivered to FIVB						
2)	TV Host Broadcaster Satellite coverage (to pencil the SNG/Satellite and to confirm the SNG/Satellite) (BVB/14 form) and post match coverage as per Appendix E.						(To be sent to IMG)

3)	TV commercial opportunities on the HTVB to be sent to the FIVB						
4)	TV Program						
5)	TV cameras position (BVB/15 form) and microphone position						(To be sent to IMG)
6)	Graphics, Audio, and quality of pictures						
7)	Orientation of TV cameras (according to TV requirements) and Shadows						
8)	Lighting (min. 1500 lux)						
9)	Official Meetings and facilities						
10)	ENG Crew / Highlight Programs						
11)	TV Office						
12)	Technical Specifications						
13)	TV Monitors and communication						
14)	Test Signal						
15)	Minimum Broadcast						
16)	Booking procedures						
17)	TV Program Rundown						
18)	Post Match Coverage						
19)	English Commentary Position						
20)	Briefing						
21)	Recording on site						
22)	Pre and Post Unilateral and Tapes						
23)	Replays						
24)	Procedure for Labeling and Shipment of the Tapes						
MARKETING (AS PER APPENDIX B)							
<i>Refer to Master Plan / Marketing Checklist for updates. However, any missing items must be sent to the FIVB BVB Dpt. before the departure of the Technical Supervisor</i>							
Corporate Association Exposure & Benefits							
	Media Plan implementation						
	HTVB & Radio commercial opportunities.						
	Sponsors' Category/Exclusivity and type(s) of Sponsorship Packages						

	List of local sponsors and product categories.						
	Give away items and spectator contests (if any) – per FIVB approval.						
	International Title Integration, World Ranking Title Association and Local Title Integration respected in compliance with regulations.						
	Use of the FIVB Mark and ALL Sponsors' Marks respected in compliance with regulations.						
	FIVB Sponsors' cost production and delivery of the invoices concerning approved costs to the FIVB Sponsors.						
	1st Row Fixed or Rotating panels with projection scheme						
	2nd Row panels						
	3rd Row panels (if existing)						
	Sponsors' flags						
	Inflatable(s)						
	Panels – outer courts						
	Mesh nets for all courts						
	Net scapers Logos (FIVB Partner logo (if any) and Promoter sponsors logos)						
	Net poles (branding applied on all courts)						
FIVB MARKETING VISUALS							
	Stadium entrance						
	10-meter panel						
	Referee chair visuals (all courts)						
	Scorers table						
	Base of the Electronic Scoreboards						
	Ball boys stands (if any)						
	Cladding (look of external bleachers / grandstand)						
	Cladding of perimeter.						
	Cladding of TV Tower.						
	Side court manual scoreboards (number and layout)						
	Mixed Zone						

	Athlete's shower backdrop						
	Interview Backdrop						
	Results' brackets layout						
	Awarding ceremony backdrop						
	Awarding ceremony podium						
	Prize money check layout with amounts						
	Accreditation cards, legend featuring secured areas of access.						
	Parking accreditation						
	Posters, flyers (with all sponsors)						
	Printed materials: Business cards, Envelopes, Letterhead, food tickets, folders, tickets, invitation cards, VIP passes (indicate items exploited)						
	Official Program Cover						
	FIVB Sponsors' advertising pages and page position						
FIVB SPONSORS ITEMS							
	Jingle (if any)						
	POS position (Uniform supplier)						
	Electronic Access (if any)						
	Scoreboards layout & local sponsor publicity layout						
	Athlete Uniform layout						
	Officials Uniform layout						
	Staff Uniform layout (or Promoter's sponsor)						
	Volunteer Uniform layout (or Promoter's sponsor)						
	MIKASA POS position (if any)						
	MIKASA Inflatable (if any)						
PUBLICATION, PRODUCTION AND PROMOTION							
	Event publicity and Promotion locally, nationally, and internationally						

