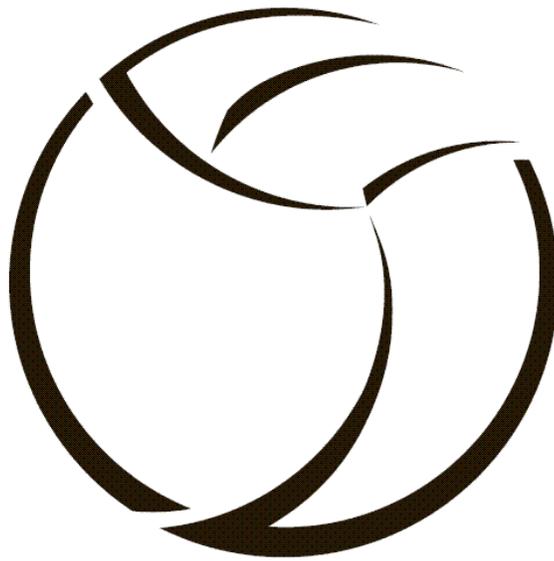

CEV BEACH VOLLEYBALL HANDBOOK 2015

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**CONFÉDÉRATION
EUROPÉENNE
DE VOLLEYBALL**

**BEACH VOLLEYBALL
EUROPEAN CHAMPIONSHIP**

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Article 1: Registration

Article 1.1: Registration Deadline

The provision of the CEV NF-Athlete's Commitment – accompanied by a health certificate – duly signed by the NF and the concerned athlete(s) through the BV-01 NF-Athlete's Commitment & Health Certificate and the conditions set in it is the pre-condition to be tentatively admitted to any of the Beach Volleyball competitions officially recognised by the CEV.

This form must have reached the CEV Office 30 days prior to the start of the event the athlete participates in and have to be submitted only once per athlete per season. If not the CEV will apply a sanction (see chapter 8: "Fines, Sanctions & Protests").

Once the aforementioned condition is fulfilled by all parties concerned, teams can be registered for CEV Beach Volleyball competitions exclusively by their respective NF 30 days at the latest before the start of the event they intend to join.

All deadlines concerning entries are calculated from the start of each Tournament.

Article 1.2: Registration Procedure

The National Federations have to register their teams through the Volleyball Information System (VIS - www.fivb.org → Login). The username and password is the same as for FIVB World Tour registrations.

- Each National Federation is provided with an individual and secured user access (user name and password) through its own e-mail address.
- After Log in, the National Federation may select any team as per CEV Beach Volleyball Handbook and Official Regulations and register it in the CEV Tournaments by following this procedure:
 - Select first player;
 - Select his/her teammate;
 - Select any available tournament from the Calendar;
 - Confirm the entry of the team.
- The team is automatically registered in the selected tournament database and is instantly included in the tentative list posted on the CEV website for each event. While this procedure allows the National Federations to directly control that their teams are correctly entered, it also gives them the opportunity to immediately contact the webmaster (vis@fivb.org and beach@cev.lu) in case a technical problem occurs.
- Each National Federation may directly enter new CEV/FIVB athletes as the computer instantly generates CEV/FIVB # for the new player as well as a user name and password.
- Athletes with pending sanctions are not allowed to enter in CEV sanctioned events until the related fine is duly paid to the CEV.
- The entry deadline for each event is communicated on the CEV website.
- Each National Federation and athlete will be responsible for checking the entry and points through Internet by consulting the tentative "Entry List" for each event.
- The Tentative List is an ongoing information available on the CEV website and up to -15 days can be amended by each participating National Federation.



In order to avoid technical problems (i.e. faxes sent by participating National Federations/athletes but not properly received by the CEV) the following procedure shall apply:

- **30 days before the start of the event:**
 - official entry deadline, no further teams may be entered (Exception: Late Entry);
 - CEV publishes on the website the Tentative Entry List.

- **15 days before the start of the event:**
 - CEV publishes on the website the Confirmed List with teams participating in the Main Draw, Qualification Tournament and on the Reserve List based on the teams' CEV Entry Ranking points of that day.

Only teams entered by their National Federation shall be eligible to participate in the Championship.

Notes:

- If a date falls on a weekend or public holiday (in Luxembourg) then the next working day becomes the deadline.
- The deadlines refer to the numbers of days before the first competition day of the event (including the Country Quota Playoffs).

Late Entry:

Past the deadline for the Tentative Entry List (-30 days prior to the start of each tournament) the National Federation will no longer be allowed to enter a team in the event. Late entry requests must be addressed to the CEV in writing for CEV evaluation and a fine (see chapter 8: "Fines, Sanctions & Protests") must be paid by the National Federation concerned to the CEV UPON RECEIPT of the respective CEV invoice into the bank account of the CEV. The CEV and the Organisers (National Federation and Promoter) must agree on a case by case basis whether a late entry should be accepted or not. If the team is accepted, it will automatically be registered in the Qualification Tournament or in the Reserve List if no Qualification Tournament is organised. No late entry will be accepted less than 15 days before the start of the event.

