

**AVC OPERATION MANUAL**  
**FOR**  
**AVC ORGANIZER AND CONTROL COMMITTEE**  
**By Mr. Shanrit Wongprasert, Chairman of AVC Sports Events Councils**

**SECTION 1 ORGANIZER**

**A The Procedure to be the Candidate Organizer of AVC Championship**

**1 Official letter**

Any federation who wants to be the Organizer of AVC Championship is obliged to send the official letter to AVC at least 4 years before the competition year.

**2 Application forms**

The following forms (download from FIVB website) shall be presented with the official letter:

- |     |      |                                     |              |
|-----|------|-------------------------------------|--------------|
| 2.1 | O-11 | Application to host a competition   | (Appendix 1) |
| 2.2 | O-12 | Information on the candidate city   | (Appendix 2) |
| 2.3 | O-13 | Information on the competition hall | (Appendix 3) |
| 2.4 | O-14 | Training gym requirement and needs  | (Appendix 4) |
| 2.5 | O-15 | Information on the hotels           | (Appendix 5) |

**3 First Inspection Visit**

If AVC B/A approves any federation as the candidate organizer, the first inspection visit will be conducted at least 2 years before the competition in order to inspect all the proposals according to the proposed O-forms.

The candidate federation is obliged to pay the AVC Inspector the flight ticket (Economy Class), visa fee, per-diem (USD 50 per day from arrival day until departure day) as well as full board and lodging in the hotel which will be provided for the teams.

**4 Preparatory report**

After the first inspection, the organizer has to present the preparatory report of the organization of the respective AVC Championship to AVC Office in Beijing 2 years before the competition, then Sports Events Council Meeting (which will be held in December or early January) will consider the report and present to AVC B/A Meeting for approval. The content of Preparatory Report is:-

- 4.1 Competition dates:  
4.2. Place:  
4.3. Arrival airport: .....,

Distance from teams' hotel .....km /.....hr.....min

- 4.4. Hotels: For teams: Name and address....., Tel....., Fax....., E-mail.....  
For officials: Name and address....., Tel....., Fax....., E-mail.....

- 4.5. Competition hall(s): Name:Name and address.....  
Distance: from teams' hotel / .....km./.....min.  
from Officials' hotel / .....km./.....min.  
Capacity: .....seats  
Dimension: .....m x ..... m  
Playing area: .....m x ..... m  
Height: .....m  
Floor: .....  
Lighting: ..... lux (1500 lux or more is needed)

- 4.6 Training gyms: (Up to the number of participating teams)

No 1: Name and address

Playing area: .....m x ..... m  
Height: .....m  
Floor: .....  
Lighting: .....lux (At least 500 lux)  
Distance: from teams' hotel .....km./.....min

No 2: Name and address

Playing area: .....m x ..... m  
Height: .....m  
Floor: .....  
Lighting: .....lux (At least 500 lux)  
Distance: from teams' hotel .....km./.....min

- 4.7 Transportation:

One coach for each team, cars for AVC officials and vans for referees will be provided.

- 4.8 Competition Calendar

-3 day Arrivals of AVC Officials

-2 day Arrivals of teams

0900 1<sup>st</sup> CC and Local OC Meeting

1030 - 1<sup>st</sup> Inspection of hotel, training gyms and competition gym

- CC and Local OC Meeting after the 1<sup>st</sup> inspection

- Preliminary inquiry (Up to arrival and training schedule)

-1day

0900-1100	- Referee & VIS Clinic (Theory)
1100-1400	- Referee & VIS Clinic (Practice)
1400	- Final inspection
	- 2 <sup>nd</sup> CC & Local OC Meeting after final inspection
1800	- General Technical Meeting
Day 1-8 (or 9)	Competition days
Day 9 (or 10)	Departures

## **5 Progressive Report**

After approval by AVC B/A Meeting, the Progressive Report is obliged to be presented to AVC Office in Beijing and at the AVC B/A Meeting with brochure and CD (7-10 minutes) presentation by the Representative of the Organizer one year before the competition in order to get final approval from AVC B/A. The content of the report will be the same as preparatory report but to reconfirm or modify the final preparation of the championship.

## **B Preparation before the championship**

After the final approval by B/A Meeting, the Organizer should continue the following preparation before the competition:-

### **1 Reservation of:-**

- 1.1 Competition and training halls
- 1.2 Hotels for teams and AVC Officials
- 1.3 Transportation
- 1.4 Broadcasting time of TV Host Broadcaster

### **2 Promotion plan**

- 2.1 Press release
- 2.2 Press conference
- 2.3 Poster, banners and billboards
- 2.4 Souvenir program
- 2.5 Entertainment and other activities

### **3 Drawing of Lots**

If the Organizers want to conduct the Drawing of Lots in the city where the competition will be held, it should be held at least 3 months before the competition and the AVC President or his Representative will conduct the Drawing of Lots together with 2<sup>nd</sup> Inspection Visit. The organizer will pay the flight ticket, visa fee, per-diem USD 50 per day from arrival day until departure day and full board and lodging for AVC President or his Representative.

#### **4 Competition Schedule**

Within 10 days after the Drawing of Lots, the organizer is obliged to send the draft of Competition Schedule to AVC for approval. The organizer will send the Competition Schedule to all the participating federations as soon as after AVC approval.

#### **5 Handbook**

The draft of Hand book will be sent to AVC for approval 2 months prior to the competition. After AVC approval the Handbook should be sent to all CC Members, Referees and participating teams 1 month before competition. The content should be composed of:

- 5.1 Map of the country
- 5.2 Map of the city
- 5.3 Message of AVC President and Forward by President of the organizing federation
- 5.4 List of CC Members and international Referees
- 5.5 General Organization Chart
- 5.6 Technical Organization Chart (Download from FIVB website) (Appendix 6)
- 5.7 List with the names of liaison persons and interpreters for each team
- 5.8 Match schedule
- 5.9 Training Schedule
- 5.10 Arrivals and departures of officials, referees and teams
- 5.11 Meeting schedule
- 5.12 Basic transportation schedule
- 5.13 Configuration plan and address of Competition halls
- 5.14 Address of Training Gyms
- 5.15 Address of Hotels and Secretariat Room
- 5.16 Medical Service and Control
- 5.17 Opening and closing ceremonies schedule
- 5.18 Application for media accreditations (Appendix 7)
- 5.19 Procedure for press interview (Appendix 8)
- 5.20 Address, telephone and fax numbers of embassies of participating teams
- 5.21 General Information for delegations

#### **6 Preparation for meetings and clinics**

**Three (3) days before the competition**, the Organizer has to finish for the followings:

- 6.1 Secretariat room at the hotel with all office equipment, IDD Phone, fax, internet, computer, laser printer, photocopy machine. This room shall be used from 3 days before until the end of competition.
- 6.2 Room for Preliminary Inquiry with 2 or 3 tables and 6 chairs for each table, this room shall be used only 2 or 1 days before competition
- 6.3 Room for AVC CC and Local Organizing Committee Meeting (about 40 persons) and can be used as daily AVC CC and Local OC Meeting as well as daily Referees' Meeting.

- 6.4 Set up of competition hall, competition court and advertising panels according to FIVB court layout and AVC agreement for 1<sup>st</sup> and final inspection.
- 6.5 Set up of training gyms for 1<sup>st</sup> and final inspection

**Two (2) days before competition.**

- 6.6 Rooms for Referees' clinic – theory (about 40 persons; referees, line judges, scorers, announcers) this room shall be used 1 day before competition.
- 6.7 Room for VIS clinic – theory (about 20 persons) this room shall be used 1 day before competition.
- 6.8 Competition court for Referees and VIS clinics – practice (about 100 persons; referees, line-judges, scorers, announcers, ball retrievers, moppers and 2 demonstration teams) this court shall be used 1 day before competition.
- 6.9 Room for General Technical Meeting (Up to the number of participating teams, 1 table with 4 chairs for each team, head table with enough chairs for AVC CC and tables with enough chairs for Referees and Local CC) this room shall be used 1 day before competition.

**One (1) day before competition.**

- 6.10 Teams' meeting rooms (Up to the number of participating teams) this room shall be used from 1 day before until the last day of competition.

**7 Meeting and Clinic Guidelines**

**7.1 CC President and Organizing Committee Meeting**

**7.1.1 Date and time of meeting**

3 days before competition or as soon as arrival of CC President

**7.1.2 Place of Meeting**

Refer to the Detailed Competition & Activities Schedule in the organizer's Competition Handbook.

**7.1.3 Participants of meeting**

AVC: AVC CC President or Technical Delegate (Event Director)  
Organizing Committee: President, Competition Director, Other Staff as required

**7.1.4 Meeting purpose**

- a) Confirm the competition detail, meeting and activities schedule
- b) Confirm arrangements for meeting and activities, -3, -2, -1 days before the start of competition.

**7.1.5 Meeting resource required**

- a) Meeting room
- b) Refreshment
- c) Competition Handbook

#### 7.1.6 Meeting agenda

- a) Review of AVC Operation Manual
- b) Review of Competition Handbook
- c) Confirm competition and activity details and any updated information
- d) Confirm arrangements for meeting and activities, -3, -2, -1 days before the start of competition.

#### 7.2 The 1<sup>st</sup> Control Committee and Organizing Committee Meeting

##### 7.2.1 Date and time of meeting

09:00 on 2 days before competition

##### 7.2.2 Place of Meeting

Refer to the Detailed Competition & Activities Schedule in the organizer's Competition Handbook.

##### 7.2.3 Participants of meeting

AVC:

- a) CC President
- b) Technical Delegate or Event Director
- c) Appeal Sub Committee members
- d) Refereeing Sub Committee members
- e) Venue Operations Sub Committee members
- f) VIS Sub Committee member
- g) Press Sub Committee members

Organizing Committee:

- a) President
- b) Competition Director (Court Manager, Technical Manager, Referee Manager)
- c) Facilities Directors (Venue Manager, Training Hall Manager, Telecommunication Manager)
- d) Administrative Director (Finance Manager, Transportation Manager, Team Liaison Manager, Security Manager, Accreditation Manager)
- e) Press Director
- f) Medical Director
- g) Protocol & Public Relations Director
- h) Marketing Director
- i) Secretary General
- j) TV Host Broadcaster
- k) Official Photographer

##### 7.2.4 Meeting purpose

- a) Introduce AVC members and Organizing Committee Staff to each other
- b) Confirm the exact time schedule for all remaining meetings, clinics, inspections and other activities
- c) Verify all overall procedures and itinerary during competition

- d) Secure the enforcement of the Specific Competition Regulations and AVC regulations
- e) Report on any activities conducted (if any) prior to the meeting

#### 7.2.5 Meeting resource required

- a) Meeting room to seat a minimum of 40 persons
- b) AVC Flags
- c) Refreshment
- d) A file for each person with a copy of the following documents:-
  - Competition Handbook
  - Specific Competition Regulations
  - Refereeing instructions
  - M-Forms and O-Forms for Appeal Sub Committee members
  - R-Forms for Refereeing Sub Committee members
  - VIS printed P-Forms for VIS Sub Committee members
  - Other documents requested by the AVC

#### 7.2.6 Meeting agenda

- a) Welcome by AVC CC President
- b) Introduction of AVC CC members by AVC CC President
- c) Welcome by Organizing Committee President
- d) Introduction of OC staff by OC President or designate
- e) Introduction to AVC Operation Manual by AVC CC President
- f) Introduction to the competition Handbook by OC Competition Director
- g) Update to be provided by the Organizer
- h) Miscellaneous
- i) Confirm of next meeting, date, place and time

#### 7.2.7 Activities immediately following meeting

- a) Payment of per diems and air ticket to AVC Officials
- b) Various Sub-Committee meetings of AVC CC; Appeal Sub-Committee, Refereeing Sub-Committee, Technical (Venue Operation) Sub-Committee, VIS Sub-Committee, Press Sub-Committee and Medical Delegate with Local Medical Service Managers.
- c) 1<sup>st</sup> Inspection of hotels and transportation (by Medical Delegate), training and competition gyms (by Technical or Venue Operation Sub-Committee), competition court and equipment (by Refereeing Sub-Committee), VIS system (by VIS Delegate), Press Area (by Press Delegate).
- d) Pre-Competition Inspection Checklists as in (appendix 9), will be checked by different Sub-Committee.
- e) Conclusion meeting of 1<sup>st</sup> Inspection should be held at the competition gym in order to reconfirm all AVC requirement.

### 7.3 Daily Control Committee Meeting

#### 7.3.1 Date and time of meeting

Refer to the Detailed Competition & Activities Schedule in the organizer's Competition Handbook for update information.

#### 7.3.2 Place of Meeting

Refer to the Detailed Competition & Activities Schedule in the organizer's Competition Handbook.

#### 7.3.3 Participants of meeting

AVC:

- a) CC President
- b) Technical Delegate (Event Director)
- c) Appeal Sub Committee members
- d) Refereeing Sub Committee members
- e) Technical (Venue Operations) Sub Committee members
- f) VIS Sub Committee member
- g) Press Sub Committee members

Organizing Committee:

- a) Competition Director (Court Manager, Technical Manager, Referee Manager)
- b) Facilities Directors (Venue Manager, Training Hall Manager, Telecommunication Manager)
- c) Transportation Manager
- d) Accommodation Manager
- e) VIS Manager
- f) Medical Director
- g) Secretary Manager
- h) Administration Manager
- i) TV Host Broadcaster
- j) Official Photographer

#### 7.3.4 Meeting purpose

The purpose of this meeting and the daily Control Committee meeting will be to secure the enforcement of the competition and FIVB Sports Regulations, carry out the verifications required in those regulations and in the "AVC Manual", and accomplish further responsibilities assigned to the Control Committee by AVC.

#### 7.3.5 Meeting resource required

Organizing Committee will provide:

- a) Meeting room to seat a minimum of 25 persons
- b) AVC Flags
- c) Refreshment
- d) Prepare a file for each person, with all relevant documents for the local organization (not already contained in the Competition Handbook including Team Composition)

#### 7.3.6 Meeting agenda



- a) Welcome by CC President
- b) General guideline for daily CC meetings
- c) Report following first day of activities:
  - Organizer - Any accreditation / access / transportation issues
  - Inspections – Appeal Sub Committee – Medical, Transportation, Security, Hotel & Hospitality
  - Inspections – Technical (Venue Operation) Sub-Committee – Competition and training halls
  - Inspections – Press Delegate – Press Installations
- d) Clinics
  - Referee Clinic – Refereeing Sub-Committee – Referees, Local Technical Officials (TTOs), Sports Materials
  - VIS Clinic – VIS Delegate – VIS Personnel, Equipment operations
- e) Daily Report from AVC Officials in charge
  - Appeal Sub-Committee
    - o Medical service
    - o Transportation
    - o Board and lodging
    - o Security overall
  - Referee Sub-Committee
    - o Refereeing
    - o Protocol before the match
    - o Local Technical Officials
  - Technical (Venue Operation) Sub-Committee
    - o General Venue Operations
    - o Venue Security and Participant Flows
    - o Warm up court (area) to competition court transfer management
    - o Court issues and equipment
    - o Entertainment and presentation
    - o Television broadcast facilities and coverage
  - VIS Delegate
    - o Equipment and staffs
    - o Competition data, reporting and information flow
  - Press Delegate
    - o Information (Daily Bulletin)
    - o Press Conference and press operations
  - Protocol
    - o VIP welcome, service, lounge, and stands
    - o VIP transportation
    - o Opening ceremony preparation (including equipment review)
    - o Awarding / Closing ceremony preparation (including equipment review)
- f) Confirm remaining Detailed Competition & Activities Schedule by AVC
- g) Any other business
- h) Confirm next meeting date, place and time

## 7.4 Preliminary Enquiry

7.4.1 Date & Time of Meeting:  
2 days before competition

7.4.2 Place of Meeting:  
Meeting should be conducted in teams' hotel (Refer to the Detailed Competition & Activities Schedule in the organizer's Competition Handbook for update information).

7.4.3 Meeting Participants:

AVC:

- a) Control Committee members assigned to conduct the Preliminary Enquiry  
Organizing Committee:
- a) Administration Manager
- b) 3 assistants; Accreditation Manager (for issue of ID cards following each team's enquiry and to support the Preliminary Enquiry)

Teams:

- a) Team Manager
- b) Head Coach
- c) Team Doctor
- d) Interpreter, if necessary

The invitation letter to the teams must mention that the Team Manager, Head Coach and Doctor (+ 1 interpreter if required) must participate in the preliminary enquiry and the teams must present the material required below.

