

+ 7 DAYS

BVB/13

TECHNICAL SUPERVISOR REPORT



EVENT: DATE:

TECHNICAL SUPERVISOR:

This report must be duly signed by the parties concerned and sent to the FIVB within 7 days from the conclusion of an event.

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

ITEM OR DOCUMENT	1	2	3	4	5	REMARKS AND PROPOSALS
DOCUMENTS PROVIDED TO THE TECHNICAL SUPERVISOR						
General information on FIVB/NF-Promoter Agreement; eventual amendments (Confidential)						
Previous relevant correspondence between FIVB/NF-Promoter						
Status of Master Plan and Marketing Checklist (online)						
Previous season's BVB/35 Final Event Report, BVB/13 Supervisor's Final Report (if any)						
General information on FIVB international sponsors						
Reports on the TV and FIVB Technical Inspection Visits (if any)						
Minutes of the last World Tour/Open Council and Beach Volleyball Commission meetings						
Handbook receipt						
WEATHER CONDITIONS DURING THE EVENT						
General weather conditions during the event and comments about the date of the event						

Minimum temperature (Celsius)						
Maximum temperature (Celsius)						
Humidity						
Rain conditions during event						
Wind conditions during event						
Sun rise (minimum standard during event)						
Sun set (minimum standard during event)						
SPECTATOR ATTENDANCE						
Total spectator attendance during the Country Quota Play Off and Qualification Tournament						
Total daily spectator attendance during the Main Draw (List by each day of the Main Draw, including double gender format)						
Total event spectator attendance (QT, MD)						
Ticketing (please provide details of the tickets, type of seats, prices, total ticket sold, total income, special packages, etc.)						
ORGANIZATIONAL CHART AND CANDIDATURE FORMS <i>Enclose any updated forms with report</i>						
General Organizational Chart (BVB/05) and Candidature Forms BVB/04, GS/Open/21, GS/Open/22, BVB/23 (provided electronically to FIVB).						
Detailed stadium / venue / court layout indicating the dimension of the stadium and facilities (in scale-provided electronically to FIVB).						
Color pictures, maps and brochures of the global area, beach and hosting city (provided electronically to FIVB).						
Financial plan and final budget (provided electronically to FIVB). Please specify the amount in USD of expenses, income and revenue.						
INVITATION AND GENERAL INFORMATION TO PLAYERS						

BVB/06 Event's Regulations form						
Tentative / Confirmed lists of participating teams						
Information and Invitation Letter for visa purposes for players, FIVB officials, etc.						
Information on billboards at the official locations (e.g. Main Draw Hotel, Athlete's Lounge, etc.), handbook for athletes and officials, etc.						
REFEREEING ITEMS: Referee Court, Personnel, Auxiliary Officials, Refereeing Clinic <i>Referee Delegate to present separate report</i>						
Refereeing Clinic meeting room and equipment.						
Extra Day Referee Clinic (if any)						
Procedures applied: organization and fulfilment of the requirements (agenda, handbook, etc.)						
Documents / forms distributed (Referee Guidelines, Rules, etc.)						
Number / names of National and Neutral International Referees.						
Scoreboard keepers (for electronic scoreboards / manual outer court scoreboards).						
Ball retrievers						
Sand levellers						
Court maintenance staff						
On-court Player Attendants (if any)						
COMPETITION FORMAT: Match format, Daily program and Agenda <i>Enclose Competition Schedule for each day</i>						
Athlete Entry (Host Country – Wild Cards)						
Competition Format / Match Format (Enclose competition schedule, including number of matches per court / court assignment.)						
Daily Program and Agenda (including start times)						
Number of matches per court / Competition Schedule / Court Assignment						

Qualification Tournament program and Match Program.						
Main Draw program and Match Program in coordination with the HTVB and IMG.						
Start time of semi-final and final matches (as per FIVB/NF-Promoter Agreement, Appendix E)						
PRELIMINARY INQUIRY						
Procedures applied; organization, and fulfillment of the requirements (meeting room, equipment, agenda, handbook, collection of player sizes, emergency information, etc.)						
Documents and forms distributed						
Eventual protest to be reported to the FIVB						
TECHNICAL MEETING						
Procedures applied; organization, and fulfillment of the requirements.						
Drawing of lots and necessary materials						
Documents and forms distributed						
BVIS (Beach Volleyball Information System)						
BVIS staff, including IT computer professional support						
BVIS Format, including Daily Bulletin distribution procedure						
Fulfillment of internet requirements; procedure to update the FIVB website.						
Live scoring on FIVB website						
No. of teams participating in the event						
No. of countries participating in the event						
Performances						
Promoter						
National Federation						
FIVB Delegates						
Status of the National team program and global performance of host country teams						