Article 1.3: Withdrawal & Replacement Procedure

All replacements and withdrawals after the publishing of the Confirmed List (-15 days) are charged an administration fee (see chapter 8: "Fines, Sanctions & Protests"). The only exceptions are withdrawals from the Reserve List.

1. Up to 30 days before the start of the event:

Before the entry deadline –30 days prior to the beginning of the tournament– the teams/athletes who renounce to participate in the event(s) of the Championship and/or athletes who want to change partner and/or modify the composition of their team have at any time the possibility to enter the changes through their National Federation in the Volleyball Information System.

2. Between -30 days (Tentative Entry List) and -15 days (Confirmed List)

Between -30 days (Tentative Entry List) and -15 days (Confirmed List) prior to the start of the tournament, the athletes/National Federation must respect the withdrawal procedures and regulations and the National Federation may at any time withdraw or change the composition of a team with the BV-03 form (as per CEV regulations, the National Federation may only replace one player out of the two athletes by a new teammate) tentatively registered in the event in the online system.

3. Confirmed List (-15 days)

Once the Confirmed List is issued by the CEV (-15 days), the CEV is then the only entity accountable for receiving through the BV-03 form any withdrawal and/or disbanding of teams/athletes requests entered in the Main Draw, Qualification Tournament, Country Quota Playoffs or reserve List (in case of "force majeure" or player's injury) and to apply any modifications to the Confirmed List. National Federations are responsible for any eventual sanctions related to the non-fulfillment of the CEV Regulations.

1.3.1 Withdrawal procedure (-15 days until -2 days before the event)

Withdrawal before the Qualification Tournament / Main Draw

Withdrawal and/or disbanding of teams/athletes entered in the Qualification Tournament / Main Draw is not allowed once the Confirmed List has been announced, except in case of "force majeure" or in case a player is injured. In these cases, a Medical Certificate or a declaration of good faith ("force majeure") must be provided to the CEV Head Office and to the CEV Technical Supervisor before the beginning of the Technical Meeting of the Qualification Tournament from the respective National Federation.

If not the CEV will apply a fine (see chapter 8: "Fines, Sanctions & Protests"). This fine must be paid before the start of the following event in which a team would like to enter (if no events are staged, the fine must be paid no later than 30 days from the notification of the sanction). The proof of the payment must be sent to the CEV.

After the replacement of an athlete the new team's CEV Entry Ranking points as of 15 days before the event are taken into consideration for the new team's entry, independent of the date of the replacement. The new team is then placed into the Main Draw, Qualification Tournament or Reserve List.

In case of replacements after the publishing of the Confirmed List it is not possible to move from the Reserve List up to the Qualification Tournament or from the Qualification Tournament up to the Main Draw unless the roster is not complete.

Should the replacement occur after the Qualification Tournament Technical Meeting and the new team does not have enough CEV Entry Ranking points to enter the Main Draw the new team will not be allowed to participate and an additional team enters the Main Draw from the Qualification Tournament.

Should a **Main Draw** athlete provide a Medical Certificate, declaration of good faith or proof of an issued airplane ticket with the only intention to avoid a sanction fee for withdrawal and/or should the CEV receive proof that this athlete is playing in any other competition **in the same week**, this athlete will then be suspended and will not be authorised to participate in any CEV Beach Volleyball events for a period of time to be determined by the EXCOM.

The CEV will evaluate and confirm, on a case by case basis and as per the documents provided, if the case of “force majeure” may be accepted and applied.

No withdrawal is accepted by the CEV if not submitted in writing using the BV-03 form.

Should it be proven that a National Federation is responsible for not communicating to the CEV an athlete’s medical certificate for the withdrawal from an event, the National Federation shall be fined instead of the athlete concerned.

All documentation must be worded in **English**.

Article 1.4: Last Minute Withdrawal

Last minute withdrawals from 2 days prior the first Preliminary Inquiry until the start of the Preliminary Inquiry of a Qualification Tournament or Main Draw must be sent to the CEV Head Office (email: beach@cev.lu), to the organiser of the event and to the CEV Technical Supervisor with the BV-03 form, Medical Certificate in English and/or the reason of “force majeure” and a proof of an issued airplane ticket by a IATA recognised airline company.

If not the CEV will apply a fine (see chapter 8: “Fines, Sanctions & Protests”). This fine must be paid before the start of the following event in which a team would like to enter (if no events are staged, the fine must be paid no later than 30 days from the notification of the sanction). The proof of the payment must be sent to the CEV.

If a National Federation informs the CEV Technical Supervisor prior to (or during) the Technical Meeting of the Qualification Tournament of a withdrawal from their Qualification Tournament team, the selection of the next eligible team is based on the following priorities:

- the next highest ranked team excluded from the Qualification Tournament based on the Entry Ranking Points (15 days prior to the event) is then allowed to enter into the Qualification Tournament, if the team attends the Technical Meeting prior to the Qualification Tournament. The above also includes teams disqualified in the Country Quota Playoffs in case the withdrawal is from the same country and the Country Quota is not exceeded.

