BVB/19

TECHNICAL CHECKLIST



WOMEN

(from -30 days to on site for internal use only)

This form must be used by each Technical Supervisor leading towards the smooth preparation of each event.

MEN

(Open)

CATEGORY

	TITLE OF THE EVENT:	(Grand Slam)		
		(World Championships)		
	COMPETITION SITE:			
		(city) (country)		
	6 MONTHS	6 MONTHS BEFORE THE EVENT THE FIVB TECHNICAL SUPERVISOR MUST	Ref.	
1/	Coordinate the Inspec	ction Visit (if any) and coordinate with IMG on TV Inspection.		
CO	MMENTS:			
	60 DAYS	60 DAYS BEFORE THE EVENT THE FIVB TECHNICAL SUPERVISOR MUST	Ref.	
1/		ational and local travel arrangements have been coordinated for verify the reservation of all hotel rooms as well as the meals		
2/	Evaluate the technica	I inspection visit report (if any)	BVB/12	
3/	Check the tentative co	ompetition schedule as provided on the Master Plan		
4/	Check all relevant iter Checklist.	ms and general status of the Master Plan and Marketing		
5/	Check international tr	avel arrangements have begun for all FIVB Officials.		
<u>CO</u>	MMENTS:		l	

-	30 DAYS 30 DAYS BEFORE THE EVENT THE FIVB TECHNICAL SUPERVISOR MUST				
1/	Verify the Promoter has confirmed with the FIVB the international travel arrangements for officials concerned.				
2/	Receive from the FIVB a copy of any eventual amendments to the FIVB/NF-Promoter Agreement (and Appendixes) and the FIVB-Host TV Broadcaster Agreement. Moreover, he/she should receive from the FIVB any relevant TV Broadcasting issues (e.g. start time of the televised matches) and any correspondence exchanged between the FIVB and the organizers (including the previous season event's report BVB/35 if any, general information on sponsors and marketing, report on the TV inspection, yearly inspection visit report (if any), etc). Check status of the Masterplan through dedicated checklist	Masterplan Checklist, BVB/04, BVB/21, BVB/22, BVB/23, BVB/35			
3/	Check marketing items and assist if required the FIVB in resolving the pending matters in coordination with the person at the FIVB responsible for Beach Volleyball Marketing matters.	Marketing Checklist			
4/	Verify through the Master plan checklist the status of the full payment of the licence fee (prize money) and entry fee to the FIVB.	Master plan checklist			
5/	Verify through the Master plan checklist the status of the stadium, facilities, competition area, sand approvals, sports requirements, etc.	Master plan checklist			
6/	Contact the TV Coordinator (If required by the FIVB)				
7/	Check arrival of the material Merooj uniforms, MIKASA balls, net				
	COMMENTS:				