7.4.4 Meeting Resources Required

Material to be presented:

By teams

- a) O-2 forms
- b) O-2 bis form (Final list of 12 players)
- c) Passport for each player
- d) Health Certificate for each player (M-3 form)
- e) Doctor's FIVB ID-card
- f) Samples of uniforms (3 colors)
- g) Advertising Approval Certificate

By Organizer:

- a) O-2 forms
- b) Preliminary enquiry form (O-7 form)
- c) Choice of uniform color form with match schedule printed (O-1 form)
- e) Competition Handbook & important documents including Specific Competition Regulations

- f) Invitation letter to the General Technical Meeting (Press interview and Welcome Dinner if needed)
- g) Team Video Camera form and video camera stickers (Appendix 10)
- h) Computer equipment with VIS and office software for the production of VIS Team
- i) Composition Lists and O-1 form for the Daily Bulletin and for production of I.D cards
- j) Stationary; ruler, folders, paper, hole punch and stapler
- k) Photocopier

#### 7.4.5 Preliminary Enquiry Meeting Procedure

- a) The CC member must verify the passports and check that the players in the O-2 bis form are included in the O-2 form. No substitution of players will be allowed but officials may be replaced. Only players with the Nationality of the respective country and in good standing with International Volleyball Regulations are eligible. All other team members must be in good standing with International Volleyball Regulations (not suspended, duly registered and having documents as required).
- b) Head Coach verifies the number of the players on the O-2 bis form and initials the form to confirm the numbers. The captain and libero must be identified and marked accordingly. Then the Head Coach sign the O-2 bis for final confirmation.
- c) If no discrepancies in names and / or shirt numbers are found, the CC member initials and approves the O-2 bis form.
- d) Naturalized players must be declared by the team including a statement of whether they have participated for another country's national team.
- e) The uniform of each team must be checked to verify that they fulfill the AVC Uniform standard. A team will be fined according to the Specific Competition Regulations if the discrepancies can not be remedied.
- f) The enquiry proceeds in accordance with the order on the O-7 form and at the end of each team's enquiry, once completed, the O-7 forms must be signed by the CC members, the Team Manager, the Head Coach and the Organizing Committee's Representative.
- g) The controlled and signed O-2 bis form is given to the Organizing Committee to produce via 1 computer, the VIS Team Composition list. After production, the Head Coach must verify the VIS Team Composition list and sign it for final reconfirmation. All final lists will be published in the first issue of the Daily Bulletin.
- h) The CC members must establish the O-1 form for uniform color allocation. The O-1 form will be published in the first issue of the Daily Bulletin.
- i) The Technical Delegate will collect O-7 forms, all original and signed O-2 bis forms, the VIS Team Composition lists and the final O-1 form.

Any other information of relevance to the Team Manager should be issued at the preliminary enquiry if not already included in the competition handbook (including any local embassy consulate details, organizing committee contact details, contact details of local hospitals, opening ceremony instructions, etc).

#### 7.4.6 After the Preliminary Enquiry Teams' Accreditation:

Following the team's preliminary enquiry, the Team Manager must present to the Organizer the final list of the 12 players, O-2 bis form signed by the AVC CC member.

The Organizer then issue ID cards for each Team Member, as per the persons mentioned on the O-2 bis form. Another two authorized extra officials may be accredited before all their expenses have been paid by the representative National Federation to the Organizers. No other person may be accredited as Team Members.

### 7.5 Refereeing Clinic

#### 7.5.1 Date & Time of Clinic

1day before start of competition, refer to Detailed Competition & Activity Schedule in the Handbook.

#### 7.5.2 Place of Clinic

Refer to Detailed Competition & Activity Schedule in the Handbook.

#### 7.5.3 Clinic Participants

- a) AVC Refereeing Delegates
- b) International Referees
- c) Scorers
- d) Line judges
- e) Assistants

\*Additional for practical session:

- a) Court Manager
- b) Refereeing Manager
- c) Refereeing Supervisor
- d) Ball retrievers
- e) Moppers and Quick Moppers
- f) Flag holders (If National Anthems are needed during the Championship).
- g) Operators for the sound system
- h) Announcers

#### 7.5.4 Clinic Procedure

### **THEORETICAL SESSION**

This part deals with the correct interpretation of the latest "Refereeing Instruction", including the Match Protocol and a general refresher session regarding the duties of the referees.

#### **Obligatory Topics:**

- a) To ask in the name of AVC for excellent objective and honest refereeing, in the spirit that refereeing corps members are not “policemen”, but they produce a high level service for Volleyball players and public.
- b) To inform the referees about the latest version of the “Official Volleyball Rules”
- c) Protocol according to the latest version of the “Refereeing Instructions”.
- d) Stress from the actual rules the following points:
  - the scoring system (R. 6)
  - the score sheet and how to fill it in (Libero number, etc.)
  - the line-up sheet
  - the Libero can not be team captain (R.5.1.2)
  - freedom of movement of the coach (R.5.2.3.4)
  - rotation fault and consequences (R7.7.1)
  - substitution of players (R.15.5)
    - o normal player’s substitution, its execution (R.15.10) and exceptional substituted player is not allowed to re-enter the match (R.15.7)
    - o replacement of the normal player with Libero (R.19.3.2)
  - ball crossing the net and goes to the opponent’s free zone (R.10.1.2)
  - players’ contact with the net (R.11.3.11.4), in which cases the referees have the right to call a fault
  - the server must hit the ball within 8 seconds after the first referee whistles for the service (R.12.4.4)
  - screening exists (R.12.5) – but do not exaggerate!
  - TO: each team is entitled to a maximum of two TOs and they may be requested by the Coach or the game-captain (15.1 / 15.2.1)
  - TTO: in the 1<sup>st</sup> – 4<sup>th</sup> set at 8 and 16 points and each TTO lasts 60 seconds. In the 5<sup>th</sup> set: no TTO, only TO (R.15.4.1)
  - Improper requests and delays (R.15.11, 16.1). Hand signal (new) and registration of delays, Sanction for delays
  - interval between sets, special for FIVB Officials. The interval between the second and the third set can be extended up to 10 minutes by the competent body at the request of the organizer.(R.18.1)
  - misconduct and its sanctions: (R.21)
    - o what is minor misconduct and how must the referee express and issue it ? (it is not a penalty, no card, no other immediate consequences, not recorded on the score sheet (R.21.1)
  - penalty area: what it is, where and who must sit there (R.1.4.6,21.3.2.1,)
  - stress the rule that repetition of misconduct be the same team member in the same match is sanctioned progressively as shown in R.21.3 and Diagram 9 (the same team member receives a heavier sanction for each successive offense)
  - distinguish well between the sanction and its administration for delay and misconduct (R.16.2, 21.4)
- e) Finally, stress also the following:
  - all other special cases or misunderstanding of the rules which you have seen in your practice in the last period

- the referee must not permit aggressive actions between the two teams
- cooperation between members of the Refereeing corps must be well known:
  - o between first and second referee
  - o between second referee and scorer (s)
  - o between first referee and line judges
  - o between the scorer and his reserve (assistant scorer): especially for TTO, control of the Libero replacements and in the manual scoreboard handling work.

## **PRACTICAL SESSION**

### a) Material needed

Scorer's table, score-sheet, line-up sheet, players' benches, buzzer for coach and for scorer, Microphone for announcer, referee chair

### b) Teams

- At least two teams playing at least 5 sets
- In each team a Libero player must be used and an alternative player must be ready to act as re-designation of an injured Libero

### c) Topics to be controlled during the session:

- Personnel work of each member of the refereeing corps
- Cooperation between members
- The match protocol must be exercised until the refereeing corps can perform perfectly
- Any major fault must be corrected immediately (stop the game)

### d) After each set, an "in situ" meeting will be held attended by:

- Refereeing sub committee members, Referees, Scorers, Lines-judge and assistants
- The purpose of the meeting is to comment briefly on the successful and incorrect actions made by each member of the Refereeing Corps, seeking to find a single criterion to be followed.
- In this meeting those referees not having officiated must give their opinions on what they observed during the game.

## 7.6 VIS Clinic

### 7.6.1 Date & Time of Meeting

1 day before start of competition, refer to Detailed Competition & Activity Schedule in the Handbook.

### 7.6.2 Place of Clinic

Refer to Detailed Competition & Activity Schedule in the Handbook.

### 7.6.3 Clinic Participants

AVC:

The VIS Clinic is conducted by the AVC VIS Sub Committee, other Technical (Venue Operations) Sub Committee members may attend.

Organizing Committee:

- a) VIS Manager
- b) VIS Supervisors
- c) VIS Observers
- d) VIS Operators

#### 7.6.4 Clinic Purpose

The purpose of the clinic is:

- a) Verification of the quality of the VIS personnel and their understanding and implementation of VIS observation criteria
- b) Verification of the VIS equipment
- c) Verification of the organization for distribution
- d) Verification of fax and modem connections
- e) Testing of transmission with the main / secondary cities and with AVC and FIVB, if needed.

#### 7.6.5 Clinic Resource Required

Material to be presented:

- a) 4 computers (minimum)
- b) 1 printer
- c) Network in operation (Converters, Cable)
- d) Connection to the internet

#### 7.6.6 Clinic Program

- a) General introduction
- b) Final instructions to the Observers and explanation of observation techniques, evaluation criteria and special cases (see the VIS Instructions)
- c) Final Instruction to the Operators and explanation of hardware, software, special cases
- d) Observation of a live match during the Referee Clinic / Dress Rehearsals
- e) Transmission of the information between each venue, if needed
- f) Explanation of the system to be used if VIS does not function, i.e. troubleshooting scenarios

### 7.7 General Technical Meeting

#### 7.7.1 Date & Time of Meeting

1 day before start of competition, refer to Detailed Competition & Activity Schedule in the Handbook.

#### 7.7.2 Place of Meeting

Refer to Detailed Competition & Activity Schedule in the Handbook

### 7.7.3 Meeting Participants

#### AVC:

- a) All Control Committee members (properly dressed)
- b) All International Referees (properly dressed)

#### Organizing Committee:

- a) President of Organizing Committee
- b) All Head of departments
- c) Press officer
- d) Secretary
- e) Interpreter (in case of need)
- f) Official Photographer

#### Teams:

- a) Team Manager
- b) Head Coach
- c) Team Doctor
- d) Team interpreter, if necessary

### 7.7.4 Meeting Purpose

The purpose of the meeting is to verify if the competition conditions are in compliance with AVC Regulations and to update Team Delegations on important competition matters.

### 7.7.5 Meeting Resources Required

For this meeting, Organizing Committee must provide a conference room with a capacity big enough for all attendants, a room layout in accordance with AVC regulations and all the necessary equipment including nameplates, microphones, sound system, flip-chart and color pens.

Organizing Committee must also distribute the following material:

- a) Daily Bulletin No.1 containing color shirt distribution, all team lists and any AVC communications
- b) Any updated Organizing Committee competition documents

### 7.7.6 Meeting Agenda

- a) Introduction
  - Welcome by Organizing Committee
  - Welcome by AVC CC President and presentation of CC members
  - Presentation of the Referees by OG Referee Delegate
  - Presentation of the local officials by Organizing Committee Delegate
  - Presentation of each team delegation by team official
- b) General information to the team delegations by Technical Delegate (Venue Operation)



- Report on the eligibility of players and officials
- Place on the tribune for players and delegation members
- The place for changing the shirt during the match
- ID card of players on the Jury table before the match
- Delegation members allowed on the bench
- Dressing uniformity for delegation members on the bench

c) Information concerning competition matters by Venue Operation (Technical Delegate)

- Choice of uniforms colors, each match (confirmation by the O-1 FIVB form)
- Training schedule
- Place for team statisticians
- video for non commercial purposes
- Distribution of VIS results, statistics and daily bulletin to teams and officials.

d) Refereeing instructions by Referee Delegate

- Floor mopping system
- Match protocol
- Interval between sets
- Use of technical time-out and regular time-out
- Important information about the Rules of the Game

e) Medical matters by (Organizing Committee Medical Delegate)

- Doping Control
- Alcohol check for Referees
- Court medical assistance and services

f) Press by Press Delegate

- Press conference with Head coach one day before the competition start (If needed)
- Press interview with coaches and players after each match

g) Other General information by Organizing Committee Delegate

- Transportation and accommodation
- Meals
- Laundry
- Any important information

h) Miscellaneous

i) Closing by CC President

## 7.7 Activities immediately following meeting

A Press Conference will be held with the Head Coaches following the meeting if the organizer wants to promote the competition.

## 7.8 Medical Meeting

7.8.1 Date & Time of Meeting

1day before start of competition, as soon as after General Technical Meeting

7.8.2 Place of Meeting

Refer to Detailed Competition & Activity Schedule in the Handbook

7.8.3 Clinic Participants

AVC:

Control Committee Medical Delegate (properly dressed in suit and tie)

Organizing Committee:

- a) Local Organizer Medical Manager
- b) Secretary
- c) Interpreter (in case of need)

Teams:

- a) Team Doctor
- b) Team interpreter

7.8.4 Meeting Purpose

The purpose of the meeting is to verify if the competition conditions are in complied with AVC & FIVB Medical Regulations and to update Team Delegations on important competition matters

7.8.5 Meeting Resources Required

For this meeting, Organizing Committee must provide a conference room with a capacity of 10-15 persons (or according to the number of participating teams), with a room layout in accordance with AVC regulations and all the necessary equipment including flags, backdrop, nameplates, small table flags for the AVC and participating countries' flags, flip-chart and color pens.

Organizing Committee must also distribute the following material:

- a) Daily Bulletin No. 1 containing match schedule and any AVC communications
- b) Any updated Organizing Committee competition documents

7.8.6 Meeting Agenda

- a) Medical Matters by Medical Delegate
- b) Court Medical Assistance
- c) Miscellaneous
- d) Closing

## **SECTION 2 DUTIES OF THE NATIONAL ORGANIZING COMMITTEE MEMBER**

### **A. ORGANIZATION OF EACH HOST NATIONAL FEDERATION**

## 1 NATIONAL ORGANIZING COMMITTEE

The General Organization Chart (12 people as follows) must be sent to AVC no later than 6 months before the competition will be started.

- 1.1 The Organizer forms a National Organizing Committee which becomes the delegated trustee and immediately enters into communication with the AVC Head Office from which it will receive instructions directly.
- 1.2 The administrative organization of the competition is the responsibility of the National Organizing Committee. It makes all administrative and technical arrangements, including organizational charts, sports material, timetable, preparation of venues, etc.
- 1.3 The National Organizing Committee must be composed of the following compulsory minimum 12 persons:

Overall management

1.3.1 President

1.3.2 Vice-President

Technical

1.3.3 Competition Director

1.3.4 Medical Services Director

1.3.5 Accommodation and Transport Director

Marketing / Promotion

1.3.6 Marketing Director

1.3.7 Press Director

1.3.8 Ceremonies Director

The Competition Director will be assisted by the following four persons:

1.3.9 Refereeing Manager

1.3.10 Court Manager

1.3.11 Technical Manager

1.3.12 VIS Supervisor

## B. DUTIES OF THE NATIONAL ORGANIZING COMMITTEE MEMBERS

### 1. **President**

The President of the Organizing Committee has full responsibility for the work of the Organizing Committee. His/her special responsibilities are to find competent persons to work in the Organizing Committee and to maintain contact with AVC.

### 2 **Vice-President**

The Vice-President of the Organizing Committee will act as a President, when the President is absent. He can have also the duties of one of the Directors, Managers or Supervisors, if the Organizing Committee so decides. Together with the President, he is responsible of finances and personnel.

### **3 Competition Director**

The Competition Director is invested with full authority over any other entity or person in the running of the venues in which the matches are held. The Competition Director closely cooperates with the AVC Technical Delegate.

#### **3.1 MAIN DUTIES**

- 3.1.1 To prepare a logistics plan for the quantification and recruitment of national technical officials and volunteers (see Technical Organization Chart).
- 3.1.2 To assist AVC Control Committee members, i.e. Technical and Referee Delegates.
- 3.1.3 To obtain the equipment, material and furniture required for installing all working areas, meeting and other rooms needed.
- 3.1.4 To check the plans for the preparation and installation of the stands and booths, press and interview rooms, changing rooms and medical services.
- 3.1.5 To ensure the availability of material and equipment officially approved by the FIVB and strict order in the competition area, warming-up court and training court
- 3.1.6 To install the playing area as per FIVB Court Layout, maintain tables, chairs, benches, etc., as well as advertising panels, TV, film and photo cameras, in place.
- 3.1.7 To check that all flags (AVC and those of the Participating Countries) are properly placed in the competition halls.
- 3.1.8 To ensure perfect condition of the floor surface, posts and post pads, nets, balls; to verify regularly the exact height of the net, the position of the side bands and antennae and the tension of the net.
- 3.1.9 To supervise the operational condition of the lighting and sound systems, scoreboards and floor mops.
- 3.1.10 To provide teams on the court with trolleys, balls, carts and rubbish bin, soft drinks and towels.
- 3.1.11 To recruit, train and nominate the speakers for each match.

### **4 Refereeing Manager**

The Refereeing Manager closely cooperates with the FIVB Refereeing Delegate.

#### **4.1 MAIN DUTIES**

- 4.1.1 To do his utmost to assist the Refereeing Delegate to solve any problem.
- 4.1.2 To ensure the availability of interpreters needed to communicate with the Refereeing Delegate.
- 4.1.3 To elaborate the schedule of clinics and meetings.
- 4.1.4 To be ready to attend the local Control Committee and Refereeing Sub-Committee meetings.
- 4.1.5 To prepare the meeting room and halls and provide the necessary material and equipment which must be previously inspected and approved by the Refereeing Delegate.
- 4.1.6 To be responsible for the referees' timely transportation in order to enable them to comply with their duties.