The following policy must apply in order to clarify the withdrawal process of Main Draw teams (and their consequent replacement):

- If a National Federation informs the CEV Technical Supervisor prior to (or during) the Technical Meeting of the Qualification Tournament of a withdrawal from their Main

Draw team, the next highest ranked eligible team based on the CEV Entry Ranking points (15 days prior to the event) is then allowed to enter directly into the Main Draw.

- If a National Federation informs the CEV Technical Supervisor after the end of the Qualification Tournament Technical Meeting and before the commencement of the Main Draw of a withdrawal from their Main Draw team, the extra team will then be allowed to qualify from the Qualification Tournament.
- The extra team is the team with the highest current CEV Entry Ranking among the teams failing to qualify for the Main Draw by losing the last round of the Qualification Tournament, if the team attends the Technical Meeting of the Main Draw. In this case, the CEV Technical Supervisor must draw between the two highest ranked teams amongst the losers. For each additional open spot from the Qualification Tournament to the Main Draw, the next highest ranked team must then be drawn against the loser of the previous draw.
- Replacement procedure for the Host Country athlete/team:
 - If a National Federation informs the CEV Technical Supervisor prior to (or during) the Qualification Tournament Technical Meeting, the new team is placed in the Main Draw/Qualification Tournament according to the rule that the 2 highest ranked teams of the host NF are placed in the Main Draw.
 - If a National Federation informs the CEV Technical Supervisor after the end of the Qualification Tournament Technical Meeting and before the commencement of the Main Draw, the new team retains the spot in the Main Draw but a BV/15 must be officially completed by the Event doctor and the Technical Supervisor.

Notes:

- No changes will be made in the team roster and in the team seeding if Main Draw team(s) inform(s) the CEV between the end of the Technical Meeting of the Qualification Tournament and the start of the Qualification Tournament of their withdrawal from the event.
- The Qualification Tournament and Main Draw are deemed to have started once the seeding has been confirmed and no further changes will be allowed.
- The athlete is responsible to request from his/her National Federation (or to consult the CEV website under the "Practical Info" section of each Beach Volleyball event) in order to obtain details on the time and place of the Technical Meeting and all other relevant information for the event.

Article 1.5: Late Arrival – “No Show“

Athletes who do not arrive or arrive late for the Country Quota Play-Off Meeting or the Preliminary Inquiry/Technical Meeting of the Qualification and/or the Main Draw (i.e. after the commencement of the Technical Meeting) and have not received the authorisation of the Technical Supervisor are excluded from the event by the Technical Supervisor for “no show” and fined.

If a player is confirmed absent from the Technical Meeting by the Technical Supervisor, a fine (see chapter 8: “Fines, Sanctions & Protests”) will be issued to each player. Hereafter you can find the procedures used to determine if a team/player is disqualified from the tournament if they do not attend the Technical Meeting - for example:

Example #1: A team is missing from the respective Technical Meeting, but was witnessed or confirmed to be present at the venue or has received authorisation for late arrival by the Technical Supervisor. This team should be fined. If the team was absent from the meeting, and not witnessed or confirmed to be present at the venue or has received authorisation for late arrival by the Technical Supervisor, they should be disqualified from the tournament altogether before the draw takes place. If one player from the team is present at the meeting and it is believed the other is present, the fine should still apply and in case of a no show at the first match will result in a forfeit.

Example #2: An entire team or one player from the team is missing from the Qualification or Main Draw Technical Meeting, but was witnessed to be present at the venue, or has checked into the hotel (Technical Supervisor has other relevant information that this team is present at the event, but not in the meeting). No withdrawal information was received by the CEV or Technical Supervisor in due time. In this case, the team will be considered entered in the tournament, but will be fined the appropriate amount to each player for their absence at the meeting. If the team or player does not report to their first match in the relevant tournament, it will be considered a forfeited match.

Example #3: An entire team or one player from the team is missing from the Qualification or Main Draw Technical Meeting, and was NOT witnessed by any other person (i.e. Technical Supervisor, athletes, coaches, other team delegates from that country, etc.) to be present at the venue, and has not checked into the hotel. No withdrawal information was received by the CEV or Technical Supervisor in due time. In this case, after exhausting any possible method to determine if the team or player(s) are present, the team will be disqualified from the tournament and a Lucky Loser procedure at the Technical Meeting will be conducted according to the regulations.

The fine must be paid before the start of the following event in which a team wants to enter (if no events are staged, the fine must be paid no later than 30 days from the notification of the sanction). The proof of the wire must be sent to the CEV.

Article 2: Technical Supervisor

Article 2.1: Preliminary Inquiry – Technical Meeting

2.1.1 Preliminary Inquiry

The Preliminary Inquiry takes place in a room/area located close to the Technical Meeting room and shall finish at least one hour prior to the starting time of the Technical Meeting. During the Preliminary Inquiry the athletes confirm with their signature their amount of seeding points.

The Technical Supervisor may request by all participating athletes to present an official document to confirm their identity.

At the end of the Preliminary Inquiry, the CEV Technical Supervisor must approve the final list of the participating teams allowed to enter into the competition and to attend the Technical Meeting.