Global technical performance of the athletes						
STADIUM, FACILITIES & COMPETITION AREA <i>Enclose BVB/29 Stadium Homologation form and relevant documents</i>						
Approval of Local Authorities. Agreement with local authorities (use of parking, beaches, access, etc.)						
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. (provided electronically to FIVB).						
Temporary tribune / VIP stands / entrances and access to stadium including stadium entrance location/TV platforms for the Host Broadcaster and Sportsman Media/BWIN and commentary positions.						
Presidential Box (if any)						
Video Board (if requested)						
Number of courts available, including competition and warm up (at least one per gender)						
Communication between courts and competition management (professional radios, mobile phones as required)						
Photographers area and location of Mixed Zone						
Area for disabled people (entrances/access to stadium)						
Parking area and transportation plan						
Competition Management and facilities for FIVB Officials						
Meeting Rooms used (assignment and purpose)						
Coaches' mixed area and reserved seating on outside courts and center court (in the general public grand						

stand)						
Lounges (players, referees, press, physio / medical, VIP, etc.)						
Catering/lunch area (ie. For players, staff, court personnel, volunteers)						
Locker rooms, toilets, showers (for players, staff, etc.)						
Warehouse / storage room at venue						
Location of electronic scoreboards and ball speed device in stadium layout						
Sportsman Media/BWIN position in the court/accreditation/assistance from the promoters and other involved parties						
Insurance covering the risk of cancellation						
MATERIAL AND EQUIPMENT <i>Enclose BVB/30 Court Equipment Checklist</i>						
Material requirements met as per Beach Volleyball rules (BVB/30)						
Sand conditions and / or action(s) taken by Hutcheson (if any).						
FUN ADDICT Material (all items) including the FUN ADDICT electronic scoreboard, speed ball device on center court						
FUN ADDICT electronic scoreboards – Start functioning (date) by CQPO matches.						
Mikasa Material (Balls), preparation and handling, ball checker.						
Internet connection for Sportman/Bwin						
Merooj Uniforms (all items) and/or Promoter's uniform supplier (e.g. samples, quantities, delivery of material)						
Merooj (GS/WCHs): Uniform quantities as per handbook, uniform sizes, shipments (if any).						
Merooj: Amount paid by Promoter for shipment / eventual customs						

charges and taxes						
Flags, medals, trophies and prizes, players awards (if any)						
Manual Scoreboard (outer courts)						
Audio system (minimum 5,000 Watts)						
TV Platform, Commentary Positions						
English TV Commentator name and amounts to be paid by the FIVB (if applicable)						
TV BROADCASTING <i>TV Coordinator to present separate report</i>						
Appendix E signed and delivered to FIVB						
TV Host Broadcaster coverage (BVB/14) and post-match coverage as per Appendix E.						
Position of TV cameras (BVB/15) and microphones						
Position of Sportsman Media/BWIN TV cameras						
Lighting intensity (min. 1500 lux.) if required						
ENG Crew / Highlight Programs (as required by the FIVB)						
TV Office						
Briefing to coordinate all actions with HTVB, competition, entertainment, etc.						
Shipment of the video tapes to the parties concerned						
TV Programming						
Graphics, Audio and quality of pictures						
Minimum Broadcast as per Appendix E.						
MARKETING ITEMS: Marketing Kit, Marketing Checklist <i>Please refer to the FIVB Handbook and online marketing checklist</i>						
Media Plan implementation						
Marketing Items - Promotional						
Poster						
Promoter's Website						
Official Program Cover						

FIVB Sponsors' advertising pages & page positions						
Event Flyer – cover & back						
Press Folder						
Press Release Layout						
Giveaways						
Invitation Cards*						
Newsletter*						
Marketing Items - Venue						
Centre Court board configuration (static/rotating panels, scoreboards, flags & inflatables, TV Camera positions)						
Side court layout incl. position of panels etc						
Base of electronic scoreboards						
Manual scoreboard layout – side court						
Official net layout (centre court only)						
Host City 10m panel						
Host City 6m panel*						
Referee chair (centre & side court)						
Scorers' table						
Award Podium						
Backdrop - awarding ceremony						
Backdrop – mixed zone/interview area						
Backdrop – press conference						
Press conference table						
Ballboy stand						
Cladding of the perimeter/2 nd tier dressing*						
Directional signage – arrows panel						
Directional signage – location panel						
Stadium entrance*						
Results brackets layout						
TV camera tower*						
Video wall (if applicable)						
Other items where the FIVB mark is used						
Marketing Items – Uniforms						
Uniform layouts - Athletes						