- 4.1.7 To recruit and train the personnel working on the court, such as scorers, linesmen, floor moppers, ball retrievers.
- 4.1.8 To coordinate the entrance of scorers, linesmen, ball retrievers and moppers to the playing area.
- 4.1.9 To ensure the availability of a sufficient quantity of the following FIVB forms:
  - a) scoresheets,
  - b) line-up sheets,
  - c) refereeing evaluation forms
- 4.1.10 To ensure the availability of material and equipment required at each playing court, as follows :
  - a) pressure gauges and instruments for measuring both the circumference and weight of the balls, hand or foot air pump,
  - b) 2 mechanical scoreboards,
  - c) 5 flags for the use of linesmen,
  - d) 5 Exclusive balls approved by AVC
  - e) hygrometer and thermometer.
  - f) To work conjointly with the International Referees during the competition and organize all scheduled meetings and the clinic.
  - g) To ensure the availability of meeting rooms and gyms for refereeing practice.
  - h) To be available all the time during the match in the control area located for him.
  - i) To check if all the refereeing forms, scoresheets are filled in and typed on time and to distribute them if necessary.
  - J) To be responsible for the fulfillment, photocopying and distribution of scoresheets, R-4 forms and all other reports issued by the Refereeing Delegate.

## **5. Court Manager**

The Court Manager closely cooperates with the FIVB Technical Delegate/CC President.

### **MAIN DUTIES**

The duties of the Court Manager are explained in Technical Organizational Chart.

## **6 Technical Manager**

### **MAIN DUTIES**

The duties of the Technical Manager are explained in Technical Organizational Chart.

## **7 VIS Supervisor**

### **7.1 DUTIES BEFORE THE COMPETITION**

- 7.1.1 To organize and coordinate the personnel requested by the AVC regarding the individual and team statistical evaluation.
- 7.1.2 To be in contact with the AVC Headquarter to verify the operational conditions of the computer system and e-mail transmission at least three days before the competition.
- 7.1.3 To send the **VIS-1** form (see Appendix) duly filled out by fax to the AVC Headquarters in Beijing, China at least one day before the competition.
- 7.1.4 To train and coordinate the work of statisticians, writers, typists, PC operators and programmes.
- 7.1.5 To take care that all necessary material is installed in the hall (computer, printer etc.)

## **7.2 DUTIES DURING AND AFTER EACH MATCH**

- 7.2.1 To process the statistical data required for TV on-screen information.
- 7.2.2 To print out P-1 form for the press, VIP, sponsors and CC before each match
- 7.2.3 To verify the conformity of statistical data obtained during the matches and the data contained in the print-outs to be distributed.
- 7.2.4 To use the official **O-4 form**, established by the Technical Delegate/Control Committee President, as the basic control for the **P-2 form**.
- 7.2.5 To print the match result report **P-2** after each match for signature by the Technical Delegate/Control Committee President who authorizes its immediate release.
- 7.2.6 In case of problems (statistics, print, etc.), the VIS Supervisor must send the **O-4 form** to VIS headquarters in order to avoid any delay (**O-4 form** to be sent, if the **P-2 form** has not been printed within 15 minutes after the match).
- 7.2.7 To print the **P-4 form** at the end of each day for transmission to the Communication Director and to AVC Headquarters by fax and e-mail.

## **8. Marketing Director**

The Marketing Director will cooperate closely with the Communications Director and according to each of their duties, to work out a detailed promotional plan, including ticket sales, which will ensure the best possible promotion of the event in their country. The Marketing Director will be the contact person with the sponsors, VIPs and authorities.

### **8.1 MAIN DUTIES**

- 8.1.1 To establish and maintain regular contacts with the sponsors, VIPs, authorities listed above, before, during and after the competition.
- 8.1.2 In cooperation with Communication Director to produce the national and local program, as well as the poster, in accordance with the instructions given under point 4 above.
- 8.1.3 To ensure distribution the above-mentioned program and poster (except to the sponsors, VIPs and authorities)
- 8.1.4 To provide the above-listed companies/persons, with the documents and information on the event.
- 8.1.5 To invite the sponsors, VIPs and authorities, to attend the event and ensure that suitable arrangements to host them are made (accreditation cards, guest passes, transport, parking facilities, accommodation). Assist sponsors, VIPs and authorities should they wish to organize social events such as receptions for the teams, etc.
- 8.1.6 To supervise the installation of the VIP stands and the hospitality room.
- 8.1.7 To recruit the necessary hostesses and security persons for reception purposes
- 8.1.8 During the competition the main duties are to provide the sponsors, VIPs and authorities, with any up-dated information on the competition (results of other matches and any other information).

## **9. Press Director**

The Press Director will cooperate closely with the Marketing Director according to their respective duties in order to ensure the best possible promotion of the event in their country.

## **9.1 DUTIES BEFORE THE COMPETITION**

- 9.1.1 To plan, prepare and implement a plan for the media exposure of the event in order to ensure maximum pre-coverage of the event, including distribution of all match results, daily rankings and general ranking to all local press and AVC Headquarter during the whole period of the competition.
- 9.1.2 Together with the Marketing Director to prepare and implement various public relations activities in order generate interest among potential spectators.
- 9.1.3 To send applications for media accreditation to the journalists of the host country sufficiently early
- 9.1.4 To provide in due time TV and press with all necessary information about the competition (general organization, official program, composition of teams and any documentation about them, teams' previous results, information about the host cities and competition halls, information on events taking place on the occasion of the competition in the host city, Volleyball in general).
  - a) To ensure good working conditions for the TV and press.
  - b) To install a fully equipped Press Centre including a working area, telecommunications equipment, interview room as well as a hospitality room.
  - c) To arrange transport back to the hotel for journalists working late in the competition hall.
  - d) To accredit the press and TV and provide them with the necessary accreditation.
  - e) To verify the accommodation and transport for accredited mass media representatives.
  - f) To check the availability of the Official Photographer and coordinate his work.
  - g) To recruit team interpreters who must be able to speak the language of the team and of the host country and who shall be available for all press conferences.
  - h) To recruit an English-speaking interpreter who shall be available for all press conferences.
  - i) To give the opportunity to journalists to meet the teams before the matches and to inform the teams that such meetings might take place.

## **9.2 DUTIES DURING THE COMPETITION**

- 9.2.1 To check that the TV companies have all necessary facilities.
- 9.2.2 To ensure the flow of information and the smooth operation of press facilities.
- 9.2.3 To verify jointly with the Control Committee the accuracy of the data of statistical evaluation and ensure its transmission as well as any other latest information on the competition to the TV and press.
- 9.2.4 If the Organizer allows private cameras in the competition hall, to group them at a special place  
(not around the playing court).

## **9.3 DUTIES IMMEDIATELY AFTER EACH MATCH**

- 9.3.1 To organize a press conference, and verify that at least the head coach and captain of both teams attend the conference.
- 9.3.2 To ensure, the operation and smooth running of press interviews.
- 9.3.3 To verify the **P-2 and P-4 forms** that the VIS Supervisor should transmit to him after the end of each match.

- 9.3.4 To prepare the "Flash Report" (maximum 4 lines) immediately after the match is finished, before the Press Conference. The match descriptions will be included in the Volleyball Press Info, which will be printed after the last match each day has been finished. This information must be distributed to the local press and to International Agencies in the country.
- 9.3.5 The **P-3 form** must be completed after the Press Conference.
- 9.3.6 To support Technical Delegate to distribute the Daily Bulletin, composed of **P-2, P-4 and Volleyball Press Info forms**, to team delegations, AVC officials and the press each competition day.
- 9.3.7 To transmit the results information forms as required in the VIS instructions (also copies of the Volleyball Press Info).
- 9.3.8 To transmit the match results and rankings to AVC Headquarter.
- 9.3.9 To ensure the reception of match results and rankings from the other city if the competition will be organized in 2 cities.

#### **9.4 DUTIES AFTER THE COMPETITION**

- 9.4.1 To send to the AVC, no later than one week after the last competition day:
  - a) copies of photos taken by the Official Photographer to be used for AVC publications,
  - b) copies of press articles published in the host country,
  - c) the full addresses of all journalists present during the competition.

An official Photographer hired by the Organizer must be independent from any newspaper and be a professional sports photographer. The official photographer has the obligation to be present at all matches.

After each tournament all slides taken should be remitted to the Press Director who is responsible for transmitting them to the AVC in a timely manner.

### **10. Ceremonies Director**

#### **10.1 MAIN DUTIES**

- 10.1.1 In cooperation with the Marketing Director to prepare a plan for promotion activities at the venue, including the provision of dancers/cheerleaders/pop band for the time-outs, the provision of personnel to wear the mascot costume, and personal player introductions before the match after warm-ups, spectators' involvement, opening ceremony (not compulsory), etc.
- 10.1.2 To organize the closing and awards ceremony immediately after the final match. A detailed plan for the closing ceremony/awards ceremony must be included in the above mentioned "event plan".
- 10.1.3 To ensure that a sufficient number of security personnel are on hand in the car park, at the entrance to the stadium and in various areas of the hall to help spectators find their seat and to avoid conflicts. Such personnel in the hall must be familiar with the different accreditation categories and the number system of the stands in the hall.

### **11. Medical Doctor**



Medical Doctor of the Organizing Committee is responsible for the smooth running of the medical controls and medical assistance during the competition.

### **11.1 DUTIES BEFORE THE COMPETITION**

- 11.1.1 To inspect the room for referees' medical control and check the equipment for alcohol test.
- 11.1.2 To verify that meals are provided in quality and quantity as required by FIVB Medical Regulations.
- 11.1.3 To assure the hospital for possible hospitalization and medical assistance in the hotels where the participants are accommodated.
- 11.1.4 To ensure the availability of an ambulance in the case of emergencies.

### **11.2 DUTIES DURING THE COMPETITION**

- 11.2.1 To verify and propose adjustment required for the good functioning of medical services.
- 11.2.2 To verify and propose adjustment required for the good functioning of nutrition.
- 11.2.3 To supervise the work of referees control.
- 11.2.4 To supervise the medical assistance in the first-aid room, on court and in training halls.
- 11.2.5 To supply the necessary medicines.

### **11.3 DUTIES AFTER THE COMPETITION**

- 11.3.1 He/she must prepare a report on the medical aspects of the competition and forward it with the medical forms to the AVC Headquarter within 15 days after the competition.

## **12. Accommodation and Transport Director**

### **12.1 MAIN DUTIES**

- 12.1.1 To prepare and implement local transport plan for teams, AVC officials, referees, guests, accredited mass media representatives (the latter to be coordinated with Communications Director).
- 12.1.2 To liaise with AVC as to the international transportation plans as coordinated by the AVC.
- 12.1.3 To prepare and implement accommodation plans for teams, AVC officials, referees, guests accredited mass media representatives (the latter to be coordinated with Communications Director).
- 12.1.4 The local Organizing Committee must welcome the teams and AVC officials at the airport upon arrival, confirm the flights for the return of the delegation and clearly indicate the departure time in the hotel for the next flight.
- 12.1.5 Each team delegation will be provided with a bus and driver for local transport, the AVC officials and referees will be provided with cars and vans with drivers for local transport

## **SECTION 3 DUTIES OF AVC OFFICIALS**

## **1 Definitions**

The AVC Officials compose a Control Committee that ensures the regular development of the volleyball tournament. It is divided into the following groups:

### **1.1 Control Committee**

#### **1.1.1 CC President**

#### **1.1.2 Technical Delegate (Event Directors) Or sometimes as CC President, in case AVC President can not attend)**

#### **1.1.3 Appeal Sub Committee**

#### **1.1.4 Technical (Venue Operations) Sub Committee**

#### **1.1.5 Refereeing Sub Committee**

#### **1.1.6 VIS Sub Committee**

#### **1.1.7 AVC Delegates**

### **1.2 The Appeal Sub Committee is composed by:**

#### **1.2.1 CC President**

#### **1.2.2 Technical Delegate (Event Director)**

#### **1.2.3 Medical Delegate**

#### **1.2.4 Technical (Venue Operation) Sub Committee**

### **1.3 The Technical (Venue Operation) Sub Committee is composed by:**

#### **1.3.1 Technical Delegate (Venue Operation Delegate)**

#### **1.3.2 Technical (Venue Operation) Sub Committee Member**

### **1.4 The VIS Sub Committee is composed by:**

#### **1.4.1 VIS Delegate**

#### **1.4.2 VIS Sub Committee Member**

### **1.5 The Refereeing Sub Committee is composed by:**

#### **1.5.1 Refereeing Delegate**

#### **1.5.2 Refereeing Sub Committee Members**

#### **1.5.3 International Referees**

### **1.6 The AVC Delegates consist of the following persons:**

#### **1.6.1 Medical Delegate**

#### **1.6.2 Press Delegate**

#### **1.6.3 Official Photographer**

### **1.7 The Game Jury consists of the following persons:**

#### **1.7.1 Game Delegate**

#### **1.7.2 Game Supervisor**

#### **1.7.3 Game Refereeing Delegate**

#### 1.7.4 Game Refereeing Supervisor

## 2. Duties

### A Duties of Each Control Committee Member

#### 1 Duties of CC President

CC President represents the highest authority in the Volleyball competition of the AVC Championships and coordinates the responsibilities of all the FIVB Officials and Delegates.

The CC President may discharge of his functions any official that does not perform his duties in accordance with this Manual, the FIVB regulations and the CC President instructions. He may delegate part of his functions to any other member of the Control Committee.

#### 2 Duties of Technical Delegate (Event Director)

The Technical Delegate (Event Director) as members of the Appeal Sub Committee, the Technical Delegate (Event Directors) represents the AVC and the Control Committee President in the Venue to which they are assigned with the obligation to solve any obstacle or impediment to the smooth development of the competition and ceremonies and report to the CC President by phone, fax or email.

The Technical Delegate (Event Director) must verify the effective and timely performance of the Sub Committees, individual members of the Control Committee and AVC Delegates in the Venue to which they are assigned. He may delegate all or part of his functions to the CC Members.

The Technical Delegate (Event Director) is responsible for the following:

##### 2.1 Before the Departure

Before departure from their respective country, they should read carefully and prepare for their duties as established in Section 1, Article 13.5 of the "[FIVB Sports Regulations](#)" (see from FIVB website), the "[Rule of the Games](#)" and this "[Operation Manual](#)"

##### 2.2 Before the Competition

###### 2.2.1 Checking of meeting rooms and reception areas

###### 2.2.2 Checking and controlling of the competition hall (see checklist form), in particular the main reception rooms and lounges, to be properly set up for:

- a) Control Committee President (AVC President) Room of 40 sqm., or as suitable as possible arranged with working table, sofas, and low table, equipped with TV, external telephone, fax and with soft drinks, snacks and flowers.
- b) VIPs and Guests of honor; lounge of 40 sqm., or as suitable as possible equipped with

TV, telephone, sofas, and low tables and with a buffet table (beverages, sandwiches and snacks).

- c) Control Committee members and AVC Delegates; reception room of 40 sqm., or as suitable as possible equipped with sofas, low tables, TV and telephone and with beverages and snacks.
- d) Referee; reception room of 40 sqm., or as suitable as possible with beverages, snacks, sofas and TV.
- e) Press; Press cafeteria of more than 40 sqm., or as suitable as possible required for the main hall equipped with tables and chairs, snacks and beverages.

2.2.3 Supervise the preparation and timely availability of meeting rooms, agenda, documents, working equipment and interpreters for:

- a) Control Committee Meeting room
- b) General Technical Meeting
- c) Sub Committee Meeting rooms

Secondary hall reception rooms or lounges, properly set up and furnished as in the main hall

For the following persons and / or meetings: VIPs and guests, Control Committee meeting room, General Technical Meeting, Sub Committee Meeting rooms and Press areas.

2.2.4 Verify the accurate preparation and timely distribution of the documentation, including training schedule, match time-tables (particularly in case of last minute changes).

2.2.5 Assisted by the Appeal and Venue Operation Sub Committee members:

- a) Inspect and verify the proper setting up and operations of the areas adjacent to the competition venue (warming up courts, changing rooms, etc) and working areas (Technical Bureau, etc)
- b) Verify the installation of the competition hall and playing court.
- c) Make the verification of each item in the checklist for the competition hall and for sports equipment and material.

2.2.6 Help the organizer to solve any shortcomings damaging the image of the Competition.

## 2.3 During Competition

2.3.1 They coordinate and control the sequence and timely access of personnel to the playing court, in accordance with these guidelines and the pre-match protocol:

- a) Maintenance  
(45 minutes) before or following a match (free entry to set up tables, chairs, benches, moppers, fasten net, arrangement of court panels, etc.).
- b) Technical Personnel  
(45 minutes) before or following a match (free entry to control scoreboard, lighting, sound, speakers, micros, etc.)

- c) TV Personnel  
(40 minutes) before or following a match (free entry to set up cameras, lines, micros, etc.)
- d) Assistant Personnel on Court  
(30 minutes) before or following a match (ball retrievers, floor moppers, scorers and speaker only)
- e) Control Committee members  
(30 minutes) before or following a match (free entry to request ID cards, bags for draw and chips, O-4 form, etc.)
- f) Referees for the match  
(30 minutes) before or following a match (free entry to verify net height and tension, antennae, score sheet, line-up sheets, match result(30 minutes) before or following a match sheet for CC, etc.)
- g) VIS Officials  
(30 minutes) before or following a match to prepare evaluation sheets and material.