2.1.2 Technical Meeting

The CEV Technical Supervisor chairing the meeting provides athletes with technical information about the competition and gives the floor to the CEV Jury President (if assigned), one promoter representative, one host National Volleyball Federation Delegate, CEV Medical Delegate (if assigned) and the CEV Referee Delegate. Upon request the CEV Technical Supervisor may allow sponsors, Host TV Broadcaster, journalists, authorities, etc. to attend the Technical Meetings as observers upon request.

The Technical Meeting must be organised according to the following agenda:

- welcome by the CEV Technical Supervisor, CEV Jury President (if assigned), National Volleyball Federation, and promoter's representative;
- athletes' list of attendance;
- report on the results of the Preliminary Inquiry;
- drawing of lots;
- technical aspects of the competition;
- competition program;
- lay-out of the stadium and athletes' access to the facilities;
- training schedule;
- board and lodging;
- meals;
- transportation;
- accreditation (ID cards and security procedures);
- uniforms' distribution procedure;
- media activities;
- eventual involvement of athletes in special promotional programs;
- information on doping controls (when applied) and court medical assistance;
- ranking criteria;
- prize money breakdown and payment procedure;
- press interviews procedure;
- match protocol;
- awarding ceremony protocol;
- eventual side events;

- information on the Rules of the Game, refereeing instructions, interpretation of the Rules;
- any other useful information;
- any eventual communications from the CEV to the athletes;
- eventual questions from the athletes.

Note:

The CEV may require to extend the duration of the Technical Meeting to provide athletes with information about TV distribution, CEV Sponsors demands, medical controls, CEV media activities, etc.

2.1.3 Requirements for the Technical Meetings

The organisers must provide the following:

- conference room with sufficient capacity;
- translator English/local language whenever required;
- adequate sound system;
- computer and printer to issue the first Daily Bulletin;
- urns for the drawing of lots with a cup for tallies;
- board showing the first round of the drawing;
- blank bracket forms (same as the billboards) to be printed and distributed to the athletes immediately upon the conclusion of the draw;
- court assignment table;
- printed official program;
- billboard with competitions brackets and court assignment table (positioned to be visible by all participants);

An information kit with all tournament information and the Regulations concerning international participation and social activities must be distributed to all athletes possibly with the following items:

- participating teams/countries;
- athletes' eligibility;
- accreditation;
- coaches' regulations;
- teams' physiotherapists regulations;
- sanctions and withdrawals;
- Prize Money and payment procedure and breakdown;
- CEV Entry Ranking Points;
- competition schedule and program;
- stadium and facilities lay-out;
- specific competition regulations for all participants;
- information on board and lodging;
- information on medical services and doping controls, if any;
- information on transportation for officials, referees, heads of delegation, athletes, Organising Committee members, and possibly CEV Sponsors and partners as well as media representatives;
- uniforms' distribution procedure;
- guidelines for the awarding ceremony;
- organising Committee members (BV-05 form);
- useful telephone numbers (hotels, Organising Committee, event office, etc.);

- tourist information including city maps;
- list of the tournament sponsors;
- name of the Host TV Broadcaster;
- insurance;
- handy tips;
- etc.

The CEV Technical Supervisor must inform the athletes during the Technical Meeting on the maximum time allocated for warm-up on all (official) courts, on the distance from the warm-up courts to the official courts and on the procedures to follow in order to utilize the available courts.

The duration of the break between 2 consecutive matches must be communicated to all the participating athletes during the Technical Meeting.

Article 2.2: Assignments of courts

Two methods can be used to determine on which courts matches will be played:

- pre-assigning courts
- playing on the next available courts, following the sequence of matches

It is the Technical Supervisor's responsibility to apply one or the other system or a combination of the two methods. Pre-assigning courts is recommended for the Main Draw and is optional for the Qualification Tournament.

Pre-determining the court assignments for several matches prior to the start of any given match has the following advantages compared to the «next available» method:

Compelling matches (i.e. host country versus foreign country) can be scheduled on the main court in advance which dramatically increases the positive atmosphere within the stadium as fans have a vested interest in the outcome.

Match assignments can be published far in advance of the start of the match, which allows spectators and media to easily follow their favourite teams and helps the overall promotion of the tournament.

Athletes only have to watch one court (versus watching all courts) to gauge their warm-up activities. For example, a team may know its next game is the second game up on court 2 after this current match; at this point athletes do not need to pay attention to scores on courts 1, 3, or 4.

Athletes can prepare for the court conditions that will exist during the match. Wind conditions usually vary greatly between the main court and the outside courts; a better preparation of athletes will lead to better matches. Since all athletes know their court assignments, they do not need to attempt to listen to the announcer for the court assignments. Often, athletes cannot hear the announcements from the warm-up court. The preparation of score-sheets, refereeing assignments, and scoreboard teams/flags is facilitated because the matches are known far in advance.

Since match times can vary greatly (i.e.: there are usually «fast» courts and «slow» courts), the Technical Supervisor and Competition Director must always pay attention to the flow of the tournament and make the new assignments accordingly. Sometimes, an outside court (court 2, 3, or 4) may have to sit empty while teams are resting before their next match. But it is important that the main court is never empty and that the last match of the day is played on the main court. The court assignments (to be always presented on a draw sheet so that the future matches can be easily determined) should always be posted in the athletes' area and referees' lounge during the Qualification Tournament. In addition, during the Main Draw competition, court assignments must also be posted on the Main Draw boards at the spectators' entrance and in the press area.



