

# 2023 VW BEACH PRO TOUR Futures in Europe – Master plan & Timelines



N°	ACTION	DOCS / FORMS	ACTION BY	PRESENTED TO	DEADLINE (counting from 1 <sup>st</sup> competition day)	Status / Remarks
<b>A. PRIOR TO THE EVENT</b>						
<b>CANDIDATURE &amp; AGREEMENT</b>						
1	Submit necessary documents to support the Candidature application	BVB - General Questionnaire & Comp. Application form + Supporting documents	Candidate NF	CEV	As per Candidature application document	
2	Feedback on the received supporting documents	-	CEV BV Dept.	NF Candidate	Following evaluation by CEV	
3	Send Organiser Agreement	Org. Agreement	CEV Legal Dept.	Organiser	- Within 15 days after event announcement	
4	Return Organiser Agreement	Org. Agreement	Organiser	CEV Admin Dept.	- 2 weeks after reception	
5	Submit Organiser - Promoter Sub-Agreement (if any)	Sub-Agreement	Organiser	CEV Admin Dept./CEV Legal Dept	Upon signing the Sub-Agreement	Federation remains liable for the proper event delivery
<b>ORGANISATIONAL CHART</b>						
1	Appoint Key Organising Committee members (Tournament, Promotional, Competition, Operational, Referee Manager, Hygiene Officer)	BVB-05	Organiser	CEV BV Dept.	Initial copy - 4 months; Final copy - 2 months.	Through the CEV Cloud
2	Appoint FIVB/CEV Delegate	-	CEV in consultation with FIVB	Organiser	- 3 months	
3	Nominate local referees	BV-LR	Organiser	CEV BV Dept.	- 2 months	As per the quotas of the FIVB Handbook and through the CEV Cloud. All proposed referees must be listed in the FIVB VIS
4	Nominate scorers, training program of host country referees, and court personnel	-	LOC Referee Manager	FIVB/CEV Referee Delegate / CEV BV Dept.	- 1 month	Proposal to be submitted by the Referee Manager. Number of court staff to reflect the competition schedule
<b>SITE VISIT (if any)</b>						
1	Arrange transportation and accommodation for the Official conducting the visit	-	Organiser	CEV BV Dept. / CEV Officials	- 15 days prior to the visit	
2	Follow up on agreed topics	-	Organiser	CEV BV Dept. / CEV Officials	Ad hoc	
<b>PROMOTIONAL, PRESS AND COMMUNICATION ACTIVITIES</b>						
1	Provide the CEV with a short presentation of Venue and Host city, photos of the competition venue/area (aerial and panoramic, info text, links etc.)	-	Organiser	CEV BV Dept /	Together with the BVB form	To allow preparations for the event announcement
2	Prepare the event web pages (presentation of Venue and Host city)	-	CEV Digital & TV	Public	Upon announcement of event organisers	
3	Promotional plan and PR-activities including Social Media resources	-	Organiser	CEV BV / CEV Digital & TV / CEV Press Office /	Initial copy together with BVB- form; Final Copy -1 month	Regular updates to be scheduled with CEV Digital Dept and Press Officer