2.3.2 They coordinate and control that the Match Protocol (see the latest “Refereeing Instruction”) is understood and implemented, and that the AVC general policy concerning entertainment activities for spectators before and during the matches are followed as described below:

- a) Before the start of the match:  
They verify if the pre-match protocol is followed with discipline by the teams and officials concerned (Refereeing corps) and control that the entertainment program is in accordance with the present guidelines and the protocol. The playing area will be available for entertainment activities arranged by the Organizer until prior to the start of protocol before the match
- b) During the match:  
Music will be played in all time-outs and between sets. Popular music will be played in order to entertain the public.
- c) Between the sets:  
Organizer may introduce various entertainment activities. In this case, but must notify the Referee Delegate the day before the match

## 2.4 After the Competition

At the end of the Event, the Technical Delegate (Event Director) must coordinate the preparation of the Event Organization Report, sign it and ensure its delivery to the CC President before leaving the Competition site.

## 3 Other duties of the Technical Delegate (Event Director)

The Technical Delegate (Event Director) is responsible for the smooth running of the competition and the operations within the competition and training halls. Their duties are as follows:

### 3.1 Before the Competition

3.1.1 Coordinate the Technical duties to be assigned in individual tasks to the members.

- 3.1.2 Ensure the efficient work of the personnel involved in the event in accordance with their duties as established by the Technical Organizational Chart.
- 3.1.3 In coordination with the CC. President, Event Directors and the Organizing Committee, they must supervised the preparation and timely availability of the meeting rooms, agenda, documents, furniture and interpreters if required for:
- a) Control Committee meeting
  - b) General Technical Meeting
  - c) Sub Committee meetings
- 3.1.4 Coordinate and control the sequence and timely access of personnel to the playing court in accordance with the Pre Match Protocol and the present guidelines.
- 3.1.5 Verify the accurate preparation and timely distribution of training schedule, match time – table (or any possible change).
- 3.1.6 Together with the Venue Operations Sub Committee they inspect and verify, the proper setting-up and operation of the areas adjacent to the competition venue (warming-up courts, changing rooms) and together with the VIS Sub Committee member, working areas, like Technical Bureau (Secretariat) and paying attention to the following working rooms (Operation Manual, Section 4):
- a) Technical Bureau  
This room must be of no less than 50 sqm. With the following equipment available:
    - world processors or PC, telephone and fax
    - VIS terminal PC and printer
    - high speed photocopiers w/zoom and auto stapler
    - desk photocopiers w/auto feeder
    - necessary tables, desks and chairs
    - stationary
  - b) CC President room (If AVC President room)  
24 sqm., tables, desks, chairs and sofa with telephone and fax
  - c) Control Committee room  
24 sqm., tables, desks, chairs and sofa with telephone and fax
  - d) Working rooms in secondary venues (or cities)
    - Technical Bureau no less than 30 sqm. with the same equipment as in the main venue
    - Control Committee room
- 3.1.7 Ensure the correct and timely flow of information, checking the correct preparation typing and content of match and statistical reports and their timely reception, in collaboration with the VIS Sub Committee, Press Delegate and other Sub Committee members responsible
- 3.1.8 Supervise and coordinate with the VIS Sub Committee the preparatory work and content of the Daily Bulletin.
- 3.1.9 Verify and ensure the operations on the competition area under AVC control and the availability of sports equipment and material.
- 3.1.10 Verify and ensure that in each competition venue the Organizer places the AVC flag, logo and the title of the competition and that they are within the sight of the public and TV cameras and that all advertising panels, net advertising, and floor

stickers are in accordance with the respective advertising layout approved for the competition by the FIVB.

- 3.1.11 Inspect and if necessary correct the setting up, availability and efficient operation of the competition court layout and TV camera positions.
- 3.1.12 Verify the installation of the competition hall and the sufficient availability and adequate placing of personnel, sports material and technical equipment required by the FIVB for the competition according to “FIVB Sports Regulations” and specifically:
  - a) Stands and booths
  - b) Warm-up area
  - c) Technical Bureau
  - d) VIS working room (coordinating with Press & VIS Sub Committee Members)
  - e) Changing rooms
- 3.1.13 Control the operational conditions of each training hall. Verify each item in the checklist for each training hall.
- 3.1.14 Check the sufficient availability of personnel for the competition in accordance with the Technical Organizational Chart and the adequate placing within the competition venue and the playing area.
- 3.1.15 Consult the Technical Organizational Chart

Any shortcoming must be solved jointly with the Organizing Committee.

### 3.2 During the Competition

- 3.2.1 Ensure that official event photos of each delegation (players, coaches and delegates) are taken by the Official Photographer.
- 3.2.2 In coordination with the Press Delegate, determine the press photographers' camera position around the playing court and the exclusive position for the official photographer(s).
- 3.2.3 Assist the Press Delegate and the VIS Sub Committee in the preparatory work and content of the Daily Bulletin.
- 3.2.4 Supervise and control the Game Speaker.

### 3.3 After the Competition

- 3.3.1 The Technical Delegate (Event Director) must participate in preparing the Control Committee Report (AVC General Info Report) as appear in **Section 4** before leaving the competition site.
- 3.3.2 During the last day of the competition the Event Director must hold a meeting, in which they will discuss the technical Organization of the competition and prepare a draft evaluation report.
- 3.3.3 Immediately after the final match, the Technical Delegate (Event Director), assisted by the Press Delegate and other CC members, will organize the vote by the journalists for MVP distinction (in the press and media room)

## 4 Duties of the Appeal Sub Committee

The members of the Appeal Sub Committee must arrive in the competition city no less than 3 days before the start of the competition and immediately report to the CC

President and to the Competition Manager of the Organizing Committee. They must request from the Organizing Committee all the necessary documents required for the control of the competition.

#### 4.1 Before the Departure

Before departure from their respective country, all Appeal Sub Committee members should read carefully and prepare themselves for their duties as established in Section 1, Article 13.5 & 13.6 of the “FIVB Sports Regulations” (see from FIVB website), the “Rules of the Games” and this Operation Manual.

#### 4.2 Before the Competition

4.2.1 All Appeal Sub Committee members are obliged to attend the daily Control Committee meetings. During the Control Committee meeting, the Appeal Sub Committee members have to report on the tasks completed the previous day.

4.2.2 All Appeal Sub Committee members are obliged to attend the meeting of the Appeal Sub Committee to prepare the working schedule of the Appeal Sub Committee members and to assign specific tasks to each member.

4.2.3 The Appeal Sub Committee members must control the availability of equipment, material personnel in all medical service areas in accordance with the “FIVB Sports Regulations”

Section 1, Article 20 and with the FIVB Medical Regulation”.

a) Section and procedures for the anti-doping control

b) Section and procedures for the alcohol test of referees

c) Medical assistance during the competition

- first aid facilities in the competition venues

- first aid facilities in the training halls

- ambulance in front of competition and training halls

- hospital available

If need be, the Appeal Sub Committee members must propose modifications to the Organizing Committee.

4.2.4 The Appeal Sub Committee members must coordinate the preparation of the Preliminary Inquiry. The items to be controlled as mentioned in the O-7 form and the criteria for the verification of these items must be agreed upon during the Appeal Sub Committee meeting.

4.2.5 The must verify the organization by the Organizing Committee for schedule meeting and the invitation of all participants in accordance with the “FIVB Sports Regulations” Section 4, Article 9 (Control Committee meeting, General Technical meeting). If need be, the Appeal Sub Committee members must propose modifications to the Organizer.

4.2.6 The Appeal Sub Committee members must verify the plan for transportation of Technical Officials, teams, and Control Committee members, and coordinate available vehicles with the Organizer. If need be, the Appeal Sub Committee members must propose modifications to the Organizing Committee.



- 4.2.7 The Appeal Sub Committee members must verify the accommodation and dining facilities, including timely meals for players, Referees, Officials and the press. If need be, the Appeal Sub Committee members must propose modifications to the Organizing Committee.
- 4.2.8 The Appeal Sub Committee members must verify that the preparation and installation of hospitality areas and personnel comply with AVC requirements.
- 4.2.9 The Appeal Sub Committee members must verify security and access control to restricted areas and stands as well as the smooth operation of VIP and AVC guests' stand and hospitality areas in accordance with the "FIVB Sports Regulations"
- 4.2.10 The Appeal Sub Committee members must attend the General Technical Meeting properly dressed in uniform, if such is available.
- 4.3 During the Competition
- 4.3.1 All Appeal Sub Committee members are obliged to attend the Control Committee meeting each morning as scheduled. The Appeal Sub Committee members must report during the Control Committee meeting on the tasks completed the previous day.
- 4.3.2 The Appeal Sub Committee members must ensure the smooth running of all aspects of the competition and make final decision regarding any protests or complains about the organization, match results, medical or refereeing issues after consultation with the oncerned Sub Committee.
- 4.3.3 The Appeal Sub Committee members must officiate as Game Delegate whenever requested to do so by the CC President.
- 4.3.4 The Appeal Sub Committee members must continue to verify and propose adjustments required for the good functioning of:
- a) Medical service and control
  - b) Hotel and nutrition
  - c) Transportation
  - d) Preparation of scheduled meetings
  - e) Security measures and access control
- 4.4 After the Competition
- 4.4.1 The Appeal Sub Committee member from the AVC Medical Committee is obliged to prepare a report on the medical aspects of the competition and forwards it with the Medical Forms to the AVC Secretariat within 15 days after the competition.
- 4.4.2 Each member of the Sub Committee must participate in preparing the Control Committee Report before leaving the competition site.
- 4.4.3 All reports must be in English and typewritten. A copy of the reports should also be forwarded to AVC in electronic form on a computer diskette or CD.
- 4.5 General evaluation and MVP proposal
- 4.5.1 Three days before the finals, all Appeal Sub Committee members joined by the remaining AVC officials of the Control Committee hold a meeting to make a general evaluation of the entire organization of the competition. The members must draw up

a list of positive and negative factors experienced during the competition in order to make a general statement on the organization.

- 4.5.2 Before the end of the meeting, a discussion will take place to determine the Most Valuable Player. Three players will be selected and proposed to the journalists who attend the Volleyball Matches, for them to make the final choice through a vote in accordance with MVP Guidelines.
- 4.5.3 As soon as after the competition Each Technical Delegate (Event Director) is obliged to make a written report and forwards it to AVC Secretariat together with his personal experience during the event and advising solutions. A copy of the reports should also be forwarded to AVC in electronic form on a computer diskette or CD.

## **5 Duties of the Technical (Venue Operation) Sub Committee**

The Technical (Venue Operation) Sub Committee must arrive at the main city of the event three full days before the start of the competition. They will immediately report to the CC President before they start coordinating their technical duties with the Technical Delegate (Event Director) and the Organizing Committee with whom they are jointly responsible for the smooth running of the competition and the functioning of competition and training halls.

The distribution of technical tasks will be done in coordination with the Technical Delegate (Event Director) considering the following duties:

- 5.1 Before the Departure  
Before departure from their respective country, all Technical (Venue Operation) Sub Committee members should read carefully and prepare themselves for their duties as established in the “FIVB Sports Regulations”, the “Rules of the Games” and this Operation Manual.
- 5.2 Before the Competition
  - 5.2.1 Coordinate their work and divide individual tasks among themselves.
  - 5.2.2 Assisted by the Technical Delegate (Event Director), ensure the efficient work of the personnel involved in the event in accordance with their duties as established by the Technical Organizational Chart.
  - 5.2.3 In coordination with the Technical Delegate (Event Director) and the Organizing Committee,  
they must supervise the preparation and timely availability of meeting rooms, agenda, documents, furniture and interpreters if require for:
    - a) Control Committee Meetings
    - b) General Technical Meeting
    - c) Sub Committee Meetings
  - 5.2.4 They must support the Technical Delegate (Event Director), in the coordination and control of the sequence and timely access of personnel to the playing court in accordance with the Pre Match Protocol.
  - 5.2.5 Assist the Technical Delegate (Event Director) in the accurate preparation and timely distribution of training schedule, matches time-table (or any possible changes).

- 5.2.6 Inspect and verify, with the support of the Technical Delegate (Event Director), the proper setting-up and operation of the areas adjacent to the competition venue (warming-up court, changing rooms).
- 5.2.7 In coordination with the Press Delegate and VIS Sub Committee members, verify the proper setting up of the Technical Bureau (Secretariat) paying attention to the following working rooms (see Operation Manual Section 4):
- a) Technical Bureau including the following equipment
    - world processors or PC, telephone and fax
    - VIS terminal PC and printer
    - high speed photocopiers with zoom and auto stapler
    - desk photocopiers with auto feeder
    - necessary tables, desks and chairs
    - stationary
  - b) CC President room (If AVC President  
24 sqm., tables, desks, chairs and sofa with telephone and fax
  - c) Control Committee room  
24 sqm., tables, desks, chairs and sofa with telephone and fax
  - d) Working rooms in secondary venues (or cities)
    - Technical Bureau no less than 30 sqm. with the same equipment as in the main venue
    - Control Committee room
- 5.2.8 Ensure the correct and timely flow of information, checking the correct preparation, typing and content of match and statistical report and their timely reception, in collaboration with the Press Delegate and VIS Sub Committee and the Technical Delegate (Event Director).
- 5.2.9 Supervise and coordinate the preparatory work and content of the Daily Bulletin.
- 5.2.10 Verify and ensure that in each competition venue the Organizer place the AVC flag, logo and the title of the competition and that they are within the sight of the public and TV cameras and that all advertising panels, net advertising, and floor stickers are in accordance with respective advertising layout approve for the competition by the AVC.
- 5.2.11 Inspect and exercise the setting up, availability and efficient operation of the competition court layout and TV cameras positions.
- 5.2.12 Verify the installation of the competition hall and the sufficient availability and adequate placing of personnel, sports materials and technical equipment required by the FIVB for this competition according to the "FIVB Sports Regulations" and specifically:
- a) Stands and booths
  - b) Warm-up area
  - c) Technical Bureau
  - d) VIS working room (coordinating with Press & VIS Sub Committee Members)
  - e) Changing rooms
- 5.2.13 Control the operational conditions of each training hall. Verify each item in the checklist for each training hall.

- 5.2.14 Check the sufficient availability of personnel for the competition in accordance with the Technical Organizational Chart and the adequate placing within the competition venue and the playing area.
- 5.2.15 Consult the Technical Organizational Chart and solve any shortcoming in consultation with the Technical Delegate (Event Director) and Organizer.

Any shortcoming must be solved jointly with the Organizer.

### 5.3 During the Competition

- 5.3.1 Perform duties as Game Jury member or Game Supervisor as decided by the CC President or Technical Delegate (Event Director).
- 5.3.2 Solve any problem affecting the smooth running of operations in the venues.
- 5.3.3 Attend all the meeting called by the CC President or Technical Delegate (Event Director).
- 5.3.4 Ensure that official event photos of each delegation (players, coaches and delegates) are taken by the Official Photographer.
- 5.3.5 In coordination with the Press Delegate, determine the press photographers' camera positions around the playing court and the exclusive position for the Official Photographer (s).
- 5.3.6 Supervise and control the Game Speaker.

### 5.4 After the Competition

See general duties of the Appeal Sub Committee above.

## 6 Duties of VIS Sub Committee

The VIS Sub Committee must arrive at the main city of the event no less than 3 days before the starting day of the competition and immediately report to the CC President and to the Organizer to request the Competition Handbook and all other documents prepared by Organizing Committee.

The distribution of individual tasks of the members of VIS Sub Committee will be done under the supervision of the VIS Delegate and Event Directors.

### 6.1 Before the Departure

- 6.1.1 VIS Sub Committee members should read carefully their duties as established in the "FIVB Sports Regulations", the "Official Volleyball Rules" and this "Operation Manual".
- 6.1.2 VIS Sub Committee member shall prepare the supervision and quality control of personnel and equipment during the clinic for the VIS Officials and Computer Operators. The Clinic will be conducted by the VIS Officials authorized by the FIVB.

## 6.2 Before the Competition

- 6.2.1 VIS Sub Committee members must attend the daily Control Committee meeting each morning. They must report during the Control Committee meeting on the tasks completed the previous day.
- 6.2.2 They must hold a meeting to prepare the working schedule of the VIS Sub Committee members and to assign specific tasks to each member.
- 6.2.3 Upon arrival, the VIS Sub Committee member responsible for the VIS Clinic must have a meeting with Technical Managers and the VIS Supervisor. He will control the availability and previous training of the VIS Officials, the preparation of the room and equipment and provide instructions to conduct the clinic for VIS Officials and Computer Operators.
- 6.2.4 The VIS Sub Committee members must control the VIS operational conditions and shall verify the installations in the competition hall, the availability and adequate placing of personnel and technical equipment required by the FIVB according to the "FIVB Sports Regulation" and specifically the VIS working room (or area)
- 6.2.5 Check the operational conditions of the Technical Bureau (secretariat) and in conjunction with Organizer conduct a General Rehearsal to:
  - a) Verify that Secretariat room and the VIS working room (area) have been properly set up, the availability of the personnel, the FIVB forms, the gathering, preparation and distribution of the results and statistics obtained with the VIS.
  - b) Verify the preparation of the official reports, Daily Bulletins and match results including its distribution in accordance with "FIVB Sports Regulations".
- 6.2.6 Fill in the Communication Data form (VIS-1) and send it to the other VIS local Centers operating in the same round (if any).
- 6.2.7 Ensure that all requirements are met to properly gather, prepare and distribute the results and statistics generated by VIS as per the "PRESS INFORMATION".
- 6.2.8 Control the print out of final list Form of teams after Preliminary Inquiry of each team and prepare this form for Daily Bulletin No 1.
- 6.2.9 All VIS Sub Committee members must attend the General Technical Meeting properly dressed in uniform as provided (if any)
- 6.2.10 30 minutes before each match, the VIS Delegate must control the print out of P-1 Form for distribution to the Press, VIPs, sponsors and Control Committee. Particularly O-4 Form to the Jury's table.