Notes:

A billboard including this information should be built by the Promoter of each event on site to be constantly updated, in addition to the Main Draw (double elimination, pool play, etc.) bracket for 32/24/16 teams, as per the following example:

Round	Start Time	Court 1	Court 2	Court 3	Court 4
1	09:00 VS VS VS VS
2	10:00 VS VS VS VS
3	11:00 VS VS VS VS
4	12:00 VS VS VS VS
5	13:00 VS VS VS VS
6	14:00 VS VS VS VS
7	15:00 VS VS VS VS
8	16:00 VS VS VS VS
9	17:00 VS VS VS VS
10	18:00 VS VS VS VS
11	19:00 VS VS VS VS
12	20:00 VS VS VS VS

The Technical Supervisor and the Competition Director in consultation with the Tournament Director (Promoter) should re-assign the matches (Court assignments and match starts) at the end of the Main Draw Technical Meeting. The matches should be pre-assigned to place compelling matches on the Main Court (i.e. host country vs. foreign country team).

The court assignments and match start times should be published in the Daily Bulletin that is circulated to the athletes. Matches will not start before the published times (This will assist in the promotion of the match and the preparation for the athletes) but may start later if earlier matches are running late.

Article 2.3: Method for pre-assigning courts

Pre-assignment of the first round of matches (or the first two rounds if the first round is very short). Calculation of the number of main court matches in the first round (or first and second rounds). This equals the total number of first (or first and second) round matches divided by the number of competition courts. This number can be rounded up to the next match (19 games/4 courts = 4.75 matches = 5 matches).

Assignment of the main court matches (court 1) with a preference given to matches where the host country plays against a foreign country (host country vs host country competitions are often boring for the crowd). Often the Competition Director will direct the CEV Technical Supervisor to the most compelling matches (these are usually obvious).

Assignment of the secondary court matches in match order and in repeating groups. That is, assignment of courts 2, 3, and 4 to the first three available matches (those that are not on court 1), and then assignment of courts 2, 3, and 4 to the next three available matches and so on until the entire first (or first and second) round is complete. This way each team will know the location and approximate start time of its first match.

As the early first round matches finish, the assignment of the second (or third) round of winners bracket matches may begin. The same rules as above apply when assigning the second (or third) round. For example, if there are 8 second round matches on four courts then there can only be 2

main court matches. Again, the most compelling matches for the main court (host country versus foreign country) must be chosen and filled in the other matches as above.

Once the second (or third) round has been assigned, it is now possible to begin assigning the first round of losers matches. These assignments must be made very carefully.

First, the compelling first round losers' games must be assigned to the main court as above.

For the other court assignments some observations are necessary. Sometimes, matches on one court proceed much faster than the matches on the other courts. This can be corrected by simply scheduling two consecutive matches on that court. Conversely, one less match must be scheduled on any court that is playing slowly.

The most difficult part of the draw is the early second round losers' matches as the loser at the bottom of the second round winners' bracket (matches #21, #22, #23, and #24 in the Main Draw) will cross over to the top of the losers' bracket. In order to give the loser of the second round winners games (matches #21, #22, #23, #24 in the Main Draw) the proper rest, whenever possible their cross over match should be on the same court on which they just lost. This court should also be the court of the first round losers' game that leads to their second round losers' game. For example, if match #24 in the Main Draw is on court 4 then matches #25, and #33 should also be on court 4. Match #23 should be on the same court as matches #26 and #34. Match #22 should be on the same court as matches #27 and #35 etc. However, due to main court assignments this procedure may sometimes be impossible. Whenever possible an additional game should be scheduled on a court between the above matches (i.e. between Main Draw matches #25 and #33, or between Main Draw matches #26 and #34). These games should be assigned to the bottom of the first round of the losers' bracket. However, sometimes due to main court assignments no additional match can be inserted between these matches. In this case an outside court will have to sit empty.

Notes:

Sometimes an outside court must sit empty due to the slowness of another court and this is unfortunately unavoidable. Each team must have at least 45 minutes rest between.

The second round of losers' matches must be pre-assigned to choose the most compelling matches for the main court (as above). Two matches must be kept unassigned at the end of the day until closer to the end of the day. This will allow for more flexibility in ending the last match on the main court.