	Used FIVB TV highlight programs						
	Promoter's official event web site (set up and maintenance)						
	Production team: Announcer (speaker), dancers, artists, etc.						
	Public relations / Promotional Activities / Promotional Plan and/or on-site entertainment with Partners, incl. description, timing, place and concept owner						
	Public Address recognition: Scripts, information, communication						
SIDE EVENTS AND SPONSOR VILLAGE							
	Tournament related activities (dining and dancing, conducting PR activities, International and Local Sponsors' trading outs, Promoters' (or Organizers of upcoming events) advertising, etc., in areas close to the competition court).						
	Branding on sponsor village tents						
	Merchandising and product opportunities						
	Camp for Beach Volleyball fans and/or activities court						
	Environmental programs						
HOSPITALITY AND PROTOCOL							
	VIP packages, hospitality advantages (Event / FIVB)						
	Dream Tour Project implemented						
	Names and roles of the celebrities and authorities attending the event						
	Hospitality Zone: VIP benefits, catering, personnel and hostesses for VIP's						
PRESS AND COMMUNICATION <i>Press Delegate to present separate report.</i>							
	Status of the Press Master Plan and Media Plan implementation						
	Correct use of the World Tour title in the press releases						
	Press personnel (including English-speaking fluency)						
	Press kit						
	Seasonal kick-off press conference (if existing)						
	Press conferences, interview room, Press Center						
	Total number of accredited journalists on-site						

	Total number of accredited photographer						
	Press facilities and rooms (detailed drawing CAD and equipment)						
	Mixed Zone Area – location and functionality						
	Photographers Area – location and functionality						
	Photo Marshal (if any)						
	List of media to invite / accreditation for journalists.						
	List of media to send promotional material / invitation to press conference.						
	List of faxes and email for Daily Bulletin and Press Releases.						
	Internet connection as per handbook.						
	Communication equipment as per handbook.						
	Media information updated to FIVB website (including procedure)						
	Photographer's Agreement (BVB/07)						
BOARD AND LODGING							
1)	Inspection of the hotel rooms						
2)	Rooming list for players, FIVB officials and family members, local referees, Sponsors, Partners, Consultants, guests, media representatives, etc.						
3)	Quality and quantity of the food and meals at the venue and the Hotel						
TRANSPORTATION							
1)	Organization of local transportation for players, FIVB officials and family members, local referees, Sponsors, Partners, Consultants, guests, media representatives, etc..						
2)	Ground transport to/from the stadium (if necessary), airport, hotel, social activities, etc.						
3)	International travel arrangements for FIVB Officials, Neut. Inter. Referees, etc.						
ACCREDITATION AND SECURITY							
1)	Review of Security and Accreditation Plan						
2)	Accreditation Area and control system						
3)	Security Staff (start date, number, shifts, etc.)						
4)	Procedure and regulation for athletes, FIVB Officials and family						

	members, staff, referees, court personnel, journalists, photographers, VIPs, guests, consultants, partners, sponsors, Mikasa, coaches, physiotherapist, etc.						
BVIS							
1)	Review procedures for BVIS Staff and BVIS Format						
2)	Procedure to distribute Daily Bulletin as required.						
3)	Live scoring on the FIVB website (if any)						
4)	Procedure to update the FIVB website and back up BVIS files						
Sportsman/BWIN							
1)	Internet cable access (specifications as per Handbook)						
2)	Approval of the quota for the Internet connection and tent (for the services provided by Unas Media)						
3)	Centre court camera position						
4)	Accommodation / Accreditation / work space						
PREPARATION OF THE PRELIMINARY INQUIRY							
1)	Inspection of the meeting room						
2)	Procedure to be applied						
3)	Documents and forms to be distributed						
PREPARATION OF THE TECHNICAL MEETING							
1)	Inspection of the meeting room						
2)	Procedure to be applied						
3)	Drawing of lots and necessary material						
PREPARATION OF AWARDING CEREMONY							
1)	Protocol						
2)	Personnel						
3)	Equipment						
MEDICAL SERVICES AND CONTROL							
1)	Facilities requirements (first aid area), physiotherapy, and medical assistance (including ambulance).						
2)	Medical Staff personnel and assistance						

3)	Doping test/Alcohol Test requirements (if requested)						
4)	Medical equipment and check list						
FINANCIAL MATTERS							
1)	Payment of the entry fee						
2)	Payment of the license fee for all installments						
3)	Confirm procedure for payment of the Officials (Flat Fee)						
4)	Review payment of the referees on site						
5)	Review payment of the Auxiliary Officials (Modality)						
6)	payment of the expenses of the TV inspection Visit (if any)						
7)	payment of the Technical Supervisor Per Diem for the Inspection Visit						
8)	Any issue related to financial matters (e.g. invoices, etc.)						
	Quote for the internet Sportsman/Bwin						
SANCTIONS							
1)	Athletes' past sanctions (if any)						
2)	To be applied towards the Organizers						
PERSONS IN ATTENDANCE							
SPECIAL REMARKS							
ACTIONS							

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Signature of the FIVB Technical Supervisor:
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Signature of the NF Delegate:
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Signature of the Tournament Director:
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