Any shortcoming must be solved jointly with the Competition Manager.

## 6.3 During the Competition

- 6.3.1 The VIS Sub Committee members attend the Control Committee meeting every day to report on the tasks complete during the previous day.
- 6.3.2 During the match, the VIS Sub Committee must control the work of VIS personnel.
- 6.3.3 Immediately after each set, the VIS Sub Committee must confirm directly with the assistant scorer and control on the VIS screen that the following data corresponds:

- a) Substitution players used during the set
  - b) Points scored by each team
  - c) playing time of the set
- 6.3.4 The VIS Delegate must verify the “Match Result” report (P-2) which will be printed after each match and signed by the Game Delegate.
- 6.3.5 The VIS Manager must print the local (P-4) form immediately after the last match of each day and toward the first copy to the Venue Operation Delegate (Technical Delegate) for signature and immediately distribution.
- 6.3.6 The FIVB forms, giving information on match results, must be prepared for distribution according to the “PRESS INFORMATION”
- 6.3.7 The VIS runner must immediately provide the Local Press Center and the Technical Bureau with a copy of the respective P-forms for further distribution. As soon as the VIS Manager receives the results from the other venues he must pass it on to the Local Press Manager for local distribution as per the “PRESS INFORMATION”
- 6.3.8 After the last match of each round, reports with accumulated statistical data of all the teams and individual players must be printed by the VIS Manager for distribution, once approved by the VIS Delegate.
- 6.3.9 Three days before the finals, the VIS Delegate must attend the Control Committee meeting with all statistical data available to evaluate the organization of the competition and select the candidates to the title of MVP players of the Competition.
- 6.4 After the Competition
- 6.4.1 The VIS Sub Committee members are obliged to prepare a report on the VIS aspects of the competition and forwards it to the CC President or Technical Delegate (Event Director) before leaving from the competition site.
- 6.4.2 Each member of the VIS Sub Committee must participate in preparing the Control Committee Report before leaving from the competition site.
- 6.4.3 All reports must be in English and typewritten. A copy of the reports should also be forwarded to AVC in electronic form on a computer diskette or CD.

## **7 Duties of Referee Sub Committee Members**

The members of Refereeing Sub Committee and the Referee Delegate must arrive at the main city of the event no less than three full days before the starting day of the competition and immediately report to the CC President and the Organizer to request the Competition Handbook and all other documents prepared by the Organizing Committee.

### **General Duties of the Sub Committee Members**

#### **7.1 Before the Departure**

All Refereeing Sub Committee members should read carefully their duties as established in Section 1, Article 13.7 of the “FIVB Sports Regulation”, the “Rules of the Games”, the “Case Book”, the “Refereeing Instruction” and this “Operation Manual”.

## 7.2 Before the Competition

7.2.1 All Refereeing Sub Committee members must attend the daily Control Committee meeting.

The Refereeing Sub Committee members must report during the Control Committee meeting on the tasks completed the previous day.

7.2.2 All Refereeing Sub Committee members must be presented during the Refereeing Sub Committee meeting to:

- a) Prepare the two-day schedule of the compulsory Refereeing Clinic
- b) Decide where and when the Referees' match nominations will be announced
- c) Discuss and unify criteria for the latest "Refereeing Instructions", with special attention to:
  - the use of the international score sheet
  - the floor mopping system
  - the implementation of the sanctions
  - the international playing protocol
- d) Discuss and agree upon the use of the "Judges Conference"
- e) Discuss and unify criteria for the evaluation of referees' performance
- f) Determine the method (time and place) for holding the interview for the referees' evaluation after the match
- g) Check the preparation made by the Organizer for the Refereeing Clinic and other meetings (place, time-table, pads, material, team invited, etc.)
- h) Distribute Refereeing Sub Committee duties to be performed during the clinic and those to be accomplished throughout the competition;
- i) Establish a precise method for the evaluation and selection of ball-retrievers, floor moppers, line-judges and scorekeepers and for judging their performances during the compulsory clinic.

7.2.3 The compulsory refereeing clinic must be attended by all Refereeing Sub Committee members until the case of each referee has been examined.

7.2.4 At the end of the first day of the compulsory clinic, Refereeing Sub Committee members must check:

- a) Match and reserve balls and antennae
- b) Scorer's table, referees' chair, scoreboards (manual and electronic), flags for the line-judges, number pads, material in reserve, etc.
- c) Buzzers, lighting and the electrical connections and operation
- d) All official refereeing forms for the competition.

7.2.5 At the end of the day of the practical compulsory clinic (one day prior to the competition), all Refereeing Sub Committee members and the Refereeing Manager shall hold a meeting in order to:

- a) Complete the referees' assignment sheets for the first three competition days (Nomination first and second referees, scorers and line-judges for each match). A copy must be given to the CC President. Referees must not be assigned to the same groups as their national team. After the preliminary round Referees nominated must be totally

neutral.

- b) Divide Referees and Refereeing Sub Committee members into groups, if this has not already been done by the AVC, under the responsibility of Refereeing Sub Committee members and assign each group to one of the different competition venue (or group), preferably where their respective national teams are not involved and if possible with a member of the FIVB Refereeing Commission in each group.
- c) If so necessary, reserve referees, scorers and line-judges should also be assigned to each competition venue (or group)

7.2.6 The Refereeing Sub Committee members responsible for the group assigned to a certain competition venue (or group) becomes the Refereeing Official for that competition venue (or group) with the power to nominate himself for any other Refereeing Sub Committee member of his group to attend each match as Game Refereeing Delegate.

7.2.7 The Referee Delegate is responsible for the nomination of the Game Refereeing Delegates for matches held in all venues.

7.2.8 In regard to the appointment of the Game Refereeing Delegate for each match, the principle of neutrality must be taken into consideration for two aspects:

- a) A Refereeing Sub Committee member can not be Refereeing Delegate in a match where  
His national team will be playing.
- b) A Refereeing Sub Committee member can not be Refereeing Delegate in a match in  
which a referee of the same nationality as himself is officiating.

### 7.3 Other Collective Duties of Refereeing Sub Committee Members

7.3.1 One or two days before the finals, all Refereeing Sub Committee members shall hold a meeting to make a general evaluation of the entire refereeing of the competition. International

and National Referees and the Organizer may attend the first part of the meeting.

7.3.2 During the second part of the meeting, Refereeing Sub Committee members must draw up the the referees' ranking in each position considering the score obtained in all matches in which they officiated as First or Second Referee and calculating their average score in each position.

7.3.3 Before the end of the meeting, a brief conclusion of the refereeing organization and a report for the competition should be made by each member so that the Referee Delegate can make the final report to the CC President. The conclusion and report shall be presented in writing.

7.3.4 The Referee Delegate is obliged to make a written report and forward it to CC President, together with the matches score sheets, refereeing forms R-4 and a summary of the partial and total qualification obtained by each referee in each function. All report must be in English and typewritten. A copy of the reports should also be forwarded to AVC in electronic form on a computer diskette or CD.

## 8. Duties of Referee Delegate



In the relation with Organizer, the Referee Delegate represents the AVC in all questions related to refereeing. He conducts the Refereeing Sub-Committee. Amongst others, his duties are as follows:

#### 8.1 Before the Competition

Cooperation between the Referee Delegate and the Organizer.

Communication and Cooperation between the Referee Delegate and the Organizers (Competition Manager, Refereeing Manager and Court Manager) is very important for the success of the AVC Competitions. Therefore, they must study carefully their duties included in this Operation Manual. As soon as possible, upon the Referee Delegate's arrival, he must contact the CC President and the Organizer and ask for a meeting with the Refereeing and Court Managers.

##### 8.1.1 Upon his arrival, the Referee Delegate must contact the Organizing Committee and ask its Refereeing Manager for the following documents to be checked by the Refereeing Delegate:

- a) The list of arrivals and departures of all Refereeing Sub Committee members, international and national referees.
- b) The Competition Handbook and a set of refereeing documents printed for the competition, including the "Refereeing Instructions", "Refereeing Guidelines", score sheets, new line-up sheets, and R-2, R-3, R-4 forms prepared by the Refereeing Manager.

##### 8.1.2 The Referee Delegate must check and approve the meeting room and halls as well as necessary equipment and material.

##### 8.1.3 Conduct the Refereeing Sub Committee meeting to:

- a) Prepare the 2 schedules of the compulsory Refereeing Clinics
- b) Decide where and when the Referees' match nominations will be announced (by the R-2 form)
- c) Discuss and unify criteria for "Refereeing Instructions", with special attention to:
  - the current Edition of Rules
  - the implementation of the sanction
  - the international playing protocol
- d) Discuss and agree upon the use of the "Judges Conference"
- e) Discuss and unify criteria for the evaluation of referees' performance
- f) Determine the method (time and place) for holding the interview for the referees' evaluation after the match.
- g) Check the preparations made by Organizer for the Refereeing Clinic and other meetings (place, timetable, pads, materials, teams invited, etc)
- h) Distribute Refereeing Sub Committee duties to be performed during the clinic and those To be accomplished throughout the competition.
- i) Establish a precise method for the evaluation and selection of ball-retrievers, floor moppers, line-judges and score-keeper and for judging their performance during the compulsory clinic.

- 8.1.4 Conduct the compulsory refereeing clinic to be attended by all Refereeing Sub Committee members, Organizer' s Refereeing Manager and all members of the referee corps (referees, scorers and line judges).
- 8.2 During the Competition
- 8.2.1 After the compulsory practical clinic (one day prior to the competition), all Refereeing Sub Committee members and the Organizing Committee Refereeing Manager shall hold a meeting In order to:
- a) Confirm the referees' assignment sheets for the first three competition days (scorers and line-judges for each match).
  - b) First and second referees will be nominated by the Referee Delegate to be communicated to the CC President and all concerned persons.
- 8.2.2 The Refereeing Delegates in a city other than where the Referee Delegate is, are requested to immediately sent by fax a copy of the R-4 form to the Referee Delegate and after the last match of the day to propose the referees' nomination in their city for the next day. The Referee Delegate must immediately forward the final nomination by fax.
- 8.2.3 The Referee Delegate assigned to a certain competition venue has the power to nominate himself or any other Refereeing Sub Committee members of his group to attend each match as Game Refereeing Delegate,
- 8.2.4 The Referee Delegate is responsible for the nomination of the Game Refereeing Delegate for matches held in the venue where he is staying. In the other venues, the Referee Delegate is responsible (If more than one venue)
- 8.2.5 In regard to the appointment of the Game Refereeing Delegate for each match, the principle of neutrality must be taken into consideration for two aspects:
- a) A Refereeing Sub Committee member can not be Game Refereeing Delegate in a match where his national team will be playing.
  - b) A Refereeing Sub Committee member can not be Game Refereeing Delegate in a match in which a referee of the same nationality as himself is officiating.
- 8.3 After the Competition
- 8.3.1 One day before the final of competition, all Refereeing Sub Committee members hold a meeting to make a general evaluation of the entire refereeing of the competition.  
International and National Referees as well, the Organizer may attend the first part of the meeting.
- 8.3.2 During the second part of the meeting, Refereeing Sub Committee Members must draw up the referees' ranking in each position considering the score obtained in all matches in which they officiated as First or Second Referee, and calculating their average score in each position.
- 8.3.3 Before the end of the meeting, a brief conclusion of the refereeing organization and report on the competition should be made by each member so that the Referee Delegate can make the final report to the CC President. The conclusion and report shall be presented in writing.

- 8.3.4 After the last match in each city, the Referee Delegate must bring all original documents to the next city (If more than one city).
- 8.3.5 As soon as after the competition, the Referee Delegate is obliged to make a written report and forward it to CC President, together with the matches score sheets, refereeing forms R-4 and a summary of the partial and total qualification obtained by each referee in each function.

**9. Duties of the International Referees**

Only International Referees or International Referee Candidates dully certified by the FIVB may officiate during AVC International Competition. They are under the authority of the Refereeing Sub Committee and must attend all clinics and conferences required to unify the interpretation of the rules and the refereeing criteria approved by the FIVB. Their duties are established in the FIVB Refereeing Manual. In case of violation of the Code of Conduct or not compliance with the Refereeing instruction or duties, they may be discharged of their functions by the Control Committee.

**10. Duties of Medical Delegate (Member of Appeal Sub Committee)**

The Medical Delegate is responsible for the smooth running of the medical control and medical assistance during the competition. At the same time he/she should be in contact with both, the Organizing Committee and the AVC Appeal Sub Committee with all corresponding responsibilities.

His/her main responsibilities are among the others:

**10.1 Before the Departure**

- 10.1.1 The Medical Delegate should read carefully his duties indicated in this “Operation Manual” and the latest “FIVB Medical Regulations”
- 10.1.2 He/she must check the medical plan and contracts with the laboratories operating with the Organizer. If he has any remarks, he must give instructions to Organizer before the departure.

**10.2 Before the Competition**

- 10.2.1 He/she must contact the Organizer and local medical services and check the state of readiness for the competitions.
- 10.2.2 He/she must check the transportation of the urine samples from the competition venues to the laboratory.
- 10.2.3 He/she participates in the inspections of the competition and training halls and verifies the chips for drawing of lots, inspects the anti-doping control section, the rooms and equipment for first aid in all halls.
- 10.2.4 He/she must supervise the medical staffs two days before the competition for all medical and technical personnel involved in anti-doping control and give his/her final instructions and approval.

- 10.2.5 He/she must inspect the room for referees' medical control and check the equipment for alcohol tests.
- 10.2.6 He/she must verify that meals are provided in quality as required by FIVB Medical Regulations.
- 10.2.7 He/she must check the hospital proposed by the Organizer and the medical assistance where the participants are accommodated.
- 10.2.8 He/she must verify (or make sure that other Control Committee members verify) that during the preliminary inquiry the Health Certificates (M-4 forms) of all players participating in the competition, the Players & Officials Agreements (M-8 forms) and the accreditation of the Team Doctors are presented.
- 10.3 During the Competition
  - 10.3.1 The Medical Delegate must continue to verify and propose any adjustments required for the good functioning of medical services.
  - 10.3.2 He/she must continue to verify and propose any adjustments required for the good functioning of nutrition.
  - 10.3.3 He/she supervises the work of anti doping and referees control.
  - 10.3.4 He/she supervises the medical assistance in the first-aid room, on court and in training halls.
  - 10.3.5 He/she makes sure that the necessary medicines are supplied by local medical services.
- 10.4 After the Competition
  - Medical Delegate is obliged to prepare a report on the medical aspects of the competition and forward it with the Medical Forms to the CC President after the competition.

## **11. Duties of AVC Press Delegate**

The Press Delegate must arrive at the main city of the event no less three 3 days before the starting day of the competition and immediately report to the Event Director and to the Organizer to request the Competition Handbook and all other documents prepared by the Organizer.

- 11.1 Before the Departure
  - The Press Delegate should read carefully his duties indicated in this documents and the "FIVB Media Guide".
- 11.2 Before the Competition
  - 11.2.1 The Press Delegate is obliged to attend the daily Control Committee meeting held each morning. The Press Delegate must report during the Control Committee meeting on the tasks completed the previous day.
  - 11.2.2 He verifies that the premises provided for the media can be used (space, easy access, isolation, possibility to use electrical and telephone connections, press

conference room, rest room) and that all appropriate security measures have been taken (particularly for provisional stands).

- 11.2.3 He requests the Press Manager to keep a precise list of the media representatives accredited.(names and references). The final list should be completed on the closing day and sent to CC President.
- 11.2.4 In coordination with the Press Manager, he must check the list of the media to which the P-2 and P-3 forms must be sent immediately after each match (main international agencies, national agencies, national dailies, local newspapers and televisions) and the P-4 forms at the end of each day.
- 11.2.5 He ensures that the P-3 form is sent back immediately to AVC at the end of each match (Other forms are to be controlled by the VIS Supervisor, verify by the Game Jury).
- 11.2.6 He inquires about the number of transmission apparatus provided (telephones, faxes, telex, etc) and their mode of operation (books, switchboard, means of payment).
- 11.2.7 He inquires which type of equipment has been provided to develop and print photos as well as, as the case may be, the number of and cost of renting the cars for photographers' use.
- 11.2.8 He inquires what measures have been taken to provide information for the journalists (daily program, results, ranking, statistics, news, press conference, excursions, etc.)
- 11.2.9 He checks that the translation of the press conference and the daily bulletins will be ensured.
- 11.2.10 He ensures the relay of images of the matches on screens set up in the press areas.
- 11.2.11 He verifies that the security system guaranteeing the isolation of the press areas from the general public's stands is in place.
- 11.2.12 He verifies the creation of a press book once the first presentation article (or report) has appeared.
- 11.2.13 He checks the installations. If there is a provisional press stand, he requests to see all the documents certifying that the installation has been approved by government authorities, and informs the competition manager, if necessary, to prohibit access to the stand by journalists, photographers and radio and television technicians.
- 11.2.14 He ensures that transport has been provided (especially for the journalists working on the last match of the day).
- 11.2.15 He becomes acquainted with the personnel of the Organizer in charge of sending the P-2, P-3, P-4 forms to the mass media, the personnel in charge of each press conference and the interpreters.
- 11.2.16 He meets upon his arrival with the Press Manager to check:
  - a) Press facilities set-up (working room, press conference room, telecommunication room, press lounge, toilets, rest room, etc.) – space, easy access, protected restricted access
  - b) The equipment (fax, phones, copy machines, computers, printers, etc.) –number, quality and operational effectiveness.
  - c) Communication links (power supply, phone connections)

- d) Personnel (including technicians, interpreter, hostesses, assistants); he must ensure that someone will be available to assist in the use of apparatus.