- 2	1 DAYS BEFORE THE EVENT THE FIVB TECHNICAL SUPERVISOR MUST		
1/	Receive for the hosting NFs via email/fax the Event's regulations and Confirmed Entry List. Verify the event's regulations, invitation letter for visa purposes for Players, FIVB Officials has been sent as required.		
	Confirm times for Technical meetings are consistent with the FIVB website or confirmed and updated accordingly.		
2/	Keep in contact with the promoter (and the FIVB) to resolve any pending marketing issues on the Marketing Checklist.		
3/	Keep in contact with FIVB Officials to follow up on any pending issues.		
- 4/-3 DAYS 4 to 3 DAYS BEFORE THE EVENT (arrival on site) THE FIVB TECHNICAL SUPERVISOR MUST			
1/	Verify the tentative/confirmed entry lists, information on billboards at the hotel and at the athletes' area, handbook for the athletes and officials, etc., organizational chart, very detailed venue plan, stadium/court layout indicating the dimension of the stadium and facilities (in scale), color pictures, plans, and brochures of the global area, beach and hosting city, etc.	BVB/05 BVB/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, court assignment, Country Quota Play-Off matches, Qualification Tournament program and Match	BVB/05 Copy of Org. Chart.	
	Program, Main Draw program, training sessions, camps for Beach Volleyball fans, and Match Program in coordination with the HTVB and FIVB TV Coordinator, ceremonies, meetings, clinics, and social activities) and verify the availability / adequate placing of a sufficient number of personnel in all areas.		
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 FIVB with the homologation of the stadium & facilities		
4/	Verify that the requirements for the Preliminary Inquiry, the Technical 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), data in the BVIS foreseen for the payment to the players, etc., and per diem procedures for Officials are in accordance with the FIVB regulations (referees, press delegate, etc.)		
6/	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, FIVB Officials, etc.)	BVB/31	
7/	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, referees, FIVB Officials, etc.), including restaurant for breakfast, lunch, dinner, etc.		
8/	Confirm the number and names of Local and Neutral International Referees, Auxiliary Officials, and Court Personnel in conjunction with the Referee Delegate.		
9/	Check that all Referees (local and neutral), Auxiliary Officials, and Court Personnel (including ball checker), related matters are duly taken care of, with emphasis to the respective arrival times for the Referee Clinic (and extra clinic for auxiliary officials and key court related personnel, if applied)		
10/	Inspect the administrative facilities (i.e. telephone, fax, Internet connections, etc)		
11/	Check the stadium layout, competition area, Venue Map, etc.		
12/	Confirm the security plan (including access control) at venue and hotel, conduct meeting with relevant security personnel as needed (police, private security, etc.)		
13/	Check with the promoter concerned if the FUN ADDICT (electronic scoreboard and the speed ball device on center court), Merooj quantity of materials (athlete, referees, organization staff, FIVB Delegates and court personnel uniforms), and Mikasa (balls) material have been properly received		
14/	Conduct a preliminary homologation and consult with the Promoter on eventual items.		
15/	Verify the hospitality and protocol systems and requirements and inspect the hospitality areas for VIPs, journalists and athletes		
16/	Check the court equipment (nets, lines, antennae, padding, manual scoreboard, audio system (including switch on/off microphone for the 1 st Referee at the Center Court for GS and WCs), platforms, commentary positions, video board, BVB/30, lighting system (if any) etc.).	BVB/30	
17/	Check that fax machines, phone lines and internet connections are available at every site and the Court Management and Operations management is duplicated, for the case of distant venues		
18/	Check carefully the status of the sand and the equipments needed to maintain the sand in the best possible conditions during the entire competition.		
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20/	Check the fulfilment of the FIVB TV Broadcaster requirements (if no TV Coordinator is attending the event) and organize a preliminary meeting to verify all items		
21/	Check the status of the BVIS system requirements, verify that the necessary hardware and software equipment is available		
22/	Test the internet connection with the FIVB for the communication of results and update of the FIVB website as well as all Press equipment and material		
23/	Check the status of preparation of all press and communications issues, verify the respect of the press and media distribution plan and organize a meeting when Press Delegate arrives on site.		
24/	Verify that organizers received the FIVB Handbook and that promoter's printed material have been properly distributed to the people concerned for an optimum implementation of the production, publication, and promotion plans.		
25/	Verify that the organizers received the medals and flags from the FIVB as well as check the availability of all trophies and prizes.		
26/	Attend the press conferences whenever requested by the FIVB or the Organizers (time, place, and dress code)		
27/	Check FIVB Partners' obligations and rights including POS position.		
28/	Check Mikasa's obligations and rights. Check circular e-mail on the sites where MIKASA will set-up its POS and inflatable and foresee the necessary room at the venue for these items.		
29/	Check Merooj's obligations and rights. Verify the quantities of the materials sent by Merooj to the promoters and report to the FIVB and Merooj about any eventual discrepancies		
30/	Check the good 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 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/	Check withdrawals and disband of the teams		
34/	Monitor the set-up of the designated areas for coaches		
35/	Monitor the set-up of required technical facilities for the "1st Ref communication with the audience" procedure		
36/	Monitor the inflating of the Mikasa balls through the Mikasa Ball Inspection Kit starting at 0.25 Kg/cm2 -2 days from the arrival of the Referee Delegate, caution should be taken emphasizing that no balls should be inflated over 0.25 Kg/cm2	See RD instructions	
37/	Monitor the availability of the Alcohol Test equipment, test room, and required test personnel.		
38/	Report to the FIVB in case the Organizer does not fulfil World Tour standards (short e-mail to Beach Volleyball Department)		
39/	Undertake a Pre Homologation inspection and advise Promoter of any eventual matters.		
CC	<u>DMMENTS</u> :		

	2 DAYS BEFORE THE EVENT THE FIVB TECHNICAL SUPERVISOR MUST	Ref.	
1/	Check that the FIVB Officials arrive on site and conduct a meeting of all FIVB Officials to discuss pending issues and coordinate satisfactory solutions.		
2/	Check the availability of the meeting rooms, documents and material to be used for the Referees' Clinic, Preliminary Inquiry and Technical Meeting		
3/	Check and approve the official forms, Daily Bulletin (cover),etc. to be used for the competition	BVIS	
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/	Ensure the presence of the Organizational Chart members and necessary personnel	BVB/05	
6/	Verify and approve the draft of competition schedule (start time, finish, ceremonies, social activities, etc.) in accordance with the start time of the televised matches on International/World Feed (request information to TV Coordinator if it is needed)		
7/	Update the Info-boards on the courts as well as in the Players' and Officials' Hotel		
8/	Check that correct implementation of the local transportation plan is respected and that all NFs, athletes (BVB/31) and officials (FIVB flight itineraries) are picked-up at the airport		
9/	Report to the FIVB in case the Organizer does not fulfil World Tour standards		
10/	In case of extra clinic for auxiliary officials and key court related personnel, check its preparation to ensure that the standards are respected.		
11/	Check with the FIVB and the Organizers any eventual communications concerning withdrawal/disband of the teams		
12/	Receive from the FIVB the BVIS (players.vis + event.vis), username and password by the FIVB. Verify that the BVIS 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.		
13/	Prepare BWIN contract for athlete's signature during the Preliminary Inquiry		
14/	Receive the updated version of the BVIS by the FIVB (Monday)		
СО	MMENTS:		

	- 1 DAY 1 DAY BEFORE THE EVENT THE FIVB TECHNICAL SUPERVISOR MUST		
1/	Ensure the presence of the Organizational Chart members and necessary personnel	BVB/05	
2/	Check that the Finance Director pays the per diem upon arrival of FIVB Referees, any reimbursements to FIVB Officials (i.e. travel, transportation) and provides any necessary tax declaration for players (concerning countries where prize money is taxed automatically).		
3/	Coordinate activities with the FIVB Delegates (Referee Delegate, Press Delegate, TV Coordinator, and Medical Delegate when assigned) and the Organizing Committee		

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 Delegate for all competition requirements for Country Quota Play-Off Matches	Refs to verify courts	
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 (no training session from 11:00 to 12:00 on the day of referee clinic)		
Check and approve the entries' list (host teams for Qualification Tournament, athletes' eligibility, points, seeding, withdrawals, FIVB forms, etc.)	BVIS	
Verify the implementation of the accreditation procedure (credentials) and security plan (including access control).		
Ensure that the promoter 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.		
Brief the Organizers on the protocol for the awarding ceremony (including announcements, music, script, etc.)	BVB/32	
Check that the local transportation plan is respected		
Report to the FIVB in case the Organizer does not fulfil World Tour standards		
Homologate the stadium and facilities and email or fax the official homologation form	BVB/29	
MMENTS:		
	check the attendance and guarantee that the clinic is run correctly. Coordinate with the Tournament Director, Competition Manager and Referee Delegate for all competition requirements for Country Quota Play-Off Matches 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 (no training session from 11:00 to 12:00 on the day of referee clinic) Check and approve the entries' list (host teams for Qualification Tournament, athletes' eligibility, points, seeding, withdrawals, FIVB forms, etc.) Verify the implementation of the accreditation procedure (credentials) and security plan (including access control). Ensure that the promoter 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. Brief the Organizers on the protocol for the awarding ceremony (including announcements, music, script, etc.) Check that the local transportation plan is respected Report to the FIVB in case the Organizer does not fulfil World Tour standards Homologate the stadium and facilities and email or fax the official homologation form	check the attendance and guarantee that the clinic is run correctly. Coordinate with the Tournament Director, Competition Manager and Referee Delegate for all competition requirements for Country Quota Play-Off Matches 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 (no training session from 11:00 to 12:00 on the day of referee clinic) Check and approve the entries' list (host teams for Qualification Tournament, athletes' eligibility, points, seeding, withdrawals, FIVB forms, etc.) Verify the implementation of the accreditation procedure (credentials) and security plan (including access control). Ensure that the promoter 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. Brief the Organizers on the protocol for the awarding ceremony (including announcements, music, script, etc.) Check that the local transportation plan is respected Report to the FIVB in case the Organizer does not fulfil World Tour standards Homologate the stadium and facilities and email or fax the official homologation form BVB/29

1 ^s	ON THE EACH COMPETITION DAY THE FIVB TECHNICAL SUPERVISOR MUST	Ref.
1/	Meet with FIVB Officials arrive on site as required.	
2/	Ensure the presence of the Organizational Chart members and necessary personnel	BVB/05
3/	Verify each day the court conditions 1 hour before the start of the competition	
4/	Verify the accreditation procedure (credentials) and security plan (including access control)	
5/	Verify and ensure the availability of emergency medical requirements on the court and the proper handling in case of emergencies	
6/	Coordinate activities with all FIVB Delegates and the Organizing Committee from -1 day up to +5 day	RDel.Man.
7/	Coordinate with the Competition Director and the Tournament Director for each day (from -1 day up to +5 day) the court assignment of host and foreign teams.	
8/	Organize the meeting for the Country Quota Play off teams (1:00 pm) and the Country Quota Play off matches (2:00 pm) if any	
9/	Check with the FIVB and the Organizer any late arrival at the Technical Meeting, withdrawals, disbands of teams.	
10/	Supervise the preparation and distribution of the Daily Bulletin (including matches timetable) after the Technical Meeting as per Handbook regulations	BVIS
11/	Supervise the nomination of referees for the first day of competition with the FIVB Referee Delegate	R Del.Man.

12/	Check the distribution of Merooj uniforms to the athletes, Officials, etc.		
13/	Encourage players to communicate their travel itineraries for the forthcoming events to the promoter concerned.		
14/	Meet with the Production teams and announcer for the music and coordinate the introduction of all entities concerned on the Main Court.		
15/	Report to the FIVB in case the Organiser does not fulfil World Tour standards		
16/	Conduct any Protest Protocol Level 2 or 3 (if needed) with the Executive Committee, and involving the FIVB Referee Delegate and the referees as per the regulations in force	RDel.Man.	
17/	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"		
18/	Conduct the Preliminary Inquiry and the Technical Meeting for the Qualification Tournament athletes (confirm agenda with the Administration Manager). Check the eligibility of players (payment of fines, health certificate –BVB/10, player agreement – BVB/01, etc.)		
19/	Verify each day with the Press Delegate the correct implementation of the press/media requirements.		
20/	For each day of the competition check constant update of the billboards featuring the results of the competition and matches for each court		
CO	MMENTS:		

	2nd COMP. DAY ON THE 2nd COMPETITION DAY THE FIVB TECHNICAL SUPERVISOR MUST	Ref.	
	IN ADDITION to daily responsibilities for each competition day see responsibilities below.		
1/	Meet with the Host TV Broadcaster and the FIVB TV Coordinator (if any); in case no FIVB TV Coordinator attends the event, the FIVB Technical Supervisor must fill in the BVB/34 form	BVB/34	
2/	Confirm the Press Delegate has briefed the official Photographer about FIVB requirements (ensuring that the BVB/07 has been sent previously to the FIVB)	BVB/07 BVB/20	
3/	Acknowledge and resolve any complaints about Organizers, athletes, officials, etc.		
6/	Check with the FIVB and the Organizers any eventual communications concerning late arrival at the MD Technical meeting, withdrawals and disband of teams.		
7/	Collect information about the international transportation of Main Draw athletes participating in the next World Tour events and fax them to the organizers concerned	BVB/31	
8/	Supervise the nomination of referees for the next competition day with the FIVB Referee Delegate	RDel.Man.	
9/	Update the FIVB Referee Delegate 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	RDel.Man.	
10/	Coordinate with the Competition Director and the Tournament Director the court assignment of host and foreign teams.		
11/	Supervise the FIVB Press procedure (e.g. circulation of press releases to the FIVB, mailing list and update of the FIVB Web site, etc).		

12/	Supervise the preparation and distribution of the Daily Bulletin (including matches, timetable for the next competition day), ensure that it has been faxed to the FIVB and check that the FIVB Web site has been properly up-dated, ensuring regular updating (each 1-2 hours maximum) of the FIVB website with results and competition match schedule via the BVIS program.	BVIS	
13/	Conduct the Preliminary Inquiry and the Technical Meeting for the Main Draw players		
COM	IMENTS:		

	ON THE 3rd COMPETITION DAY THE FIVB TECHNICAL SUPERVISOR MUST	Ref.	
	IN ADDITION to daily responsibilities for each competition day see responsibilities below.		
1/	Check that FIVB Highlights crew members are welcome upon their arrival and are put in contact with the Press Delegate, TV Coordinator, promoter, players, etc.		
2/	Coordinate activities with the FIVB Delegates (Referee Delegate, Press Delegate, TV Coordinator, and Medical Delegate when assigned) and the Organizing Committee		
3/	Ensure the TV Coordinator completes required reports and forms.		
4/	Ensure the Press Delegate will supervise the FIVB Press procedure (e.g. circulation of press releases to the FIVB mailing list and update of the FIVB Web site).		
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COMMENTS:

4th COMP. DAY ON THE 4th COMPETITION DAY THE FIVB TECHNICAL SUPERVISOR MUST	Ref.	
IN ADDITION to daily responsibilities for each competition day see responsibilities below.		
Report to the FIVB in case the Organizer does not fulfil World Tour standards		
Coordinate activities with the FIVB Delegates (Referee Delegate, Press Delegate, TV Coordinator, and Medical Delegate when assigned) and the Organizing Committee.		
Ensure all matters concerning televised matches are controlled in coordination with the FIVB officials concerned.		
Conduct Awarding Ceremony Rehearsal		
	THE FIVB TECHNICAL SUPERVISOR MUST IN ADDITION to daily responsibilities for each competition day see responsibilities below. Report to the FIVB in case the Organizer does not fulfil World Tour standards Coordinate activities with the FIVB Delegates (Referee Delegate, Press Delegate, TV Coordinator, and Medical Delegate when assigned) and the Organizing Committee. Ensure all matters concerning televised matches are controlled in coordination with the FIVB officials concerned.	

COMMENTS:

5th COMP. DAY ON THE 5th COMPETITION DAY THE FIVB TECHNICAL SUPERVISOR MUST	Ref.	
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	IN ADDITION to daily responsibilities for each competition day see responsibilities below.	
1/	Control and coordinate the planning, preparation and rehearsal of the Awarding Ceremony (Preliminary List of Presenters required)	
2/	Report to the FIVB in case the Organizer does not fulfil World Tour standards	
CO	MMENTS:	

	6th COMP. DAY ON THE 6th COMPETITION DAY THE FIVB TECHNICAL SUPERVISOR MUST	Ref.
	IN ADDITION to daily responsibilities for each competition day see responsibilities below.	
1/	Approve the list of awarder (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 latest Players File and Tournament files are sent by email IMMEDIATELY following the conclusion of the final match to FIVB VIS Dept. in order to allow the FIVB to update the world ranking and its data base accordingly	
3/	Check with FIVB Delegates 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/	Report to the FIVB in case organizers do not fulfil World Tour standards	
7/	Send a brief report via email to all Technical Supervisors (copy to FIVB BVB Dept) reporting on major topics (i.e. sanctions, documents collected, marketing items, competition situations, etc) and with information that is helpful to operations of the World Tour.	
8/	inform the FIVB of any sanction applied to the Promoter or the athletes (BVB/08)	
9/	Prepare with the promoter a package to be sent to the FIVB by express mail containing: the Final Report (BVB/13) DULY SIGNED BY ALL PARTIES , the Daily Bulletins, the score sheets, samples of athletes' uniforms, copies of the official poster and official program, press material, press clippings, photos, promotional material, sponsors' gifts and any other document of interest. This package must reaches the FIVB no later than 7 days from the end of the competition.	BVB/13

	+7 DAYS	NO LATER THAN 7 DAYS AFTER THE EVENT THE FIVB TECHNICAL SUPERVISOR MUST	Ref.	
1/	Submit the BVB	/13 Final report directly to the FIVB by e-mail (PDF/Word Document).	BVB/13	

COMMENTS		

17 May 2013