Article 2.4: Tasks

The CEV Technical Supervisor's duties (extract):

- Follows up on the preparation of the event in collaboration with the CEV Beach Volleyball Department using the event's reports of the previous season (if any), the CEV Regulations, the official forms, the event's regulations, the technical checklist, all relevant correspondences exchanged between the CEV and the Organisers, etc.;
- checks together with the CEV Beach Volleyball Department that the important deadlines are met according to the Master Plan;
- collects from the CEV before the event all relevant information such as the amendments, etc.;
- inspects and checks the events' venue and all facilities;
- coordinates with the CEV Referee Delegate on all activities related to the referees, court personnel, volunteers, etc.;
- coordinates all aspects of the event and takes with the CEV Jury President (if appointed) final decisions in case of protests and complaints.
- Has the authority to suspend the competition if he/she evaluates that the weather conditions are dangerous for the safety of the athletes or have a direct effect on the competition status and until normal conditions are re-established
- implements all necessary security measures to protect the integrity of the spectators, athletes, officials, media representatives, sponsors, etc.;

- obtains from the local authorities concerned the enforcement of a professional security staff (e.g. police, army, etc.) to secure the venue, the surrounding areas, and the hotel from terrorist attacks;
- collaborates with the local Head of Medical Services and the CEV Medical Delegate (if appointed) on medical issues and doping controls whenever carried out;
- collaborates with the local or CEV Photographer (if appointed);
- coordinates with the TV Coordinator on any broadcasting matters or acts as TV Coordinator whenever requested by the CEV;
- coordinates with the local Press Director or the CEV Press Delegate (if appointed) to ensure the smooth running of the local and International press operations;
- checks the fulfillment of the promoters' financial obligations on site;
- immediately reports to the CEV Head Office upon his arrival in a city about the status of preparation of an event in all respective items;
- helps optimizing the competition schedule in accordance with the on-site attendance, media and Host Broadcaster's needs;
- anticipates upon his arrival on site the accurate leveling of the sand before the court and the tribunes are completely set-up, tests the quality and the overall condition of the sand on all courts (i.e. main court and outside courts) before and during the event (at different time in the day and especially in case of rain, taking into consideration the athletes' feedback), and immediately informs the CEV of any eventual problems;
- controls the accuracy of all information contained in the Athletes Handbooks upon his arrival at the event and guarantees that this publication is available to all athletes once on site (i.e. at the airport, in the Hotel upon check in, etc.);
- Prepares together with the Local Organisational team and supervises the conduct of the event's Preliminary Inquiry
- Prepares with the Local Organisational team and coordinates the event's Technical Meeting
- ensures that the personnel involved in the event fulfills all assigned duties thoroughly and efficiently;
- conduct a General Meeting with all the members of the Organisational Chart to define the working and competition program (including ceremonies, social and promotional activities) and verify the sufficient availability / adequate placing of personnel in all areas;
- organises a meeting at the end of the tournament between the Promoter, the National Volleyball Federation's Delegate, Jury President (if assigned) and the Referee Delegate to discuss the reports of the event;
- ensures that the CEV reports are signed by the National Volleyball Federation and Promoter and sent to the CEV within 24 hours after the end of the event;
- communicates within 24 hours to the Technical Supervisor/Referee Delegate of the following events, as well as to the CEV Head Office, the remarks, comments, and eventual fines applied to the parties concerned.

Assistant Technical Supervisor:

The CEV will then evaluate the competence of the Assistant Technical Supervisor (mainly in the areas related to the competition system and event organisation) and discuss during the European Beach Volleyball Commission Meeting his possible nomination as CEV Technical Supervisor for the following year.

The costs of the Assistant Technical Supervisor have to be covered by the organiser. The CEV Assistant Technical Supervisor is required to arrive on site and to leave the event as per the CEV Technical Supervisor schedule.

Article 3: Organiser

Article 3.1: Uniforms

The organiser shall send two samples of men's and women's shirts to the CEV Office for approval no later than 30 days before the start of the competition.

The athletes shall receive 1 new shirt for each match in European Championship Masters and Final events and at least 1 per day for the CEV U18/U20/U22 European Championship and CEV Satellites.

The organiser has to secure that the athletes wear them during the on-court warm-up, the matches, the Awarding Ceremony and any other official appearance in connection with the competition.

Athletes of one team must wear shirts of the same colour, whereas each team is obliged to wear a different colour than the opponent.

The athletes shall make no alterations to the shirts. No other clothes shall show underneath except if approved by the CEV Technical Supervisor in case of bad weather conditions.

Cold temperature and pouring rain conditions

For events where the temperature is expected to fall below 15°C and during severe weather conditions, athletes are permitted to wear uniforms composed of a close-fitting t-shirt with long or short sleeves and, long tight pants (down to the ankle and not to the knees). These must be consistent in style, length and colour for both athletes in the team and must follow the same marketing rules as for the athletes' shorts and briefs regardless of size and position. The Technical Supervisor will be ultimately responsible for allowing athletes to wear these special uniforms whenever deemed necessary and after consultation with the official medical staff. For the men's cold weather shirt and pants, no sponsor logos (excluding manufacturer of 20cm²) are permitted. Men are required to wear their shorts over the long pants. Women athletes (not wearing their briefs on top) may display their sponsors' logos according to the aforementioned requirements.

If the organiser provides towels for athletes, these have to be used throughout the competition. There either has to be one new towel every day or an exchange service changing used towels against clean ones. No alterations may be made to the towels. In case no towels are provided, athletes may use their own towels with a personal sponsor logo, not exceeding 72 cm² per side.

Article 3.2: Officials Uniforms

The CEV Officials and referees shall receive and wear the following numbers of official clothing. The clothing must be available in all suitable sizes.

- 4 Polo-Shirts
- 2 Shorts
- 1 Cap
- 1 Rain jacket
- 1 Pair of long trousers
- 1 Sweat shirt

To differentiate between the different functions the colour of the uniforms must be different for CEV Officials / Referees / Linejudges & Scorers / Staff.

Article 3.3: Sand Quality

In case natural beach is used, sand must be sifted prior to the event and whenever needed. In order to solve contingency, organisers must always have machines available to turn the sand.

Article 3.4: Court Equipment

3.4.1 Athlete's Time-Out area

Must be minimum 5m from the sideline, and no closer than 3m from the scorer's table equipped with a shade system (umbrella(s) or else) for the athletes.

3.4.2 First Referee's Chair

The First referee's chair shall be firmly attached to one of the net posts, give the referee a good view on the whole court from above net, while securing his stand. Furthermore it has to be padded to avoid any possible injury to the athletes.

3.4.3 Scorer's Table

The scorer's table must be minimum 5m from the side line and located between the athlete's time-out area facing the first referee's chair but outside the playing area. There shall be two chairs and one manual scoreboard equipped with a shade system (umbrella(s) or else).

3.4.4 Paddles numbered 1 & 2

Two paddles with the numbers "1" and "2" printed on them have to be at the scorer's table to control the service order.

3.4.5 Scoreboards

It is compulsory to have at least one big scoreboard per court. The centre court has to be equipped with two big scoreboards placed on opposite corners.

The scoreboards shall display the current score, the athlete's names, the team's uniform colors and the athletes' nationalities (preferably with country flags). Information should be readable at a distance of 30m.

3.4.6 Line Judges' Flags

Four flags per court have to be available for the line judges.

3.4.7 Net Measuring Rod

A 2,5m long net measuring rod has to be available at the court.

3.4.8 Walkie-talkies

For easy communication between the court staff, the organisation staff and the CEV officials a walkie-talkie has to be on every court.

3.4.9 Water Pipes

Hoses must be available on all courts to water the court surface when temperatures are high or the sand is very dusty.

3.4.10 Levelling rakes

Three levelling rakes have to be at each court

3.4.11 Separation of adjacent courts

Adjacent courts must be separated by a net of minimum 3m height.

Article 3.5: Venue Equipment

3.5.1 Signing

The spectators' entrance as well as all other areas on the venue shall be visibly and clearly signed with the CEV Logo appearing on all signage.

3.5.2 CEV Flags

There have to be at least two CEV Flags on the main stands. These flags have to be produced by the organiser according to the CEV Marketing Regulations.

3.5.3 Participating Countries' Flags

The flags of all participating countries have to be installed (not mandatory for CEV Satellites) on the main bleachers.

The flags of all participating countries have to be displayed in alphabetical order by country code with the exception of the hosting country which has to be displayed first counting from left side.

3.5.4 Lighting system

For tournaments organising night sessions or whenever needed or requested, the lighting system must provide a minimum of 1500 lux. measured 1m above the playing area. The lighting system should be ready for the appropriate testing and homologation by the CEV Technical Supervisor and TV Host Broadcaster representative at least 2 days prior to the start of the event.

3.5.5 Sound system

A good, well-tuned sound system for voice announcement and music is important for a successful production. The CEV Technical Supervisor should test the sound system in advance of the event starting. The sound system should be placed in the stadium in positions which will not interfere with spectators view. A secured and roofed area must be set-up facing the Center Court as well in order to install the necessary equipment and control the sound, make announcements, play music, etc. An experienced DJ should work closely together with the announcer to entertain the on-site spectators and provide information on the competition. Radio microphones should finally be used in order to move the crowd in and for interviews on the playing area.

Article 3.6: Venue Facilities

All areas must protect from sun, heavy rain and wind, in general: be weatherproof. A floor should be set up.

3.6.1 CEV Area

For all CEV Officials

3.6.1.1 Size and Location

at least 20m² and close to the courts

3.6.1.2 Equipment

- 1 working table per assigned CEV Official
- 1 PC per assigned CEV Official with up-to-date Operating System (Windows 7 or higher) and up-to-date antivirus with minimum 2MB (both upload and download) internet connection and appropriate software (minimum Office 2007, internet browser (Explorer, Firefox, etc.) and FTP client (Filezilla, etc.))
- 1 laser printer
- 1 mobile telephone for the CEV Technical Supervisor (recommended for all other CEV Officials)
- 5 220V AC power outlets

3.6.2 Event Office

For the organiser's staff

3.6.2.1 Size and Location

at least 20m²
close to the courts

3.6.2.2 Equipment

- 3 PC with up-to-date Operating System (Windows 7 or higher) and up-to-date antivirus with minimum 2MB (both upload and download) internet connection and appropriate software (minimum Office 2007, internet browser (Explorer, Firefox, etc.) and FTP client (Filezilla, etc.))
- 2 laser printer
- 3 international telephone line
- 1 copy machine
- 10 220V AC power outlets

3.6.3 VIP Area

3.6.3.1 Size and Area

Close to the centre court, size at the organiser's discretion

3.6.3.2 Equipment

Sufficient seating possibilities, further installations at the organiser's discretion

3.6.4 Athlete's Area

The following measures are per each gender.

3.6.4.1 Size and Location

at least 40m² shaded and wind protected
direct access to the courts

3.6.4.2 Equipment

1 refrigerator filled with non-alcoholic drinks, being constantly refilled
1 table with fruits and snacks, being constantly refilled
at least 20 seating possibilities
sufficient racks for the athletes' bags

3.6.5 Coaches' Area

3.6.5.1 Size and Location

2 reserved seats behind the court for coaches of the participating teams (not applicable for events where coaching is permitted)

3.6.5.2 Equipment

Coaches have access to the athletes area or the promoter has to organise a kind of mixed zone where athletes can meet the coaches.

3.6.6 Referee's Area

3.6.6.1 Size and Location

at least 30m² shaded and wind protected
direct access to the courts

3.6.6.2 Equipment

1 refrigerator filled with non-alcoholic drinks, being constantly refilled
1 table with fruits and snacks, being constantly refilled
10 seating possibilities
sufficient racks for the referees' bags

3.6.7 Scorers & Linejudges Area

3.6.7.1 Size and Location

at least 30m²
direct access to the courts

3.6.7.2 Equipment

1 refrigerator filled with non-alcoholic drinks, being constantly refilled
20 seating possibilities
sufficient racks for the referees' bags

3.6.8 Medical Area

An ambulance with electro-stimulation equipment must be present during all matches on the competition venue as well as one medical Doctor / medical staff.

3.6.9 First Aid/Doctor

3.6.9.1 Size and Location

at least 25m²
adjacent to the Athletes' Area

3.6.9.2 Equipment/Staff

One medical doctor present during the entire competition.

The First Aid Area should be equipped with:

- basic medical equipment
- basic medication
- oxygen equipment
- stretchers (at least two)

3.6.10 Physiotherapy & Massage

3.6.10.1 Size and Location

at least 20m² adjacent to the athlete's area but not inside the athletes area

3.6.10.2 Equipment/Staff

One physiotherapist per venue during the entire event (up to the CEV Technical Supervisor to decide on the Inspection Visit)

- two massage tables
- physiotherapy equipment (including tape; costs for kinesio tape have to be borne by the athletes)

3.6.11 Anti-Doping Facilities

Upon decision and notification from the CEV the organiser must provide Anti-Doping facilities according to WADA/FIVB/CEV specifications.

3.6.12 Press Room

3.6.12.1 Size and Location

at least 30m²
close to the competition venue

3.6.12.2 Equipment

min. 5 working tables
5 international telephone lines
1 copy machine
2 PC with up-to-date Operating System (Windows 7 or higher) and up-to-date antivirus with minimum 2MB (both upload and download) internet connection and appropriate software (minimum Office 2007, internet browser (Explorer, Firefox, etc.) and FTP client (Filezilla, etc.))
1 laser printer
8 220V AC power outlets
1 refrigerator filled with non-alcoholic drinks, being constantly refilled

3.6.13 Court Manager's Area

3.6.13.1 Size and Location

at least 20m²
close to the courts

3.6.13.2 Equipment

at the organiser's discretion

3.6.14 Others

3.6.14.1 Showers

Four for the athletes, with hot and cold water

3.6.14.2 Toilets

6 for the public
4 for the athletes
3 for VIPs, Press, officials

3.6.14.3 Disabled Assistance

Sufficient space and help has to be ready for disabled persons to view the matches.

3.6.14.4 Billboards

Displaying the competition brackets, match schedule, match results and participating teams and Final Rankings. Immediate updating mandatory.

Min. 1 for the spectators to easily see, read and understand
1 for the athletes, referees and press

3.6.14.5 Disposal Bins

Sufficient number of disposal bins all over the competition area
Disposal bins being emptied when necessary

Article 3.7: Staff

During the busiest days of the competition when all courts are in use a sufficient number of helpers are vital for the smooth and accurate running of the competition. Therefore reserve personnel must be recruited. Personnel should be replaced in time to prevent fatiguing and allow proper recovering.

3.7.1 Scorers

Minimum requirement: 3 per court

3.7.2 Scoreboard Keepers

2 per big scoreboard

3.7.3 Line Judges

Minimum 3 Line Judges per court.

3.7.4 Court Managers

1 per court (including warm-up courts)

3.7.5 Ball Retrievers

Minimum requirement: 6 per court

3.7.6 Sand Levellers

Done by the ball retrievers, who must be physically strong enough to perform this job, before each match and between the sets.

Article 3.8: Print Material

All print materials must be prepared according to the specifications given in the CEV Marketing Regulations and presented to CEV Marketing Department for final approval.

Article 4: Application for Organisation of Events

Any National Federation interested in organising a CEV Beach Volleyball European Championship Final, Masters, Continental Cup, Satellite event or the CEV U18/U20/U22 Beach Volleyball European Championships shall apply in writing to the CEV Head Office using the BV-A form. The duly completed form including all requested enclosures shall be returned before the deadline set out on the respective organising terms and conditions.

All requests for the organisation of CEV-sanctioned Beach Volleyball events such as Exhibitions and Country vs. Country must be submitted to the CEV Head Office using the BV-A2 form.