- 11.2.17 Ensures all requirements are met to properly edit in due time the different "Press Info" forms.
- 11.2.18 Attends the first Control Committee meeting.
- 11.2.19 Attends the General Technical Meeting properly dressed.
- 11.2.20 He requests Press Manager to keep a precise list of the media representatives accredited (names and references). The final list should be completed on the closing day and sent to CC President.
- 11.2.21 Coordinate with Press Manager if and which equipment has been provided to develop and print photos.
- 11.2.22 If there are too many photographers to be accommodated, he must organize a relay system to satisfy all of them.
- 11.2.23 He ensures the match is televised on TV monitor (s) located in the press working room.
- 11.2.24 He verifies the creation of a progressive press book (press cutting). He should also ask the invited journalists to provide (after the championships) cutting and impact reports from their countries.
- 11.2.25 He coordinates the work of the official AVC Photographers with the Technical (Venue Operations) Sub Committee and CC President.

### 11.3 During the Competition

- 11.3.1 The Press Delegate checks the means and speed of circulation of information between the Technical Bureau and the journalists (Press Center, press stand and TV control rooms) according to the specifications.
- 11.3.2 He checks the daily compilation of the press book to be sent to AVC.
- 11.3.3 He attends the press conferences ensuring that the interpreter and the Master of Ceremony are present, the coaches, the team captains and eventually players specially requested by the journalists, according to regulations. He attends the press conference.
- 11.3.4 He checks that VIS Info forms have been distributed in due time as per specifications. He checks that the P-3 form has been immediately sent to AVC and the media and the P-2, P-3 and P-4 forms to the media, at the end of each match of the day. The Press Delegate does not need to sign any forms.
- 11.3.5 He ensures the preparation and distribution of a daily bulletin in accordance with the VIS Sub Committee as described in the "PRESS INFORMATION" document.
- 11.3.6 He recommends certain film shots angle (crowd spectators, supporters, ceremonies, etc.) to the official FIVB Photographers.

### 11.4 After the Competition

- 11.4.1 The Press Delegate ensures that the P-4 form reaches international press agencies not later than one hour after the last match of the day.
- 11.4.2 He contributes to the final report coordinated by the CC President and also sends a report to AVC President on the closing day.

- 11.4.3 He verifies that the Press Director has sent the final version of the Press Book to the AVC, as well as a selection of slides and prints after closing ceremony.
- 11.4.4 He must be present at the Appeal Sub Committee evaluation meeting before the end of the competition. He will assist the Technical Delegate (Event Director) in the organization of the vote to be carried out by the journalist to designate the MVP.

## **12 Duties of the AVC Photographer**

The Official AVC Photographer will be nominated by the Organizer and must be independent from any newspaper. He has the Obligation to be present at all matches as determined. The photographer should abide by the Following rules:

- 12.1 the photographic material will be carried out with professional digital camera, it will be used for the photo gallery of the AVC website and to be printed in color copy.
- 12.2 the material must have the following characteristics:
- 12.2.1 the digital camera to be used should be a professional one, with at least 5 Megapixel resolution.
- 12.2.2 the produced file should be saved in JPG format in Adobe Photoshop, with a compression ratio of at least 8 (scale range fro 1-12).
- 12.2.3 the size of this file must be at least of 2.200 pixel (width)
- 12.2.4 the file must be exposed (except particular case) to a maximum sensitivity of 800 ASA.
- 12.2.5 Bring into focus, adjust the contrast and maintain high standards in order to have a good quality image ready to be printed.
- 12.2.6 the quality of the digital photos inserted in the photo gallery must be such as to enable a correct printing of the images.
- 12.2.7 the photos to be made are of various kind: team photos (all teams), action photos, panoramic photos, photos of exultation, photos of the audience, entertainment photos, VIP and personalities photos, etc.
- 12.2.8 In addition, the official photographer will pay particular attention to his position in order to take photos that include the sponsors and the public in the background. The Photos should be useful images to advertise Volleyball.
- 12.2.9 He will position himself in front of and not behind the sponsors' banners or rotating panels; he will take particular attention to the AVC sponsors. In case of a low spectator attendance, make close-up shots, in order to make the empty seats in the background less visible.
- 12.2.10 when the number of the spectators permits, panoramic views should be taken.
- 12.2.11 Before the event, the official photographer should take contact with the AVC Office ([avc@asianvolleyball.org](mailto:avc@asianvolleyball.org)) in order to send the photos to AVC as soon as after the last match of each day.
- 12.2.12 Should the AVC President and his guests be present, the Official Photographer should pay particular attention to the demands of the above mentioned, regarding the photos of the various ceremonies with VIP, reunions, etc.
- 12.2.13 Directly after the last matches of each day, the Official Photographer will send the digital photos to the AVC website.
- 12.2.14 The Official Photographer will deliver to AVC the following photo material:
- a) digital match photos to be sent to AVC website for every match (number to be

determine)

b) digital team photos to be sent to AVC website

c) CD with digital photos with maximum resolution to be sent by DHL to AVC

12.2.15 The Official Photographer engages himself not to deliver or to sell any of the above mentioned material to others, except previous agreement with AVC.

12.2.16 The Official Photographer agrees to give the copyrights of all the material delivered to the AVC.

## **B Duties of Game Jury**

### **1 Game Delegate**

Any member of Appeal Sub Committee may be appointed by CC President as Game Delegate for any match. Due to the introduction of the judge's conference, all FIVB officials nominated as

Game Delegate are expected to have full knowledge of the Official Volleyball Rules.

For specific duties of the Game Jury, seated at the Game Jury table, he must study the relative

Articles of the "FIVB SPORTS REGULATIONS".

The Game Delegate should proceed as described here below. Also note in the case no Game Supervisor is assigned, the Game Delegate must assume their duties as well.

#### **1.1 Before the Match**

1.1.1 He should arrive at the Jury table not later than 30 minutes before the match.

1.1.2 He should verify that the chips and bags for anti-doping draw are available on the table

1.1.3 He should obtain from coaches the respective ID cards from all players and medication Declaration (M-7 form).

1.1.4 If need be, he should propose improvements to the Technical Officials Supervisor, Court Supervisor or VIS Manager.

1.1.5 He will verify and secure that the Organizer distribute O-1 forms to the press stands and TV-commentators at least 10 minutes before the match.

1.1.6 He will verify (players' names from the ID-cards) the data contain in the O-4 form.

a) Full name of the referees, the players' names, including the teams' captains / libero

b) Full name of coaches and assistants coaches

c) Match number, starting time and other relevant data.

1.1.7 Before the start of the match and in accordance with the match protocol, he receives from the 2<sup>nd</sup> referee the line-up sheets, gives the necessary number of copies of both sheets to the VIS teams and TV and fill the starting lin-ups in the O-4 form, same procedure before each of the following set. NB: The number of the libero player must be added on the line-up sheet for the 1<sup>st</sup> set.



## 1.2 During the Match

- 1.2.1 The Game Delegate has the authority to interrupt the game in the event of a clear breach of the Rules of the Games. The Game Delegate may call a “judges conference” with both referees and the Game Refereeing Delegate through a whistle or signal by the scorer. After exchanging viewpoints, the interpretation supported by both the Game Refereeing Delegate or by the 1<sup>st</sup> referee and one of the mentioned Game Officials shall prevail. No casting vote to be given to the 2<sup>nd</sup> referee.
- 1.2.2 He should communicate with and forward instructions, by walkie-talkie or mobile phone, to the Technical Operation Manager, Court Supervisor or VIS Supervisor, if need be.
- 1.2.3 He should prepare the draw for the anti-doping control (only the players having effectively played on the court can be drawn)
- 1.2.4 He must complete the O-4 form by filling in the necessary information (number of spectators to be obtained from the Organizer during the 3<sup>rd</sup> set).
- 1.2.4 He coordinates with the competition manager and Event Director.

## 1.3 After the Match

- 1.3.1 The Game Delegate proceeds with the drawing for the anti-doping control in the presence of the competing teams’ representatives and of a member of the local medical services.
- 1.3.2 He must sign the O-4 form after verifying that it is in conformity with the P-2, which he will sign also.

## 2 Game Supervisor

The Game Supervisor must assure the smooth preparation, running and final operations of the match in cooperation with the Game Delegate and the Organizing Committee.

The Game Supervisor must sit at the Jury’s table, next to the Game Delegate.

### 2.1 Before the Match

- 2.1.1 He must ensure that each referee delivers the team’s line-up sheet for the first set to the scorers before the match in accordance with the pre match protocol.
- 2.1.2 He will control the work of the VIS personnel.

### 2.2 During the Match

- 2.2.1 Immediately after each set, he must confirm directly with the assistant scorer and control the exact correspondent of the following data:
  - a) Substitution players used during the sets
  - b) Points scored by each team
  - c) Playing time of the set

2.2.2 He coordinates with the Competition Manager, Event Director and the Supervisors of the Organizer during the game.

2.3 After the Match

2.3.1 He will obtain from the assistant scorer the data of the last set (set duration, and score) and complete the O-4 form, proceed to check with the P-2 form.

2.3.2 He must order the teams to leave the competition area immediately.

### **3. Venue Operations Supervisor (If there are enough Technical Sub Committee)**

Venue Operation Supervisor must assure the smooth preparation, running and final operations of the match in cooperation with the Game Delegate, the Game Supervisor and the Organizing Committee. The Court Manager will be at the disposal of the Game Supervisor during the game.

The Venue Operation Supervisor must sit as close as possible at the Jury's Table (or he sometimes works as the Game Supervisor if there is not enough AVC Control Committee)

3.1 Before the Match

He will control the strict adherence of the court layout and the sequence of the access to the playing court and competition area.

3.2 During the Match

3.2.1 He must control the position and the work of personnel inside the playing area according to FIVB Regulations.

3.2.2 Together with Organizer's security services, he must control access to the competition area.

3.2.3 He must control the immediate re-location of the court advertising panels in case these have been moved by the players.

3.2.4 He coordinates with the Event Director and the Supervisors of the Organizer during the game.

3.3 After the Match

3.3.1 He must ask the Organizer and its security to ensure that the public does not enter the competition area and mixed zone before and after the end of the match.

3.3.2 He must prevent press and TV interviews inside the competition area and invite people to go to the mixed zone.

### **4. Game Refereeing Delegate / Refereeing Supervisor**

The Refereeing Sub Committee member designated to act Game Refereeing Delegate (eventually assisted by a Game Refereeing Supervisor) has the following duties:

#### 4.1 Before the Match

- 4.1.1 He must arrive one hour before the time schedule and verify that the match preparations are duly underway.
- 4.1.2 Forty five minutes before the match he goes to the referees' room to verify if the assigned first, second and reserve referee have arrived (if not he must take the necessary measures through the Organizer)
- 4.1.3 When the referees are dressed in Refereeing Uniforms, all Referees and Refereeing Delegates go to the medical room for the alcohol-test.
- 4.1.4 If both nominated Referees pass the test, the Game Refereeing Delegate authorizes them to proceed with their duties. However, if one of them does not pass the test, the reserve referee will be tested and if approved, he will take the position of the second referee and the originally nominated and approved referee shall become first referee for the match. The Game Refereeing Delegate must ensure that the reserved referee stays near the CC table for the whole duration of the match, ready to intervene if necessary.
- 4.1.5 No later than 20 minutes before the match, he must be at the Control Committee table and verify that all the necessary material for the match is ready, i.e.:
  - a) match balls, numbered pads, speakers microphone, coaches' press-button and buzzer are in place.
  - b) the score sheet is correctly filled in
  - c) the manometer and line judges' s flags are on the table
  - d) there is a pump and spare set of antennae under the scorer's table
  - e) the post pads, warm-up areas, moppers' chairs and mops are in order.
- 4.1.6 No later than 15 minutes before the match, he sit down at the Control Committee table and Chronometers the pre-match protocol, paying special attention to the first whistle of the match which must be exactly on the time schedule.
- 4.1.7 He must attend all requests of the Game Delegate.
- 4.1.8 He must do his best to assist the Organizer, teams and Referees to solve any problem.

#### 4.2 During the Match

- 4.2.1 If requested by the Game Delegate, he must participate in the Judges Conference.
- 4.2.2 During the match he must concentrate on evaluating referees' performance and must fill in the corresponding R-4 form with due care and thought.
- 4.2.3 Whenever he realizes that a refereeing fault has been committed, he immediately records it in the space "REMARKS", but has no right to give any orders or instructions to the Referees. He must also record who made the fault.
- 4.2.4 In the event that there are two Game Refereeing Delegates at the Control Committee table, one of them evaluates the performance of the first referee and line-

judges and the other follows the performance of the second referee and scorer, the ball keepers and floor moppers.

- 4.2.5 He (or they) must be particularly careful when recording the faults made by any member of the refereeing corps (not using adequate
- 4.2.6 A Game Refereeing Delegate who only watch the game and does not do his job correctly may be reminded or reported by the Game Delegate who may even ask at the end of the game to be immediately handed the evaluation form to verify the job done.
- 4.2.7 Evaluation of the uniformity of refereeing throughout the match is a very important part of the job, particularly as regards ball handling, play at the net, control of substitutions, delay of the game, misconduct, incorrect sanction in relation to the fault, use of hand signals and the human relationship established between Referees and coaches / players.
- 4.2.8 If necessary, the Game Refereeing Delegate may assist the First Referee when the latter decides to replace a member of his refereeing corps. If the Referee himself is obliged to interrupt his functions, the Game Refereeing Delegate, after approval by the Game Delegate, will ask the reserve referee to enter the game as Second Referee and the previous Second Referee shall become First Referee.



#### 4.3 After the Match


- 4.3.1 The Game Refereeing Delegate fills in and signs the R-4 form with the total numbers of points giving to each referee during the match. If two Refereeing Sub Committee members assigned, both of them sign the R-4 form. The R-4 form of every match must be presented to the Referee Delegate immediately after the match. The first and second referees must be provided with a copy of the R-4 form after the match.
- 4.3.2 Once the score sheet has been completed and duly signed he receives the original copy from the Scorer for later delivery to the Referee Delegate.
- 4.3.3 After the end of each day or early the following morning, the Referee Sub Committee must hold a meeting to analyze the refereeing, with the presence of all Referees and Refereeing Sub Committee members. The strengths and weaknesses of each Referee will be discussed, with the AVC objectives in this regard being pointed out, to attain uniformity in the application of the Rules at the highest level. If this meeting can not be held at the end of the day, it must take place early next morning.
- 4.3.4 In the analysis meeting, all the Referees, including those who did not officiate, will participate actively and give their opinions on the refereeing performance of their colleagues.
- 4.3.5 At the end of the daily program, the members of Refereeing Sub Committee must forward the match score sheet and match evaluation sheets to the Referee Delegate.
- 4.3.6 He must prepare a report on any controversial game situation or controversial refereeing decisions and forward it to the Referee Delegate after each day's matches.