4	Entertainment on-site activation plan and workforce	-	Organiser	CEV BV Dept.	- 15 days	
5	Prepare Media & Press activities and resources on site (media officer, photographer, releases)		Organiser	CEV BV / CEV Digital & TV CEV Press Office /		Consider the requirements as per the Organiser Agreement and CEV guidelines
<b>MARKETING – EVENT IDENTITY</b>						
1	Submit the list of sponsors and sponsorship structure (Title, Main, Supplier, etc.)	-	Organiser	CEV Marketing / CEV BV Dept.	<b>Initial copy – 3 months; Update ad hoc.</b>	Through the CEV cloud and keeping in mind the list of FIVB/CEV protected categories
2	Confirm Key Visual (layout in pdf)	-	Organiser	CEV Graphics / CEV BV Dept.	- 3 months	Through the CEV cloud and in line with the CEV provided branding guidelines
3	Submit the Venue look (outside/inside) and court layout (banners & flags, etc., around competition courts and the venue)	-	Organiser	CEV Graphics / CEV BV Dept./	- 2 months	Through the CEV cloud and in line with the CEV provided branding guidelines
4	Submit the branding & marketing elements layouts for approval	-	Organiser	CEV Graphics / CEV BV Dept.	Prior to production	Through the CEV cloud and in line with the CEV provided branding guidelines. CEV review within <b>3 working days</b>
5	Produce the Marketing elements (flags, backdrops, etc.)	-	Organiser	CEV Graphics / CEV BV Dept.	<b>3 days for stand-alone productions. - 10 days for all venue branded elements</b>	<b>Following the approval process described above</b>
6	Submit the uniforms layout for Athletes / Officials / Organiser workforce	-	Organiser	CEV Graphics / CEV BV Dept./	- 1 month	Through the CEV cloud and in line with the CEV provided branding guidelines
7	Submit the cup and trophies layouts and tags	-	Organiser	CEV Graphics / CEV BV Dept.	- 1 month	Through the CEV cloud
<b>COMPETITION PARAMETERS</b>						
1	Submit BVB-06 Event Regulations document	BVB-06	Organiser	CEV BV Dept. / Assigned Delegate	- 2 months	Through the CEV cloud
2	Submit the Specific Hygiene Event protocol (if needed)		Organiser	CEV BV Dept./ Assigned Delegate	- 2 months	In line with National Authorities requirements and CEV Guidelines. Template provided by CEV
3	Submit detailed Match Schedule / Courts programs	-	Organiser	Assigned Delegate / CEV BV Dept.	<b>Initial copy with BVB form, Final copy per court upon issuing of the confirmed lists</b>	Consider the home teams – Any updates following the announcement of the schedule shall be immediately communicated to CEV and the Assigned Delegate for approval
4	Entries	VIS	NFs	CEV	-35 days	
5	Prize Money arrangements		Organiser		- 1 month	CEV offers to organisers the CEV Prize Money transfer system in case payments in cash is not regulated in the host country. In this case Prize Money must be wired to the CEV <u>latest 1 month prior to competition</u>
6	Confirmed list of participating teams	FIVB Competition Regulations	CEV	Public	-28 days	

7	Final update of the BVB-06 and Specific Hygiene Event Protocol	BVB-06	CEV	Public	-35 days	Regular updates to be scheduled by the Organiser and CEV
8	Ensure the necessary human resources, hardware and connections to run smoothly the CEV e-scoresheet and statistics platforms and share info to CEV		Organiser	CEV Digital & TV Dept/CEV BV dept	- 1 month	An introduction to the platforms operation to be organised upon request
<b>TICKETING (if any)</b>						
1	Present concept and ticketing policy to CEV for evaluation (in line with National Authorities guidelines)	-	Organiser	CEV BV Dept	- 2 months	Keep in mind that ticketing should in line with the spectators expectations
<b>MATCH PRODUCTION</b>						
1	Provide contact details of host broadcaster or 3 <sup>rd</sup> party production company.	-	Organiser	CEV TV & Digital/	- 3 weeks	
2	Provide details about programming intentions		Organiser	CEV TV & Digital/	- 3 weeks	
3	Provide camera layout & technical production specificities.		Organiser	CEV TV & Digital/	- 2 weeks	According to the conditions communicated in org. agreement document
4	Integrate official CEV TV graphics package	-	Organiser	CEV TV & Digital/	- 2 weeks	TV graphics are provided by CEV
5	Perform signal transmission testing with CEV & relevant partners.	-	Organiser	CEV TV & Digital/	- 1 week	
<b>TRANSPORTATION – ACCOMMODATION</b>						
1	Confirm and share International Transportation plan for assigned Delegate(s)		CEV	Assigned Delegate/ Organiser	- 2 months	
2	Arrange hotels for assigned Delegates, referees and participating MD teams (if applicable)		Organiser	Assigned Delegate / CEV BV Dept.	- 2 months	
3	Prepare and send detailed meal plan, if applicable (menu, duration, location, special conditions – e.g. late evening matches)		Organiser	Assigned Delegate / CEV BV Dept.	- 1 month	Consider the Hygiene Guidelines and the Final Match schedule
4	Submit Transfer/Shuttle Plan (airport-hotel, hotel-venue) (where and if applicable)		Organiser	Assigned Delegate / CEV BV Dept.	- 15 days	
<b>VENUE AND EQUIPMENT</b>						
1	Send Venue layout	BVB form	Organiser	CEV BV Dept./	Together with BVB Competition Application form	Follow up any CEV remarks where needed
2	Test the sand	FIVB Handbook	Organiser	CEV BV Dept.	- 3 months	If requested. Organisers may provide certificates/ confirmation of the sand quality from past FIVB/CEV events
3	Acquire/secure sport and other equipment necessary to smoothly run the event	-	Organiser	Assigned Delegate	- 2 months	
4	Submit lighting system plan and specifications (in case of evening/indoor matches)	FIVB Handbook	Organiser	CEV BV Dept./	- 2 months	
5	Send Insurance policies & security certificate for the stadium and temporary build structures	-	Organiser	Assigned Delegate / CEV BV Dept.	- 1 month	A Copy in local language with an abstract of all key parameters in English can be also accepted
<b>SECURITY</b>						
1	Submit the security and accreditation plan (risk assessment, access, evacuation, etc.)	-	Organiser	Assigned Delegate / CEV BV Dept.	- 1 month	
2	Appoint the security workforce	-	Organiser	Assigned Delegate	- 15 days	

MEDICAL & DOPING CONTROLS						
1	Appoint Medical workforce as per the provisions of the FIVB Handbook and in line with CEV Hygiene Guidelines	-	Organiser	Assigned Delegate / CEV BV Dept.	- 1 month	Including both doctors and physios and any staff and resources for implementation of the Hygiene Guidelines
2	Providing on site facilities and coordination if requested by FIVB/CEV for samples testing	-	Organiser	CEV Medical Delegate	- 2 months	FIVB/CEV to decide in case by case and proceed to arrangements
B. UPON ARRIVAL OF FIVB/CEV Delegates – EVENT TIME						
1	Coordinate with the CEV Head Office for any still open issues	-	Organiser	Assigned Delegate	Upon arrival	
2	Organise a General Coordination Meeting (briefing)	-	Organiser	Assigned Delegate	Evening after arrival	Get to know each other, current state of preparation., schedule for the next days, open issues
3	Review transportation and accommodation planning and organise a meeting with the Hotel Manager (if applicable)		Organiser	Assigned Delegate	Evening after arrival	
4	Venue delivery & homologation	-	Organiser	Assigned Delegate / CEV BV dept	- 48 hours from 1 <sup>st</sup> official match	
5	Review implementation of any specially applied conditions (Hygiene, etc.)		Organiser	Assigned Delegate	- 48 hours	
6	Test the VIS software, e-scoresheet and statistics software & hardware	VIS manual/CEV Guidelines	Organiser	Assigned Delegate	- 48 hours from 1 <sup>st</sup> official match	Support when necessary by the CEV Head Office
7	Check venue branding and signage	Brand Guidelines	Organiser	Assigned Delegate	- 48 hours from 1 <sup>st</sup> official match	As per the approved files in the CEV cloud
8	Test sound systems	-	Organiser	Assigned Delegate	- 24 hours from 1 <sup>st</sup> official match	
9	Review arrangements for the Referee clinic, Preliminary Inquiries and Technical meetings	-	Local Referee Manager	Assigned Delegate	The Day before the clinic / respective meeting	All local referees and the referee manager must be present on site the latest at 9 AM at the day of the clinic
10	Ensure the prize money payment process, and communicate it to all participating athletes in Preliminary Inquiries		Organiser	Assigned Delegate	- 24 hours from 1 <sup>st</sup> Preliminary Inquiry	
11	Payment of the per diem to the Host country referees and scorers	-	Organiser	Persons concerned	Up to the organiser and according to arrangements made	Referee Manager to follow and confirm the agreed process to the assigned Delegate
12	Review arrangement for world feed or streaming feed production and coordinate a meeting with the people involved. Also inform the CEV Digital & TV department.	-	Organiser	Assigned Delegate	- 48 hours from 1 <sup>st</sup> produced match	Mandatory participation of TV/Streaming producer
13	Organise the Awarding ceremony rehearsal	-	Organiser	Assigned Delegate	The day before the Finals	
C. AFTER THE EVENT						
1	Organise debriefing meeting	-	Assigned Delegate	Organiser	Last day of the event	
2	Send the Post Event reports and materials	BV-Post event form	Organiser	CEV BV Dept.	Latest 7 days after the event	Through the CEV Cloud