Uniform layouts – Organization Staff						
Uniform layouts – Court Personnel						
Uniform layouts – Windbreakers for Organization Staff & Court Personnel						
Marketing Items - Others						
Mascot & its branding						
Winners' cheque layout with 1 st three amounts						
Accreditation cards						
Cost production estimates for all new panels, flags etc						
Mikasa, Merooj & Jinling POS positioning (if applicable)						
Letterhead						
Tickets*						
Business cards*						
Envelopes*						
Food vouchers*						
Parking permit*						
Street billboards*						
*Indicates optional items						
PUBLICATION, PRODUCTION AND PROMOTION						
Event publicity and Promotion locally, nationally, and internationally						
FIVB TV highlight programs used						
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 VIPs						
PRESS AND COMMUNICATION <i>Press Delegate to present separate report</i>						
Status of the Press Master Plan and Media Plan implementation						
Correct use of event titles in press releases						
Press personnel (including English-speaking fluency)						
Press kit						
Seasonal kick-off press conference (if any)						
Press conferences, interview room, Press Center						
Total number of accredited journalists on-site						
Total number of accredited photographers						
Press facilities and rooms (detailed drawing CAD and equipment)						
Mixed Zone Area – location and functionality						
Photographers Area – location and functionality						
Photo Marshal(s) (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)						
Availability of food and drink in the press lounge as per Handbook						
Recommended hotel for the journalists attending the event						
AWARDING CEREMONY Enclose BVB/32 List of Awarders						
Protocol, procedures applied, organization and fulfillment of the requirements as per 2013 Handbook						
Personnel, equipment						
ACCOMMODATION PLAN: Board and Lodging, Transportation						
Quality of hotel rooms (Main Draw Hotel, Officials Hotel, etc.)						
List of rooms for players, FIVB officials, local referees, sponsors, Partners, consultants, guests, media, etc.						
Additional accommodation & meals for 32 teams for 1 night at Grand Slam (whenever informed by the FIVB). Specify how many rooms were actually used and confirm the issue of an invoice in accordance with the agreed amount with the FIVB. Confirm that the promoter has covered an additional night & meal for 32 teams and one night for the finalists (see wording on the Handbook). Check status of the invoice of the room and amount to be charged to the FIVB for the TV						

commentator						
Quality and quantity of the food and meals at the venue and the Hotel(s).						
International travel arrangements for FIVB Officials, Referees, etc.						
Organization of local transportation for players, FIVB officials, local referees, sponsors, Partners, consultants, guests, media representatives, etc.						
Ground transport to/from the stadium (if necessary), airport, hotel, social activities, etc.						
Invoice for accommodation, meals and local transportation for Jinling technicians to be sent to FIVB						
ACCREDITATION AND SECURITY						
Security and Accreditation Plan						
Procedure to control access to accreditation areas.						
Security Staff						
Procedure and regulation for athletes, FIVB Officials and family members, staff, referees, court personnel, journalists, photographers, VIPs, guests, consultants, partners, sponsors, Mikasa, Jinling, Merooj, Fun Addict, Sportsman Media/BWIN, coaches, physiotherapists, etc.						
MEDICAL SERVICES AND CONTROL If no Medical Delegate and/or Physiotherapist is on site						
Facilities requirements (first aid area), physiotherapy treatment area, and medical assistance (including ambulance)						
Medical Staff personnel and assistance as per handbook.						
Procedures applied for accredited team physiotherapists and/or coaches to gain access to treatment area only.						

Doping Control test requirements (if requested)						
Alcohol test requirements (as required)						
Medical equipment and checklist						
Players injuries to be reported to the FIVB (if any)						
FINANCIAL MATTERS						
Payment of the Entry Fee						
Payment of the License Fee for all installments						
Payment of the Officials (Flat Fee)						
Pending payment of the any eventual fines to be paid to the FIVB by the promoter and/or by the Hosting NF						
Amounts collected for players fine to be wired to the FIVB						
Payment of the Referees on site						
Payment of the Auxiliary Officials on site or through other payment methods						
Payment of expenses for TV Inspection Visit (if applicable)						
Payment of Technical Supervisor travel expenses and per diem for Inspection Visit (if applicable)						
Invoice(s) to be sent to the FIVB (hotel, etc.)						
Invoice to be sent to FIVB for Sportsman Media/BWIN internet connection						
Other business (explain)						
SANCTIONS						
Eventual sanctions given to the Organizers						
Eventual sanctions given to the Athletes (BVB/08)						
Eventual protests from the players						
ITEMS TO BE RETURNED BY AIR COURIER TO THE FIVB						
Final Report						
Official documents collected on site,						

forms completed by athletes on site.						
Score sheets						
Posters (3), Official Program (2), Credentials/VIP Passes/other relevant marketing items (3)						
Merooj players uniform tops (showing all brandings) – 2 per gender.						
Printed and electronic format photos taken at the event, Promotional give away items given to spectators, media, players, etc.						
Press clippings in hard copy						
Summary of the media coverage of the event (radio, TV, internet, newspaper, magazine, etc.)						
2014 Candidature forms for organizers interested in renewing the agreement with the FIVB						

GENERAL IMPRESSIONS AND REMARKS
Positive:
Negative:
RECOMMENDED IMPROVEMENTS

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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