## **SECTION 4 FORMS REQUIRED FOR AVC COMPETITIONS**

- Appendix 1 O-11 Application to host a competition
- Appendix 2 O-12 Information on the candidate city

Appendix 3	O-13	Information on the competition hall
Appendix 4	O-14	Training gym requirement and needs
Appendix 5	O-15	Information on the hotels
Appendix 6		Technical Organization Chart
Appendix 7		Application for Media Accreditation
Appendix 8		Procedure for Press Interview
Appendix 9		Pre Competition Hall Checklist
Appendix 10		Permission for Teams' Video Camera
Appendix 11		AVC General Info Report

COMPETITION NAME (INCLUDING SEX AND CATEGORY) + LOGO Nom et emblème de la compétition (incluant sexe et catégorie)	<b>FEDERATION INTERNATIONALE DE VOLLEYBALL</b>	 																	
	<b>O-11</b> APPLICATION TO HOST A WORLD VOLLEYBALL COMPETITION																		
<p><b>To:</b> the President of the Fédération Internationale de Volleyball</p> <p>Dear President,</p> <p>The National Volleyball Association of .....</p> <p>herewith applies for the organisation of the ..... (year) .....</p> <p style="text-align: center;"><i>(name of the competition)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="width: 20%; text-align: center;">Preference (*)</td> <td style="width: 30%; text-align: center;">Period</td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> </table> <p><small>(*) In the case you are candidate to more than ONE event, please indicate your preferences by indicating your order of preference (from 1 -first choice- to your last choice).</small></p> <p>Enclosed herewith we present the following documents:</p> <ol style="list-style-type: none"> <li>1 Application signed by the Mayor of the city(ies) proposed to host each of the preliminary, semi-final and final rounds.</li> <li>2 Letter of financial support guaranteed by .....</li> <li>3 Letter from the National Government supporting the organisation of the ..... <i>(name of competition)</i> and granting facilities for visas, importation of required material, security, currency exchange in connection with the competition, communications, transport and telecommunications.</li> <li>4 The letter(s) of intent from one or several local television companies that are willing to act as host broadcaster.</li> <li>5 Informations on Candidate cities (O-12), on competition hall (O-13), on training hall (O-14) and on hotels (O-15) .</li> </ol> <p>By this application, we agree to adhere strictly to:</p> <ol style="list-style-type: none"> <li>a) Terms and Conditions for the Organisation of World Competitions</li> <li>b) General Regulations for International Volleyball Competitions</li> <li>c) Organiser's Manual for World Competitions</li> </ol> <p>We look forward to receiving your agreement.</p> <p>Yours sincerely,</p> <p>National Volleyball Federation of .....</p> <table style="width: 100%; border: none; margin-top: 20px;"> <tr> <td style="width: 50%; text-align: center;">President</td> <td style="width: 50%; text-align: center;">Secretary General</td> </tr> </table> <p>Date ..... Place .....</p>				Preference (*)	Period	.....			.....			.....			.....			President	Secretary General
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COMPETITION NAME (INCLUDING SEX AND CATEGORY) + LOGO Nom et emblème de la compétition (incluant sexe et catégorie)		<b>FEDERATION INTERNATIONALE DE VOLLEYBALL</b>		 <b>FIVB</b>
		<b>0-12</b>	<b>INFORMATIONS ON THE CANDIDATE CITY</b>	
<b>1 GENERAL INFORMATION</b>				
1)	Name of city : .....	5)	Working hours.....	
2)	Altitude : .....	6)	School hours .....	
3)	Average climate in event period.....	7)	Money exchnng: Free <input type="checkbox"/> Controled <input type="checkbox"/>	
4)	Population : .....			
<b>2 MEANS OF COMMUNICATION</b>				
	<b>FIVB requirements</b>	<b>Currently available (yes/no)</b>	<b>Available in future (yes/no)</b>	<b>Finding in 1st inspection</b>
1)	TV channels	In main city		
2)	TV colour system	Colour TV		
3)	Interntrnl.telecom. phone, fax	In every Hall		
4)	International Direct Dialing	From every city		
5)	Highway (Hwy) Freeway(Fwy)	between cities		
6)	International airport	In main city		
7)	National airport	In other cities		
8)	Railroad	between cities		
<b>3 COMPETITION HALLS</b>				
	<b>FIVB requirements</b>	<b>Currently available (yes/no)</b>	<b>Available in future (yes/no)</b>	<b>Finding in 1st inspection</b>
1)	Up to 3000 seats			
2)	Up to 5000 seats			
3)	Up to 10,000 seats			
4)	Up to 15,000 seats			
5)	Taraflex on wooden floor			
<b>4 TRAINING HALLS AVAILABLE</b>				
	<b>FIVB requirements</b>	<b>Currently available (yes/no)</b>	<b>Available in future (yes/no)</b>	<b>Finding in 1st inspection</b>
1)	Up to 7m ceiling	minimum		
2)	Up to 10m ceiling	acceptable		
3)	12.5m ceiling	desirable		
4)	Up to 34x19m playing area	desirable		
5)	Up to 30x15m playing area	possible		
6)	Other minor areas	none		
<b>5 HOTELS AVAILABLE</b>				
	<b>FIVB requirements</b>	<b>Currently available (yes/no)</b>	<b>Available in future (yes/no)</b>	<b>Finding in 1st inspection</b>
1)	Five-star hotel			
2)	Four-star hotel	preferable		
3)	Three-star hotel	to be considered		
4)	Apartment house			
5)	Students' lodging	not acceptable		
<b>6 DISTANCES FROM HOTELS PROPOSED (Time by bus)</b>				
	<b>FIVB max. time allowed to Competition Hall:</b>	<b>Real time</b>		
1)	VIPs/FIVB	30 min.		
2)	Teams	30 min.		
3)	Referees	30 min.		
4)	Press and others			
Place and date				
City sports authority				
National Federation (name and signature)				
(name and signature)				

Name of competition hall : .....		<b>FEDERATION INTERNATIONALE DE VOLLEYBALL</b>																																																																																																																																																			
City : ..... Address : ..... Telephone : .....		<b>O-13 INSPECTION OF COMPETITION HALLS FOR FIVB HOMOLOGATION</b>																																																																																																																																																			
<b>1 SITUATION</b>		<b>2 DISTANCE FROM</b>																																																																																																																																																			
a) Present conditions : <input type="checkbox"/> Ready <input type="checkbox"/> To be renovated <input type="checkbox"/> To be built      Starting Date : ..... b) Proposed to be : <input type="checkbox"/> Main hall <input type="checkbox"/> Secondary hall      Completion Date : ..... c) Owner : <input type="checkbox"/> The state <input type="checkbox"/> The city <input type="checkbox"/> Private Director or Manager : ..... Fax : ..... Tel : ..... e-mail : .....		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 16.6%;">City centre</td> <td style="width: 16.6%;">Teams' hotel</td> <td style="width: 16.6%;">Officials' Hotel</td> </tr> <tr> <td>a) in km :</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b) Time by bus :</td> <td></td> <td></td> <td></td> </tr> </table>			City centre	Teams' hotel	Officials' Hotel	a) in km :				b) Time by bus :																																																																																																																																									
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8 FIVB WORKING AND RECEPTION ROOMS		FIVB REQUIREMENTS		Currently available	Changes in the future	Findings during final inspection
		Main Hall	Other Halls			
a)	FIVB President	40 m <sup>2</sup>	no			
b)	Technical Delegates	40 m <sup>2</sup>	no			
c)	Administrative delegate	16 m <sup>2</sup>	no			
d)	Press Delegate	24 m <sup>2</sup>	no			
e)	Control Committee (CC)	24 m <sup>2</sup>	16 m <sup>2</sup>			
f)	Refereeing Sub-committee	16 m <sup>2</sup>	no			
g)	VIP Lounge	40 m <sup>2</sup>	no			
h)	CC and FIVB Lounge	24 m <sup>2</sup>	16 m <sup>2</sup>			
i)	Referees Lounge	24 m <sup>2</sup>	24 m <sup>2</sup>			

9 MEDICAL ROOMS		FIVB REQUIREMENTS		Currently available	Changes in the future	Findings during final inspection
		Main Hall	Other Halls			
e)	Anti-doping	50 m <sup>2</sup>	50 m <sup>2</sup>			
f)	First-aid and alcohol-test	25 m <sup>2</sup>	25 m <sup>2</sup>			
g)	Toilet	in anti-doping				
h)	Shower	in anti-doping				

10 RADIO & TV BOOTHS		FIVB REQUIREMENTS		Currently available	Changes in the future	Findings during final inspection
		Main Hall	Other Halls			
a)	Radio	1	1			
b)	TV Host Broadcaster	1	1			
c)	International Broadcast.	as needed	as needed			
d)	FIVB	1	if requested			
e)	Press					

11 PRESS AREA		FIVB REQUIREMENTS		Currently available	Changes in the future	Findings during final inspection
		Main Hall	Other Halls			
a)	Access	Direct to stand				
b)	Press Room	100 places	25/50 places			
c)	Lounge, Cafeteria, etc.	100 places	25/50 places			
d)	Interview room	100 places	25/50 places			
e)	Dark room	10 places	5/10 places			
f)	Telecom Room	adjacent to press room				
	- Telephone booths	10	3			
	- Local & public phones	4	2			
	- Telex + printer lines	4	2			
	- Fax Infotexte	2	1			
	- Telephoto machine	2	1			

FEDERATION INTERNATIONALE DE VOLLEYBALL		INSPECTION OF COMPETITION HALLS FOR FIVB HOMOLOGATION		Page 2		
O-13						
12 CHANGING ROOMS		FIVB REQUIREMENTS		Currently available	Changes in the future	Findings during final inspection
		Main Hall	Other Halls			
a)	Teams	30 m <sup>2</sup> each, equipped with:				
	- Showers	5	5			
	- Massage tables	1	1			
	- Toilets	3	3			
	- Lockers	15	15			
	- Easy Chairs, benches	15	15			
b)	Referees (2 rooms)	20 m <sup>2</sup> each, equipped with:				
	- Showers	2	2			
	- Toilets	1	1			
	- Lockers	6 and 10	6 and 10			

13 ADVERTISING		FIVB REQUIREMENTS		Currently available	Changes in the future	Findings during final inspection
		Main Hall	Other Halls			
a)	Scoreboard	none	none			
b)	On the floor	none	none			
c)	Inside the hall	none	none			
d)	Outside the hall					

14 TELEPHONES		FIVB REQUIREMENTS		Currently available	Changes in the future	Findings during final inspection
		Main Hall	Other Halls			
a)	Medical services	compulsory				
b)	Working & Reception	compulsory				
c)	Secretariat	compulsory				
d)	On the court side	compulsory				

Certified by FIVB: .....

*(name of representative, title and signature .)*

Hall Manager: .....

*(name of representative, title and signature .)*

National Federation: .....

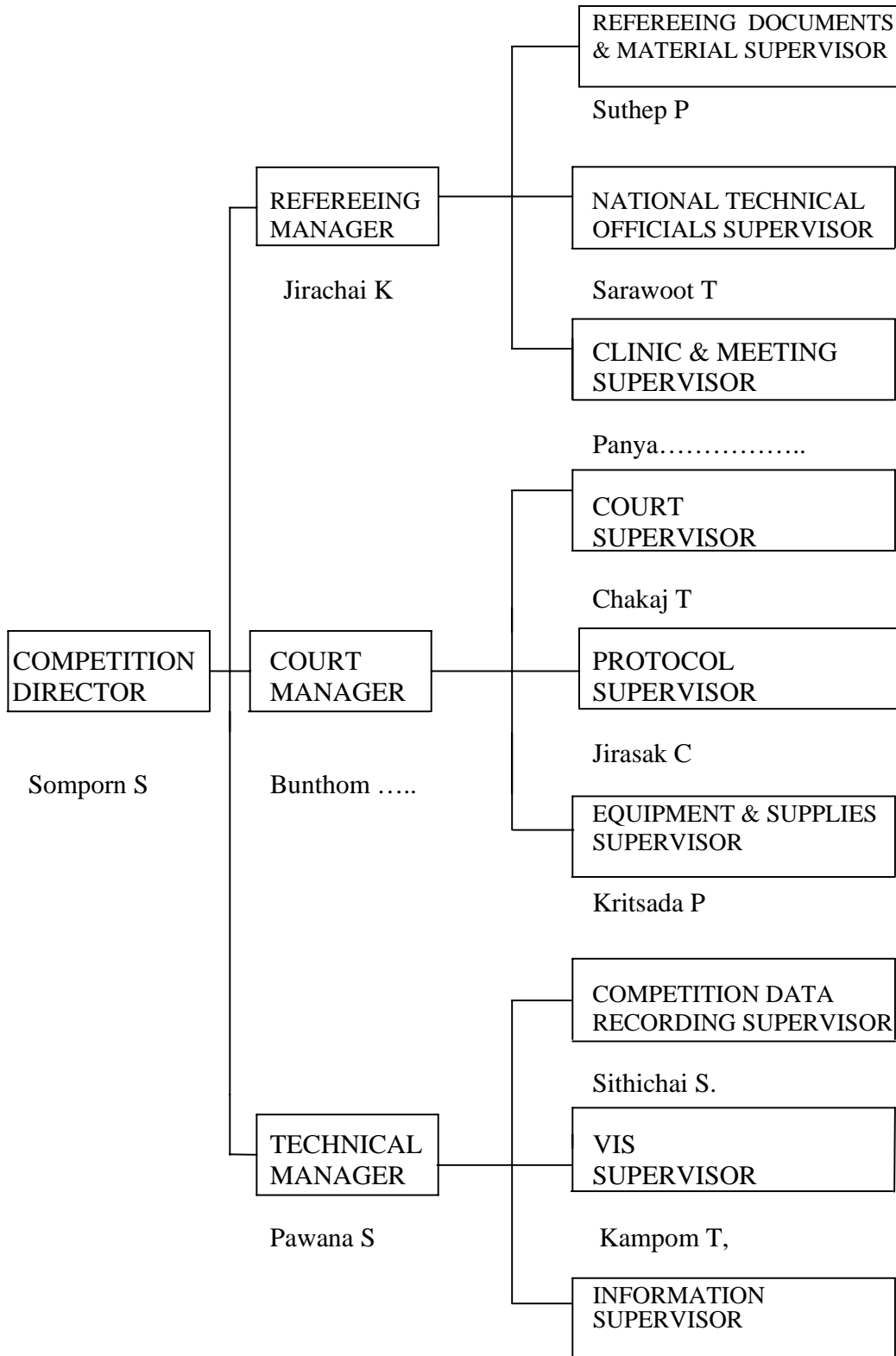
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Place and date: .....

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**TECHNICAL ORGANIZATION CHART**



**Chalerm Sak S**

AIPS # (if any)	
Nationality	
Last Name	
First Name	
Gender (Male/Female)	
Date of Birth	
Age	
Home - Address	
- City	
- Country	
Home Phone #	
Company Name	
Name of Article / Program to be Published / Broadcasted	
Your Function (Select one from the following: Photographer, Free-Lance, TV Commentator, Radio Commentator, TV/Radio Technician, Journalist)	
Type of Media (Select one from the following: International Press Agency, National Press Agency, Daily Newspaper, Daily Sports Newspaper, Weekly Newspaper, Monthly Newspaper, Volleyball Magazine, On line)	
Company - Address	
- City	
- Country	
Company Phone #	
Portable Phone # (if any)	
Company Fax #	
Company Website Address	
E-Mail Address	

Appendix 7 Application for Media Accreditation

Appendix 8 Procedure for Press Interview

**PROCEDURE FOR PRESS INTERVIEW**

REQUEST FOR PRESS INTERVIEW

After the Match No.....between.....VS.....

Mentioned persons are kindly requested to comply with press interview at the interview room.

A player:

\_\_\_\_\_ of \_\_\_\_\_  
(Number) (Team) (Name)

Coach of \_\_\_\_\_  
(Team) (Name)

\_\_\_\_\_ Person in charge of press  
Control Committee on duty

Appendix 9 Pre Competition Hall Checklist

**3 COMPETITION HALL CHECKLIST**

This checklist is to be completed by the **Organizer & AVC Delegate** during the first Inspection upon arrival in the competition city and is to be signed by both the AVC Delegate and the Organizer and included as part of the Report that is to be dispatched to the AVC at the end of the Inspection visit. The Organizer to present detailed plans of each area and working rooms to the AVC and include the area and room distribution plan.

**A. COMPETITION HALL DATA**

Country: City:  
Competition Hall: Capacity:  
Address:  
Owner:  
Telephone: Fax:

Distance from the teams' accommodation to this Competition Hall  
 by bus:      km      Time:              minutes

**INSPECTION DATE:** .....

**B. STANDS & SPECTATOR SEATING**

<b>SEATING ALLOCATIONS</b>	<b>Standard</b>	<b>Approved Comments</b>	<b>/</b>
Total	5,000 – 10,000	/ Approved	
AVC VIP Stand of Honor	10	/ Approved	
VIP Guest Seating	50	/ Approved	
Organizer	50	/ Approved	
Press Seating	30	/ Approved	
-equipped with electricity connection &table	10	/ Approved	
Teams (Athletes & Officials)	100	/ Approved	
AVC Officials	10	/ Approved	
Referees	10	/ Approved	
Team Video Camera Area	Min 6m x 2.5m	/ Approved	

**C. NON APPROVED ADVERTISING**

<b>NON APPROVED ADVERTISING</b>	<b>Standard</b>	<b>Approved Comments</b>	<b>/</b>
On the scoreboard	None	/ Approved	
On the floor	None	/ Approved	
Inside the competition hall	None	/ Approved	

**D. BOOTHS**

<b>BOOTHS</b>	<b>Standard</b>	<b>Approved / Comments</b>
TV Host Broadcaster	As advised in advance and based on demand	/ Approved
Radio		/ Approved
International Broadcasters		/ Approved
Press		/ Approved

**E. DIRECTIONAL SIGNAGE (3 days before the Competition)**

<b>SIGNS</b>	<b>Insuff.</b>	<b>Suff.</b>	<b>Good</b>	<b>Comments</b>
a) Press rooms				
b) Player rooms				
c) Control Committee rooms				
d) International Referee rooms				
e) National Technical Official rooms				
f) Guest / VIP rooms				
g) Court Access				
h) Warm Up Court Access				
i) Emergency Exits				

#### **F. COMPETITION AREA ( 3 days before the Competition)**

<b>COMPETITION AREA</b>	<b>Dimensions</b>	<b>Approved Comments</b> /
Area free of obstacles	40 x 26.5 meters	/ Approved
Height of free space	min 12.5 meters	/ Approved
Free Zone		
→ Sidelines	5 m	/ Approved
→ End lines	8 m	/ Approved
→ Free passage-way	3 m	/ Approved
<b>TECHNICAL REQUIREMENTS</b>	<b>Standard</b>	<b>Approved Comments</b> /
Homologated Synthetic Floor Cover	Taraflex	/ Approved
Under floor cover	Wooden floor on beams	/ Approved
Lighting at 1 m above the floor	1500 lux min.	/ Approved
Reflection of light	excluded	/ Approved
Lighting over the centre line	excluded	/ Approved
Shadows on the floor	none	/ Approved
Lighting of the stands	half lit	/ Approved
Scorers' table + seats	1 + 2	/ Approved
Scoreboard & VIS Operator's Table + seats	1 + 2	/ Approved
Official speaker's table + seats	1 + 2	/ Approved
FIVB Game Jury table on platform + seats	1 + 4	/ Approved
VIS observers and operators tables + seats	2 + 3 seats each	/ Approved
Host TV / Commentators' table + seats	1 + 3	/ Approved
Court Manager's table + seats	1 + 3	/ Approved
Team Statisticians tables + seats	2 + 2 seats each	/ Approved
Sound system	mandatory	Mandatory /
Flags of participating teams	Mandatory (location)	Mandatory (location) /
AVC flag (s)	Mandatory (location)	Mandatory (location) /



Panels for advertising banners	20 (sample)	/Approve
Air conditioning	if required	/ Approved
Changing Huts	2	/ Approved
<b>ELECTRONIC SCOREBOARD</b>	<b>Standard</b>	<b>Approved / Comments</b>
Name of the countries	Mandatory	/ Approved
Service indicator	Mandatory	/ Approved
Time-outs granted per team	Mandatory	/ Approved
Substitutions made	Mandatory	/ Approved
Score of current set	Mandatory	/ Approved
Score of previous set(s)	Mandatory	/ Approved
<b>COMMUNICATION WITH WARM UP COURT</b>	<b>Standard</b>	<b>Approved / Comments</b>
Communication with warm up court	Mandatory (distance)	

#### **G. TECHNICAL EQUIPMENT CHECKLIST (3 days before competition)**

<b>ITEMS</b>	<b>BRAND/MEASURE</b>	<b>QUANTITY</b>	<b>Approved</b>
Balls – Match	MIKASA MVP-200	5 per match	
Balls – Training	MIKASA MVP-200	12 per team or per training gym	
Ball Bags	Ball manufacturers	Sufficient	
Ball Trolleys - Training	Ball manufacturers	2 per gym	
Ball Trolleys / Rubber wheeled carts	Mikasa – 2 for balls & 2 for team clothing	4	
Ball Weight & Measuring Device	Ball manufacturers	3	
Ball Pressure gauge	Marks in Kg + hp	2	
Ball Circumference Device	3	3	
Ball Stand for 5 balls	(free design)	1	
Ball Hand Pump & Needles	Ball manufacturers	2	
Ball Pump - Electronic	Ball manufacturers	1	
Posts and pads	SENOH	1	
Post Padding	SENOH		
Referee's chair	SENOH	1	
Referee's chair padding	SENOH	1	
Cards holder	(free design)		
Warning Cards	(free design)		
Nets	SENOH		
Net antennae	SENOH	1	
Net measuring rod	2.5 m long	1	
Net camera	TV Issue	1	
Net microphone	TV Issue	1	

Electronic scoreboard	see gen. regulations	1	
Manual scoreboard - scorer's table	see gen. regulations	1	
Long benches or chairs	3 m long or 10 chairs	2 sets	
Electricity connection available at team benches	2 outlets	2 sets	
Electric buzzer with light	yellow or red	2	
Substitution Paddles	1 set per team	2	
Long mops (1m)	High absorbent	6	
Line judge flags	40 x 40 cm	4	
Tables with chairs	(2 x 0.6 x 0.7 m)	5	
Thermometer	Mandatory	1	
Hygrometer	Mandatory	1	
Referee Alco-Test Equipment	Mandatory	1 unit + disposable tubes	

Scoresheets	FIVB International (Triplicate)	min 2 per match	
Line-up sheets	FIVB International	min 4 copies per match (with 5 sets)	
O-4 forms	FIVB International - completed with names	Each match	
Libero control sheet	FIVB International	2 per match	

### Reserve Equipment

Nets	SENOH	1	
Posts	SENOH	2	
Pads	SENOH	2	
Antennae	SENOH	2	
Line Tape	White	1 roll	
Manual Scoreboards	To replace electronic scoreboard in case of breakdown	2	
Reserve buzzers	Squeeze air horn style	3	

## H. WARMING-UP COURTS

WARMING-UP COURTS	Dimensions	Approved Comments	/
Access to the playing court	Direct	/ Approved	
Total number of warming-up courts	2	/ Approved	
Halls or with separations	2	/ Approved	

Flooring	Taraflex	/ Approved
Height of free space	min 7 meters	/ Approved
Free of Obstacles	24 x 15 m	/ Approved
Lighting	Min 500 lux	/ Approved
Outside lights	None	/ Approved
Light & windows	Protected	/ Approved
Heating	If needed	/ Approved
Air conditioning	If needed	/ Approved
Communication with playing court	Mandatory	/ Approved
Sign to be updated constantly by organiser showing for the next match: 00:00 - time to stop warm up (- 00 minutes) 00:00 - exit time from the warm up court to competition court (- 00 minutes) 00:00 - time of toss (- 00 minutes) 00:00 - entrance time to competition court (-00 minutes) 00:00 - match start time (1 <sup>st</sup> whistle time)	Mandatory	/ Approved

#### I. CHANGE ROOMS

<b>TEAMS</b>	<b>Standard</b>	<b>Approved Comments</b>	<b>/</b>
Number	4	/ Approved	
Dimensions	min. 30 square meters	/ Approved	
Showers	5	/ Approved	
Massage table	1	/ Approved	
Toilets	3	/ Approved	
Lockers	15	/ Approved	
Chairs and benches	15	/ Approved	
Access to the court	direct	/ Approved	
Ice Machine	available	/ Approved	

<b>INTERNATIONAL REFEREES (Incl. Lounge)</b>	<b>Standard</b>	<b>Approved Comments</b>	<b>/</b>
Number	1	/ Approved	
Dimensions	20 square meters	/ Approved	
Showers	2	/ Approved	
Toilets	1	/ Approved	
Lockers	6	/ Approved	
Tables and chairs	1 + 3	/ Approved	
Access to the court	direct	/ Approved	

<b>NATIONAL REFEREES SCORERS &amp; LINE JUDGES</b>	<b>Standard</b>	<b>Approved Comments</b>	<b>/</b>
Number	1	/ Approved	
Dimensions	20 square meters	/ Approved	
Showers	2	/ Approved	
Toilets	1	/ Approved	
Lockers	6	/ Approved	
Chairs and benches	6	/ Approved	
Access to the court	direct	/ Approved	

<b>BALL RETRIEVERS &amp; MOPPERS</b>	<b>Standard</b>	<b>Approved Comments</b>	<b>/</b>
Number	1	/ Approved	
Dimensions	20 square meters	/ Approved	
Showers	1	/ Approved	
Toilets	1	/ Approved	
Chairs and benches	6	/ Approved	
Access to the court	direct	/ Approved	

#### **J. MEDICAL ROOM**

<b>MEDICAL ROOM</b>	<b>Standard</b>	<b>Approved Comments</b>	<b>/</b>
Dimensions	min. 12 square meters	/ Approved	
Massage table	1	/ Approved	
Bed and table	1	/ Approved	
First aid equipment	complete	/ Approved	
Ice Machine	available	/ Approved	
Telephone	1	/ Approved	
Access to the court	direct	/ Approved	
Referee Alco Test Equipment	1 unit + disposable tubes	/ Approved	
Referee Alco Test – M-3 Forms		/ Approved	

Will there be a doctor & nurse available at courtside? YES / NO

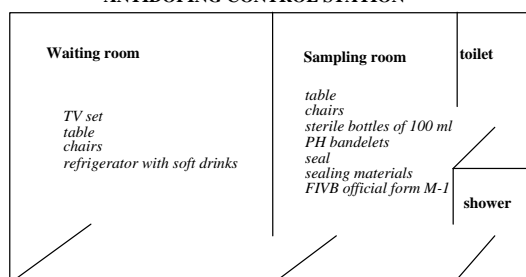
Is there an ambulance available? YES / NO

#### **K. ANTI DOPING FACILITIES ( 5 days before the Competition)**

<b>ANTI-DOPING CONTROL STATION</b>	<b>Standard</b>	<b>Approved / Comments</b>
Waiting Room	25 square meters	/ Approved
Specimen Room	20 square meters	/ Approved
Shower Room	5 square meters	/ Approved

Equipment		/ Approved
- Refrigerator with soft drinks		/ Approved
- Registration table		/ Approved
- Chairs		/ Approved
- TV set		/ Approved
- Sterile bottles of 100 ml each		/ Approved
- Seals		/ Approved
- Sealing material		/ Approved
- PH Bandellets		/ Approved
- Transportation bag		/ Approved

**ANTIDOPING CONTROL STATION**



<b>L. PRESS FACILITIES ( 3 days before the Competition)</b>
---

<b>PRESS WORKING ROOM</b>	<b>Standard</b>	<b>Approved Comments</b> /
Dimensions	min. 30 square meters	/ Approved
Working tables with chairs	5- 10 tables (capacity 20 persons)	/ Approved
Board with previous competition results	min. 2 m x 1m	/ Approved
Electric connections	8	/ Approved
Fax (with international access)	1	/ Approved
International access phones	2	/ Approved
Refreshments and snacks	Available	/ Approved

<b>PRESS CONFERENCE ROOM</b>	<b>Standard</b>	<b>Approved Comments</b> /
Dimensions	min. 30 square meters	/ Approved
Tables with chairs for tribune	7 persons	/ Approved
Microphones on the tables	3	/ Approved
Microphones to pass (remote)	2	/ Approved
Chairs for the press	20	/ Approved
Flags	AVC	/ Approved
Decoration (flowers)	Yes	/ Approved
Access	Direct	/ Approved

<b>PRESS LOUNGE</b>	<b>Standard</b>	<b>Approved Comments</b> /
Dimensions	min. 20 square meters	/ Approved
Coffee Tables with comfortable chairs	2 + min 12	/ Approved
Television	1	/ Approved
Catering – Sandwiches, drinks	Available	/ Approved
Location	Close to working room	/ Approved

<b>M. VIS ROOM AND INSTALLATION</b>
-------------------------------------

<b>VIS ROOM AND INSTALLATION</b>	<b>Standard</b>	<b>Approved Comments</b> /
Dimensions	Min. 24 square meters	/ Approved
Working tables with chairs	2	/ Approved
Computers Networked with VIS software	2	/ Approved
Laser printer	1	/ Approved
Fax connection (International access)	1	/ Approved
IDD phone connection	2	/ Approved
Modem connection	1	/ Approved
Electricity connections	sufficient	/ Approved
Lighting	sufficient	/ Approved

<b>N. AVC PRESIDENT'S ROOM</b>
--------------------------------

<b>PRESIDENT'S RECEPTION</b>	<b>Standard</b>	<b>Approved Comments</b> /
Dimensions	Min. 12 square meters	/ Approved
Coffee Tables with comfortable chairs	1 + min 4	/ Approved
Air-conditioned	Mandatory	/ Approved
Catering	Mandatory	/ Approved
Decorations – flowers, etc	Mandatory	/ Approved
TV	1	/ Approved
Access to VIP Lounge	Direct	/ Approved

<b>O. VIP FACILITIES</b>
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<b>VIP LOUNGE</b>	<b>Standard</b>	<b>Approved Comments</b> /
Dimensions	Min. 50 square meters	/ Approved
Coffee Tables with comfortable chairs	3 + min 12	/ Approved
Air-conditioned	Mandatory	/ Approved
Catering	Mandatory	/ Approved
Decorations – flowers, etc	Mandatory	/ Approved
TV	1	/ Approved
Access to VIP Stands	DIRECT	/ Approved

<b>P. OFFICE for CONTROL COMMITTEE</b>
--

<b>CONTROL COMMITTEE Office</b>	<b>Standard</b>	<b>Approved Comments</b> /
Dimensions	Min. 24 square meters	/ Approved
Coffee Tables with comfortable chairs	2 + 10	/ Approved
Air-conditioned	Mandatory	/ Approved
Catering	Mandatory	/ Approved
TV	1	/ Approved

<b>Q. REFEREE LOUNGE</b>
--------------------------

<b>REFEREE LOUNGE</b>	<b>Standard</b>	<b>Approved Comments</b> /
Dimensions	Min. 24 square meters	/ Approved
Coffee Tables with comfortable chairs	1 + 8	/ Approved
Air-conditioned	Mandatory	/ Approved
Catering	Mandatory	/ Approved
TV	1	/ Approved

**U. TECHNICAL BUREAU & SECRETARIAT**

Organizer Office & Secretariat	Standard	Approved Comments /
Dimensions	Min. 50 square meters	/ Approved
Working tables with chairs	2 + 12	/ Approved
Office desk with chair	3 + 6	/ Approved
High speed photocopier	1	/ Approved
Tables for sorting	Sufficient space	/ Approved
Computers Networked with VIS software	2	/ Approved
Laser printer	2	/ Approved
Fax connection (International access)	1	/ Approved
IDD phone connection	2	/ Approved
Modem connection	1	/ Approved
Electricity connections	Sufficient	/ Approved
Voltage	For photocopier	/ Approved
Lighting	Sufficient	/ Approved
Access to VIP Stands	Direct	/ Approved

**V. GENERAL COMMENTS AND REMARKS**

General remarks on the overall preparation are required to be made by the AVC delegate

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*(If needed, attach extra sheet(s) with general comments and remarks)*

**Name:** .....

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**Signature**

Date: .....

AVC Representative

**Name:** .....

**Signatur**\_\_\_\_\_

Date: .....

Organizer Representative



PERMISSION FOR THE FILMING OF MATCHES

Taking Video-films of the matches will be allowed only to those teams willing to observe the following.

- 1) The film will not be used either for advertisement or for commercials.
- 2) The film will not be used by any broadcasting network.
- 3) The film may only be used purposes of the team.
- 4) Only member of team delegation will be permitted to film.
- 5) Video-cameras may only be set up in areas designated.
- 6) The above applies only to those teams participating in the .....  
Volleyball Championship / Tournament.

I have read the above and agree to comply

Name of National Federation;

Signature;  
Team Manager)

## AVC CONTROL COMMITTEE GENERAL INFO REPORT

Name of Championship: .....

-----  
 1. Country ..... City ..... Competition dates.....  
 2. Teams' ranking 1..... 2..... 3..... 4..... 5.....  
                           6..... 7..... 8.....

Individual Awards:           1 Best Scorer           No .... Team.....Name.....  
                                   2 Best Spiker           No .... Team.....Name.....  
                                   3 Best Blocker       No .... Team.....Name.....  
                                   4 Best Server        No .... Team.....Name.....  
                                   5 Best Digger        No .... Team.....Name.....  
                                   6 Best Setter         No .... Team.....Name.....  
                                   7 Best Receiver     No .... Team.....Name.....  
                                   8 Most Valuable Player No .... Team.....Name.....

3. Name of Competition Hall .....  
     Capacity.....seats  
     Total of spectators.....                   Average / day.....

	<b>To be improved</b>	<b>Sufficient</b>	<b>Good</b>
4. Decoration of Competition Hall			
Out side	_____	_____	_____
Inside	_____	_____	_____
5. AVC & Participating Federation Flags			
Outside Stadium	_____	_____	_____
Inside Stadium	_____	_____	_____
6. Official Program	_____	_____	_____
Handbook	_____	_____	_____
7. Official Poster	_____	_____	_____
8. Technical Bureau	_____	_____	_____
9. Preliminary Inquiry	_____	_____	_____
10. Clinic & Meeting	_____	_____	_____
11. Training Halls	_____	_____	_____
12. Competition Hall	_____	_____	_____
13. VIS	_____	_____	_____
14. Installation of A-Boards	_____	_____	_____
15. TV Camera Position	_____	_____	_____
Promotion	_____	_____	_____
16. Press			
Facilities	_____	_____	_____
Stands	_____	_____	_____
Lounge	_____	_____	_____

\*Lists of the press attended the championship must be attached with this report

17. Changing Rooms                   \_\_\_\_\_

	<b>To be improved</b>	<b>Sufficient</b>	<b>Good</b>
18. CC Room	_____	_____	_____
19. Referees' Room	_____	_____	_____
20. Accommodation			
Teams' Hotel	_____	_____	_____
Teams' Food	_____	_____	_____
Officials' Hotel	_____	_____	_____
Officials' Food	_____	_____	_____
21. Transportation			
Teams	_____	_____	_____
Officials	_____	_____	_____
22. VIP & Sponsors			
Presence of VIP & Sponsors	_____	_____	_____
Lounge	_____	_____	_____
*List of VIP and Sponsors attended the championship must be attached with this report			
23. Scoreboards	_____	_____	_____
24. Court Officials' Appearance			
Referees	_____	_____	_____
Scorers	_____	_____	_____
Announcers	_____	_____	_____
Line Judges	_____	_____	_____
Ball Retrievers	_____	_____	_____
Moppers	_____	_____	_____
25. Medical Service	_____	_____	_____
26. Cooperation between CC & Local OC	_____	_____	_____

Remarks & Recommendations:

\_\_\_\_\_  
 (Mr. \_\_\_\_\_ )  
 President / Technical Delegate  
 Date:

\_\_\_\_\_  
 ( Mr. \_\_\_\_\_ )  
 Organizer Representative  
 Date: