Chapter 2

Organizers - FIVB
Participations and Responsibilities.

General Principles
2. Event’s Opportunities

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**Sample of send (approved by Natinonal)**
Complimentary
Complimentary
Complimentary

**FIVB/NF – Promoter Agreement**
Compulsory

**Compulsory**

**Taxes**
Fees for all sport responsibilities for the event
Nat. Fed. Sanction Fee
FIVB Sanction Fee
Prize Money and Prizes
process
Meetings, Workshops/Seminars/Clinics
Commercial exploitation of accessory articles
Sales of Hospitality Package
Ticket Sales and competition program
Commercial exploitation of accessory articles
On-site entertainment
FIVB results system and technology
Event advertised on the FIVB Website
FIVB Bonus Post and Extra Bonus Post
Participation of the best athletes in the World
Societal and environmental programs
World Ranking Points

**FIVB Sanction Fee**

**Price Money and Prizes**
Yes/Min. USD 250,000-250,000 - (as x chapter 3)
Yes/Min. USD 140,000 per gender - (as x chapter 3)
Yes/Min. USD 60,000 per gender - (as x chapter 3)
Yes/Min. USD 30,000 - (as x chapter 3)

**No. of Courts**
B 2 + warm-up or 6 + 4 (accordingly)
B 2 + warm-up or 6 + 4 (accordingly)
A 2 + warm-up and 6 + 4 (accordingly) | A 2 + warm-up and 6 + 4 (accordingly) |

**Marketing**
Conditions
as per FIVB/NF – Promoter Agreement, Appendices and Handbook
as per FIVB/NF – Promoter Agreement, Appendices and Handbook

**TV Broadcasting**
as per FIVB/NF – Promoter Agreement with mini. 10 TV cameras, 1 super slow-motion, 3 slow-motion, a troupe ENG and news facilities for all days
as per FIVB/NF – Promoter Agreement with mini. 10 TV cameras, 1 super slow-motion for at least the quarter-final, semi-final and final games, and ENG crew and news facilities for all days of the Main Draw.

**Respect of the terms of the Master Plan**
YES
YES
YES

**Duration of the event**
Min. 5 – Max. 10 days
Min. 5 – Max. 10 days
Min. 5 – Max. 10 days

**Qualification Tournament**
No qualification
Qualification max. 32 teams per gender
Qualification max. 64 teams per gender

**Main Draw**
8 teams per gender
Main Draw: 32 teams per gender
Main Draw: 32 teams per gender

**Format**
No qualification, Pool Play & Single elimination (MD)
Single elimination (GT) and/or Pool Play - Single elimination (MD)
Single elimination (GT) Double elimination (MD)

**Participating Teams**
Top ranked teams as per WC/Handbook
Top ranked teams as per WC/Handbook
Top ranked teams as per WC/Handbook

**Wild Cards**
1 gender (all-gender MD)
2 gender in the MD & 2 in the GT
2 gender in the MD & 4 gender in the GT
2 gender in the MD & 4 gender in the GT

**FIVB Officals & Referees**
4 Delegations/3 Consultants/10 Neutral Intl. Ref 12-14 Local Ref
4 Delegations/3 Consultants/10 Neutral Intl. Ref 12-14 Local Ref
4 Delegations/3 Consultants/7 Neutral Intl. Ref 12-14 Local Ref
4 Delegations/3 Consultants/7 Neutral Intl. Ref 12-14 Local Ref

**Camp for Beach Volleyball fans**
As per FIVB Handbook
As per FIVB Handbook
As per FIVB Handbook
As per FIVB Handbook

**Tentative Entry List**
NFIVB on FIVB website (-30 days)
NFIVB on FIVB website (-30 days)
NFIVB on FIVB website (-30 days)
NFIVB on FIVB website (-30 days)

**Health Certificate**
As per FIVB Handbook
As per FIVB Handbook
As per FIVB Handbook
As per FIVB Handbook

**Wild Cards**
As per FIVB Handbook
As per FIVB Handbook
As per FIVB Handbook
As per FIVB Handbook

**Confirmed Entry List**
FIVB 1/4 – 1/8
FIVB 1/4 – 1/8
FIVB 1/4 – 1/8
FIVB 1/4 – 1/8

**Withdrawal request to be sent to NFIVB**
FIVB 1/4 – 1/8 to 1 minute prior the COC Technical Meeting)
FIVB 1/4 – 1/8 to 1 minute prior the COC Technical Meeting)
FIVB 1/4 – 1/8 to 1 minute prior the COC Technical Meeting)
FIVB 1/4 – 1/8 to 1 minute prior the COC Technical Meeting)

**Accreditation Coaches/Physitcal Therapists**
NFV (optional registration or up 1 event – entry 30 days)
NFV (optional registration or up 1 event – entry 30 days)
NFV (optional registration or up 1 event – entry 30 days)
NFV (optional registration or up 1 event – entry 30 days)

**Media**
As per FIVB Handbook
As per FIVB Handbook
As per FIVB Handbook
As per FIVB Handbook

**Marketplace**
As per FIVB Handbook
As per FIVB Handbook
As per FIVB Handbook
As per FIVB Handbook
**CONTINENTAL BEACH VOLLEYBALL CUP**

- **Sanctioning Governing Body:** FIVB Continental Confederations
- **Application Form for National Federations:** To be sent to respective Continental Confederation / NF post on FIVB website
- **Application Form for Continental Confederations:** To be sent to FIVB (Start of the June 2010 Continental Beach Volleyball Cup Sub Zone phases)
- **Stadium Capacity:** As required by respective Cont. Conf.
- **Number of Courts:** As required by respective Cont. Conf.
- **Court Equipment:** Per NF/Cont. Conf. and in a best of six matches format
- **Wild Cards:** 1 for the hosting country at the Continental Final
- **Referees:** Per Press, Players, Officials and Referees recommended

### PARTICIPATION

- **Number of Teams:** 2 teams per country per division
- **Format:** Double Elimination (MD) and/or Single Elimination (QT) and/or Double Elimination (MD) and/or Single Elimination (QT) as per FIVB-Organizer Agreement

### ORGANIZERS’ CHARGES

- **Tentative Entries:** NF/Cont. Conf. posted on FIVB website

### ORGANIZERS’ BENEFITS

- **FIVB Financial support:** YES for Sub-zone and Zone phases
- **FIVB Marketing Categories:** All Marketing and Media rights are delegated to each Continental Federation
- **National and continental scale:** As per FIVB-Organizer Agreement
- **Commercialization rights:** As per FIVB-Organizer Agreement
- **Local Transportation:** For all FIVB Officials/Delegates & local Referees
- **Board & Lodging:** For all FIVB Officials/Delegates & local Referees
- **Marketing Conditions:** As per FIVB-Organizer Agreement + 3 panels on center court for Mikasa
- **Marketing Categories:** All Marketing and Media rights are as per Terms & Conditions with the exception of the exclusive FIVB sponsors’ categories as follows: Title Sponsor (category exclusivity), Balls, Nets and Timing Services - watches, clocks, Thrones, scoreboards, speedometers, devices, time keeping devices, jerseys, access equipment, and services.

### EVENT

- **Number of Days:** TBD
- **N/A**
- **Wild Cards:** 1 to Hosting Country
- **Marketing Kit:** As required by the FIVB
- **National Federation:** References - To assign a Beach Volleyball experienced local referee manager - To assign local referees, line judges and scorers per competition court
- **Tentative Entries:** NT/Conf. posted on FIVB website

### ORGANIZERS’ BENEFITS

- **Marketing Kit:** As per FIVB-Organizer Agreement
- **Number of Balls:** Ball VLS 300 provided by Mikasa
- **Number of courts:** 3,000-4,000 seats
- **Stadium Capacity:** 3,000-4,000 seats
- **Number of Courts:** As required by the FIVB
- **Court Equipment:** FIVB approved Nets and Antennas VIK provided by Mikasa
- **Duration:** Minimum 3 days - maximum 5 days
- **Inspection Visit:** Whenever required

### ORGANIZERS’ BENEFITS

- **Local Transportation:** For all teams, all FIVB Officials/Delegates & all local Referees
- **Board & Lodging:** For all FIVB Officials/Delegates & local Referees
- **Marketing Conditions:** As per FIVB-Organizer Agreement + 3 panels on center court for Mikasa
- **Marketing Categories:** All Marketing and Media rights are as per Terms & Conditions with the exception of the exclusive FIVB sponsors’ categories as follows: Title Sponsor (category exclusivity), Balls, Nets and Timing Services - watches, clocks, Thrones, scoreboards, speedometers, devices, time keeping devices, jerseys, access equipment, and services.
- **TV Broadcasting:** As per minimum requirements for a SWATCH FIVB World Tour Open
- **Players Agreement to be sent to:** FIVB (upon registration or entry of the first event of the season)
- **Players Agreement (jurisdiction):** FIVB (jurisdiction)

### FIVB BEACH VOLLEYBALL WORLD CUP FINAL

- **FIVB**: As per FIVB-Organizer Agreement
- **Winners**: As per FIVB-Organizer Agreement
- **Official Ball**: Official Ball VLS 300 provided by Mikasa
- **Balls**: VLS 300 provided by Mikasa
- **Prize Money**: USD 300,000 per gender

### ACCREDITATION

- **Duration:** N/A
- **Inspection Visit:** For FIVB, Players, Referees and officials
- **Marketing Kit:** As per FIVB-Organizer Agreement
- **Number of Balls:** Ball VLS 300 provided by Mikasa
- **Official Ball**: Ball VLS 300 provided by Mikasa
- **Olympic Qualification**: VLS 300 balls provided by Mikasa
- **Stadium Capacity:** 3,000-4,000 seats
- **Number of Courts:** As required by the FIVB
- **Court Equipment:** FIVB approved Nets and Antennas VIK provided by Mikasa
- **Duration:** Minimum 3 days - maximum 5 days
- **Inspection Visit:** Whenever required

### EVENT

- **Number of Days:** TBD
- **N/A**
- **Wild Cards:** 1 to Hosting Country
- **Marketing Kit:** As required by the FIVB
- **National Federation:** References - To assign a Beach Volleyball experienced local referee manager - To assign local referees, line judges and scorers per competition court
- **Tentative Entries:** NT/Conf. posted on FIVB website

### ORGANIZERS’ BENEFITS

- **Marketing Kit:** As per FIVB-Organizer Agreement
- **Number of Balls:** Ball VLS 300 provided by Mikasa
- **Number of courts:** 3,000-4,000 seats
- **Stadium Capacity:** 3,000-4,000 seats
- **Number of Courts:** As required by the FIVB
- **Court Equipment:** FIVB approved Nets and Antennas VIK provided by Mikasa
- **Duration:** Minimum 3 days - maximum 5 days
- **Inspection Visit:** Whenever required

### ORGANIZERS’ BENEFITS

- **Local Transportation:** For all teams, all FIVB Officials/Delegates & all local Referees
- **Board & Lodging:** For all FIVB Officials/Delegates & local Referees
- **Marketing Conditions:** As per FIVB-Organizer Agreement + 3 panels on center court for Mikasa
- **Marketing Categories:** All Marketing and Media rights are as per Terms & Conditions with the exception of the exclusive FIVB sponsors’ categories as follows: Title Sponsor (category exclusivity), Balls, Nets and Timing Services - watches, clocks, Thrones, scoreboards, speedometers, devices, time keeping devices, jerseys, access equipment, and services.
- **TV Broadcasting:** As per minimum requirements for a SWATCH FIVB World Tour Open
- **Players Agreement to be sent to:** FIVB (upon registration or entry of the first event of the season)
- **Players Agreement (jurisdiction):** FIVB (jurisdiction)
2.2 The Candidature

The FIVB will make available an information package on request to National Federations and promoters interested in staging an FIVB Beach Volleyball event. This information package includes the FIVB corporate brochure, a promotional video tape, the Beach Volleyball events’ conditions, and the necessary candidature application forms for Organizers. National Federations and Promoters willing to host a World Tour event must submit their application, duly completed and signed, to the FIVB by July 31st of the year preceding the event, as follows:

- Candidature questionnaire (WT/04 form), including the payment order for the FIVB candidature fee. This annual fee of will not be required by the FIVB if the promoter have staged a World Tour/World Championships event for 10 consecutive years and more. An annual fee of USD 5,000 (five thousand or USD 10,000 (ten thousand) is paid only once per promoter, for the sanction of a World Tour event (Open or Grand Slam) organized in a country if such a tournament is then confirmed.
- This fee is paid as a candidature fee. Should the event organizers submit all necessary information and guarantees and sign an agreement, this amount is then considered as an annual entry fee.
- If the candidature is rejected by the FIVB or the bidding organization is withdrawing due to the lack of information and/or financial guarantees, and/or any reason whatsoever, this fee will not be reimbursed.
- Promoters having already an agreement organizing two double genders (or 4 open single genders) events in the same country are not required to pay the FIVB Entry Fee. Promoter having more than 10 consecutive years of staging a World Tour/World Championships will be not required to pay the entry fee.
- Commitment to include a PR company in the Organizing Committee (if required by FIVB).

Note: The FIVB retains the right to refuse a candidature file if it is incomplete or if the deadline is passed.

Note: National Federations and Promoters in possession of an agreement in force with the FIVB (i.e. in 2011 and onwards) are only required to pay the annual entry fee of from 0 to USD 10,000 and to forward the WT/21, WT/22 and WT/23 forms to the FIVB by July 31st of the year preceding the staging of the events.

Detailed lay-out of the stadium/venue/courts, indicating the dimension of the stadium and facilities in scale (including the VIP bleacher, the supporting poles with regards to the placement of the TV camera, etc.).

- The FIVB may require submitting also a detailed venue drawing in scale including the requested materials to set up a stadium or Nossi approval.
- Nossi may be requested to advise promoters organizing an event for the first time about the proper set up and layout of their infrastructure in order to increase the security and to possibly create a uniformity of all World Tour/stadiums and facilities used.
- Approval of said sample obtained by Huthsned Sand and Mixes laboratory (see contact information in Chapter 12).
- Color pictures, plans, and brochures of the global area hosting the events, as well as the hosting city.
- Financial Plan/Tentative budget;
- Interested partners;
- Guarantee/despite for Prize Money (if required by FIVB) and/or insurance policy covering the Prize Money in case of cancellation.
- Commitment to include a PR company in the Organizing Committee (if required by FIVB).

Note: National Federations and Promoters in possession of an agreement in force with the FIVB (i.e. in 2011 and onwards) are only required to pay the annual entry fee of from 0 to USD 10,000 and to forward the WT/21, WT/22 and WT/23 forms to the FIVB by July 31st of the year preceding the staging of the events.
2.3 The FIVB/NF-Promoter Agreement

Upon FIVB acceptance of the Organizers’ candidature, an agreement must then be signed by the parties concerned (including the Appendices) no later than 15th September of the preceding year by the three parties involved (FIVB, the host National Federation, and the promoter). While the agreement starting from the 2011 season, has a duration of 2 years, the FIVB may nevertheless discuss different terms with the Organizers. The agreement may also be signed by the FIVB and a National Volleyball Federation (without a professional Promoter) or by the FIVB and a Promoter should a National Federation not be interested in supporting an event. After consultation with a National Federation, the FIVB is indeed empowered to sign directly with a promoter interested in organizing an FIVB event. This also applies to countries which have never hosted a World Tour event and once it becomes clear that the National Federation cannot reach an agreement with an FIVB recognized Promoter.

The agreement includes all commercialization rights, the Appendices and refers to the latest edition of the Handbook which enlists all Organizers’ obligations in details. Organizers with a valid agreement with the FIVB have the right and the obligation to take part in the annual Beach Volleyball World Tour Council meeting. This information guarantees the correct and timely planning of the events’ calendar for the approval of the World Tour Calendar.

- Organizers must give all required guarantees and fulfill the FIVB Master Plan conditions in order to enter into the SWATCH FIVB World Tour Calendar. Organizers failing to provide vital guarantees and/or fail to fulfill the special terms of the Master Plan will be removed from the current and any future World Tour Calendar.
- These Organizers will be possibly requested to host for the first year an event of the lower category in order to demonstrate that they meet all physical type of tournament and then to stage an event on the higher level (i.e. Open tournament). The Promoter and the FIVB will also sign the FIVB/NF-Promoter agreement with new Promoters only upon receipt of a proof that the sand sample tested is acceptable.
- A promoting organizing a World Tour event in a country for one gender and having an FIVB agreement signed may obtain from the FIVB the first right of refusal, should another promoter shows interest in staging a second World Tour event for the other gender
- Two promoters can be granted the right to stage events in the same category (both men and women) in the same country only if an agreement is in force, or upon previous approval of all the parties involved (National Federation and Promoters). The FIVB will coordinate the dates to avoid clashes between the SWATCH FIVB World Tour events and other tournaments of the same gender.

2.4 The Organizer’s Obligations and Budget

The following points represent the Organizer’s major responsibilities, expenses, and income to be considered when planning a budget. They also provide Promoters and National Federations with a better understanding of the financial responsibilities and profits in the promotion of World Tour Open events.

A. The Responsibilities and Expenses of the Promoters

1. General
- International and local travel as well as board and lodging expenses for one representative at the Beach Volleyball World Tour Council meeting in Lausanne;
- Insurance covering the Prize Money in case of cancellation.

2. Inspection Visit
- International travel expenses (economy class), local transportation, meals, and accommodation requirements for one FIVB inspector in priority the FIVB TV Coordinator 3/2 months before each event for the annual TV visit inspection or the FIVB Delegate to check 2/3 months before each event the overall feasibility; in a total of 2 warm-up courts and 1 warm-up court per gender. In case a double gender event is held at the same venue but is staged by one day, sand court and equipment set up on one day, and they can be used in competition and 2 warm-up courts are then required. If a double gender event is held at the same time, 8 courts plus 2 warm-up courts are then necessary; Artifical Light system (min. 150 lux on the centre court) for night matches (of any);
- Inspection Visit upon arrival on site (court equipment) and homologation of the stadium and facilities.

3. Entry Fee

FIVB (candidature) annual entry fee from 0 up to USD 10,000 for Open and Grand Slam. The fee to be paid to the FIVB for the exploitation of the Promoter’s Commercialization rights of the World Championships will be communicated to the parties interested upon receiving a request through the NF concerned.

4. Prize Money and Fees
- Prize Money by a minimum of USD 110,000 (per gender) for the Open Events net of any deduction;
- Prize Money of a minimum of USD 160,000 (per gender) for the Grand Slam Events net of any deduction;
- Prize Money of a minimum of USD 250,000 (per gender) in 2011 for the World Championships net of any deduction;
- National Federation Sanction Fee (maximum 10% of the Prize Money).

5. Venue
- Stadium of minimum 3,000-4,000 seats and facilities in accordance with the Handbook (VIP roofed section for 300 people for a single gender event and 400 people for a double gender event, press center, press rooms, interview rooms, medical control rooms, medical treatment rooms, FIVB Official and Competition Management rooms, meeting rooms, lounges, coaches’ area, locker room, parking area, catering/lunch area, photographer area, storage room, TV camera Platform, Commentary Positions, showers, toilets, others, etc.);
- Evaluation of the Venue Plan by NISU to all Promoters organizing an event for the first time and to all Promoters requested to improve their venue in order to meet the FIVB requirements;
- If no special VIP programs are implemented, the Promoters of Open events may then set-up a VIP stand with no roof.
- Whenever the FIVB President is attending an event, a FIVB Presidential box for 30 people must be set up for the World Championships and whenever required by the FIVB a FIVB President box for Grand Slam events should be foreseen to accommodate 30 people.
- Working rooms and lounges may be set up in existing permanent venue if adjacent to the courts.
- The Promoters may use the hotels/structures in proximity as events facilities whenever possible and exploit permanent facilities which may offer all amenities and conditions;
- Sand courts and court equipment for 4 official courts and 1 warm-up court per gender. In case a double gender event is held at the same venue but is staged by one day, sand court and equipment set up on one day, and they can be used in competition and 2 warm-up courts are then required. If a double gender event is held at the same time, 8 courts plus 2 warm-up courts are then necessary; Artificial Light system (min. 150 lux on the centre court) for night matches (of any);
- Inspection Visit upon arrival on site (court equipment) and homologation of the stadium and facilities.

For Grand Slam Events (in addition to the above requirements):
- Stadium of minimum 6,000 seats (VIP roofed section for a minimum 600 people) and facilities in accordance with the Handbook;
- Set-up of one gigantic video board (wall).

For World Championships (in addition to the above requirements):
- Stadium of minimum 8,000 seats (VIP roofed section for a minimum 800 people), a second stadium of minimum 2,000 seats and facilities in accordance with the Handbook;
- Sand Court and Court equipment.

Option A. 4 official playing courts (+ 3 training and warm up courts)

Option B. 6 official playing courts (+ 2 warm up courts in 2011).

The number of courts may vary depending on the competition schedule and total number of participating teams.

For all events:
- Insurance covering the risk of damage resulting from accidents caused by a stand collapsing or any other faulty or incorrectly installed equipment and/or infrastructure;
- Insurance covering the Prize Money in case of a cancellation.

6. Personnel
- Salaries and flat fees related to the Organizational Chart members (WT/05 Form), Organizing Committee, Auxiliary Officials, court personnel, staff, incentive for volunteers, etc. in accordance with the FIVB regulations;
- Flat Rate of USD 800 per week for each Neutral International Referee;
- Flat Rate of USD 800 for the Assistant Referee Delegate (if applicable);
- Minimum fee of USD 50 per day for Local Referees to be paid in accordance with the handbook;
- Minimum fee of USD 10,000 for the FIVB Technical Supervisor and TV Coordinator on inspection as well as during the preparation and the competition period;
- Administrative costs for the event’s secretariat.

7. Accommodation

Booking of Hotel, and accommodation expenses (in first class hotels) for the FIVB President and a guest, whenever he is attending the competition (dates will be communicated by the FIVB);

Booking of Hotel and accommodation expenses for ten/eleven days (first class hotels) for the FIVB Technical Supervisor from -5 days before the start of the event;

Booking of Hotel and accommodation expenses for seven/eight days (first class hotels) for the FIVB Referee Delegate from -2 days before the start of the event;

Booking of Hotel and accommodation expenses (in first class hotels) for the FIVB Technical Supervisor from -5 days before the start of the event;

Booking of Hotel and accommodation expenses (in first class hotels) for the FIVB Referee Delegate from -2 days before the start of the event;

Booking of Hotel and accommodation expenses (in first class hotels) for the FIVB Technical Supervisor from -5 days before the start of the event;

Booking of Hotel and accommodation expenses (in first class hotels) for the FIVB Referee Delegate from -2 days before the start of the event;

Booking of Hotel and accommodation expenses (in first class hotels) for the FIVB Technical Supervisor from -5 days before the start of the event;
It is recommended to set up wireless internet access at the hotel.

8. Meals
- Food in sufficient quantity and quality for the FIVB President (when required);
- Breakfast and dinner at the hotel for FIVB Officials, Delegates, Consultants, Referees (local and Neutral International), the FIVB Medical Delegate (if any);
- Lunch at the venue (catering service or in a restaurant located within walking distance from the venue) for FIVB Officials, Delegates, Consultants, Referees (local and Neutral International), the FIVB Physical Therapist (if any), the FIVB Medical Delegate (if any);
- To absorb the cost of the meals for Press Delegate if assigned to the SWATCH FIVB World Tour Events concerned;
- Food and refreshment available for Auxiliary Officials and Volunteers at the time that they are not engaged with their respective activities;
- Breakfast, lunch and dinner for the Organizing Committee Members, and other staff members needed to smoothly run an FIVB event for minimum 11 days/nights, excluding the personnel responsible for setting up and dismantling of the venue, who will be required to stay on-site in accordance with the venue construction plan;
- In case an extra clinic day is required, lunch, dinner and breakfast must be provided to the Referee Delegate, as well as to the Local Officials and Personnel concerned.

9. Local Transportation
- Local transportation for FIVB Officials, Delegates, Consultants, Referees (local and Neutral International), the FIVB Medical Delegate (if any), the FIVB Photographer (if any), the English TV Commentator (if any), the TV Highlights Producer (if any) and participating teams enrolled in the Main Draw to and from the airport, to and from the hotel/venue as required, and to and from official hospitality and social function. Local transportation for FIVB Sponsors, Partners, and Media Representatives (Journalists, Photographers, etc.) is recommended (including from and to the nearest international airport);
- Fuel costs;
- Limousines for celebrities, politicians, sponsors, etc.

10. International Transportation
- International transportation for all FIVB delegates (1 Technical Supervisor, 1 Referree Delegate, 1 Medical Delegate, 5 Open Single Gender)/7 (Double gender)/110 (World Championships) Neutral International Referees and 1 (Open)/2 (Grand Slam, if required by the FIVB/2 (World Championships) TV Coordinator(s)."

11. Press
- Costs related to the press center personnel (including the Press Director and the Photographer if the FIVB official ones are not assigned), press facilities, interview room, and the set up of suitable conditions for Journalists to perform their duties;
- Set up of equipment for use in the press center at the venue as set out in details in the Press Guidelines section of the Handbook;
- In case an extra clinic day is required, press facilities, interview room, and the set up of suitable conditions for Journalists to perform their duties;
- Costs related to the set up and running of at least two (pre) event press conferences, specifically as prescribed in the Press Guidelines of the Handbook;
- Signature of the agreement related to the photographer's right and the type of picture to be provided;
- Collection of digital pictures at the end of each day as well as providing the photographed material on photographic media (digital/physical) for the FIVB Press Delegate. Costs of e-mails transmission of five digital photos per day for use on the FIVB Web Page etc.);
- Costs related to the set up and running of at least two (pre) event press conferences, specifically as prescribed in the Press Guidelines of the Handbook;
- Production costs of the customized bands for the SWATCH FIVB World Tour Events concerned;
- Production of branding (FIVB panels and promoter's sponsors logos) around the playing courts, according to the stadium configuration plan;
- Printing and developing of photographic material for collating and distribution (to the FIVB; the FIVB Assistant Referee Delegate will be also responsible to cover one extra night to the finalists of each gender's in order to accommodate media requests;
- Charges for communication and transmission of press releases by the FIVB Press Delegate, costs of e-mails transmission of five digital photos per day for use on the FIVB Web Page etc."

12. Marketing and Equipment
- Implementation of a trade-out village adjacent to the center court.
- The main stadium in Marseille covered by a branded cladding.
- Production of branding (FIVB panels and promoter's sponsors logos) around the playing courts, according to the stadium configuration plan;
- Production costs for outside courts scoreboards, platforms (two for SWATCH and for TV cameras), participating countries' flags, promotional material, sponsor's flags, FIVB panels, commentary positions, etc.;
- Realization of Marketing items as per FIVB Marketing regulations including the Stadium facilities, catering of the bleachers, board configuration, backdrops, inflatable, accreditation card, entrance, etc.;
- Appearance and look of the venue, according to the Handbook requirements (if any) such as use of a common color for the panels, bleachers, backdrop of all advertising materials to comply with specific requirements provided that the FIVB marketing regulations are fully implemented;
- Production costs of the customized bands for the SWATCH nets and shipment costs for the nets;
- For Open event:
- A tax-deductible expense credit for the transportation of the Descente material in accordance to the terms of the Marketing Charter;
- b. Provision of certain quantities of uniforms for organizational staff and court personnel;
- For Grand Slam World Championships and Grand Slam SWATCH FIVB World Tour events are exempted to pay for all transportation costs in connection with the importation of Descente uniforms;
- Realization of a trade-out village adjacent to the center court.

13. Publication, Production and Promotion
- Submission to the FIVB of the promotional plan and activities of the event (including the approved title);
- Event briefing prior to the event on the official scale through the approved title (local press coverage, VIP journalists) possibly in collaboration with a professional PR company;
- 12. Marketing and Equipment
- Production of branding (FIVB panels and promoter's sponsors logos) around the playing courts, according to the stadium configuration plan;
- Production costs for outside courts scoreboards, platforms (two for SWATCH and for TV cameras), participating countries' flags, promotional material, sponsor's flags, FIVB panels, commentary positions, etc.;
- Realization of Marketing items as per FIVB Marketing regulations including the Stadium facilities, catering of the bleachers, board configuration, backdrops, inflatable, accreditation card, entrance, etc.;
- Appearance and look of the venue, according to the Handbook requirements (if any) such as use of a common color for the panels, bleachers, backdrop of all advertising materials to comply with specific requirements provided that the FIVB marketing regulations are fully implemented;
- Production costs of the customized bands for the SWATCH nets and shipment costs for the nets;
- For Open event:
- A tax-deductible expense credit for the transportation of the Descente material in accordance to the terms of the Marketing Charter;
- b. Provision of certain quantities of uniforms for organizational staff and court personnel;
- For Grand Slam World Championships and Grand Slam SWATCH FIVB World Tour events are exempted to pay for all transportation costs in connection with the importation of Descente uniforms;
- Realization of a trade-out village adjacent to the center court.

13. Publication, Production and Promotion
- Submission to the FIVB of the promotional plan and activities of the event (including the approved title);
- Event briefing prior to the event on the official scale through the approved title (local press coverage, VIP journalists) possibly in collaboration with a professional PR company;
- Official media and awarding ceremonies during the competition;
- Entertainment and production costs (dancers, announcers, personnel, artists, and support staff as required to implement an effective program as well as fees to clear the music rights, etc.);
20. Others

- Electricity, water, hostesses, furniture, air conditioning, office equipment (fax, computers, stationery, etc.), beverages, snacks, communication equipment such as Walkie Talkies, signage, toilet trash, decoration such as plants, carpets, etc., role模特ing machines, mobiles, translator(s), administrative packages to use the area related to the venue.
- Support to the WO/VSF projects (i.e. courts, net, promotion, etc.)
- All costs of this 1 full day preparation clinic will be the responsibility of the Organizers, and these include the costs for an extra day board and lodging for the FIVB Referee Delegate and Assistant Referee Delegate (if any).

B. The Income generated for the Promoters

The following rights and benefits belong to the Promoter of the event;
- Guaranteed worldwide promotion of FIVB & FIVB partners through all means
- Guaranteed participation of top world ranked men’s and women’s teams in the majority of Grand Slam and World Championships.
- Long-term exclusive partnerships with the FIVB.
- Worldwide large media, new media and TV exposure provided by the FIVB through live and delayed-broadcasting, news and direct-to-home- initiatives.
- Promoter can acquire from the FIVB a customized TV package with the inclusion of the sponsors logo on event’s logo.
- Commercial rights and exclusive use of the promoter’s sponsors’ categories.
- Tournament title and presenting sponsor rights, e.g. A1 Grand Slam presented by Nokia.
- Possibility of developing a tournament title/logo with FIVB approval.
- Use of a visual in all communications, billboards, backdrops etc.
- 100% broadcast rights sales rights.
- 100% of ticketing (VIP and VVIP) and stand.
- To have the exclusive right to appoint local Sponsors as per FIVB/ NB requirements. Promoter to retain all commercial rights in respect of such appointments.
- Exclusive right for off sales of sponsors’ merchandise in their respective product categories.
- Commercial rights for on-court advertising exposure, on-site events, printed materials, etc.
- Nokia sponsor stand in Klagenfurt

C. The Responsibilities and Expenses of the National Federations

1. General

- Provision to the Promoter of all necessary documentation and the Technology which may facilitate each of the above.
- Oversee the overall implementation of the terms and that the deadlines of the master plan are respected.
- Costs related to the payment of the penalty fee in case of cancellation of an event for reasons other than due to ‘force majeure’ and if the FIVB is the responsible party.
- Issue adequate insurance covering all its registered athletes for any eventual injuries and/or other health problems that may arise during the season.
- Making available its organizational structure to coordinate action for the FIVB and the smooth running of the event.
- Information, local travel as well as board and lodging expenses for one Delegate to attend the World Tour Council Meeting in Lausanne.
- Signature of the FIVB-NF-Athletes Agreement.

2. Event’s Regulations and Participation

- Competitions regulations’ management, including entry of Host country teams, wild cards, etc.
- Optimization of the competition format and schedule, match format, competition and court program.
- Accreditation of all event staff, Medical, Physical Therapist upon FIVB approval.
- Implementation of the Official Beach Volleyball rules of the Game, specific regulations, drafted event’s regulations, sanctions, etc.
To supervise that the Promoter or Assignment of all FIVB Officials and FIVB Delegates for the FIVB Receipt of the reports from the FIVB Officials, Delegates and Organizers - FIVB Participations and Responsibilities. General Principles

3.9 Organization of a workshop with Press Directors at the FIVB Travel expenses for FIVB Delegates, Consultants and first USD 800 for the To send out the WT/06, Confirmed list, Official invitations The FIVB together with its Officials supervise and participate Mailing of the Confirmed lists, the Invitation letter, and the Tentative Calendars for the next seasons and confirmation of the Costs related to the operational and promotional support for the

5. National Officials
- Appointment of a National Federation Vice-President as the event, through its Beach Volleyball and Press department;
- To develop at the beginning of the season biographical sketches with personal information of individual National Volleyball player, send these biographies to the FIVB; integrate in the press kit the biographies for top ranked players and to feature special players only.

6. The National Federation’s other Responsibilities
- To endorse any other intercontinental Beach Volleyball tournament or international competition with the participation of top ranked Beach Volleyball players in the country without the prior written consent of the Promoter and the authorization of the FIVB;
- To supervise that the Promoter or other companies will not organize any other international sports event with the Promoter in the same venue as the site from one (1) month prior to the start of the event and until fifteen (15) days after the staging of the event;
- To not include the event as part of any cultural, commercial or multi-sport event;
- To integrate the International Beach Volleyball multi-tournaments in a multi-sports event, only if the tournament is held 30 days before or 15 days after the other sport events;
- To provide all necessary services for the event, including staff in case the promoter is unable to provide such services;
- To stage a National Tour or National Championships as a mandatory program in the same country hosting a World Tour event. Such a National Tour or National Championships should be ideally staged before the World Tour event.

A. The Responsibilities and Expenses of the FIVB

1. General
- Beach Volleyball Department administrative expenses and staff salaries;
- Mailing of FIVB Conditions to stage an FIVB event and realization of the FIVB/NF-Promoter Agreement;
- Tentative Calendars for the next seasons and confirmation of the SWATCH FIVB Calendar;
- Assignment of all FIVB Officials and FIVB Delegates for the FIVB events (Technical Supervisor, Referee Delegate, Press Delegate, Medical Delegate (drug test schedule) (whenever applicable), Photographer (whenever applicable), TV Coordinator(s), Neutral International Referees and Highlights Crew);
- Organization of Technical Supervisors and Referee Delegates seminars, clinics and workshops, whenever required by the FIVB. The FIVB is responsible for the international travel, board and lodging of these delegates;
- Organization of a workshop with Press Directors at the FIVB headquarters in Lausanne;
- Organization of an Host TV Broadcaster meeting at the FIVB headquarters in Lausanne;
- Payment of expenses involved in organizing the World Tour Council and the Beach Volleyball Commission;
- Guaranteed participation of the best men and women’s teams in the world at the majority of Grand Slam and at the World Championships;
- Issue of sanctions to Organizers, Players, etc.;
- Receipt of the reports from the FIVB Officials, Delegates and Consultants and realization of the WT/19 reports;
- Coordinate actions between the parties for the correct implementation of the master plan terms;
- Do its utmost to award promoters in certain aspects of the event for such categories as best promoter, best venue, best staff, best entertainment, best TV production, best media coverage, etc. on the occasion of the Gala staged at the end of the season.

2. Prize Money and Bonus Pool
- Payment of the Prize Money and allocation of the FIVB Bonus Pool and Extra Bonus Pool for all eligible athletes. Bonus Pool of USD 88,000 (per gender) for the Open Events in 2010 net of any deduction; Bonus Pool of USD 140,000 (per gender) for the Grand Slams Events in 2010 net of any deduction (total: USD 280,000).

2.5 The FIVB Obligations and Budget

The following points represent the major FIVB responsibilities, expenses, and income in the promotion of World Tour Beach Volleyball events.

A. The Responsibilities and Expenses of the FIVB

1. General
- Beach Volleyball Department administrative expenses and staff salaries;
- Mailing of FIVB Conditions to stage an FIVB event and realization of the FIVB/NF-Promoter Agreement;
- Tentative Calendars for the next seasons and confirmation of the SWATCH FIVB Calendar;
- Assignment of all FIVB Officials and FIVB Delegates for the FIVB events (Technical Supervisor, Referee Delegate, Press Delegate, Medical Delegate (drug test schedule) (whenever applicable), Photographer (whenever applicable), TV Coordinator(s), Neutral International Referees and Highlights Crew);
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Free access to videos, pictures and players’ biographies in the FIVB archives.

The Olympic Ranking to be promoted as a very important property by the organisations (for their respective teams) after each World Tour event.

11. Television

- Production of 21 TV highlight programs;
- TV Plan;
- TV coordination fee for IMG;
- Acquisition of TV commercial elements on a major Pan-territorial Broadcaster;
- 50% of the operational costs related to the on-site implementation of Swiss Timing TV graphics;
- Do its utmost to secure a large, worldwide TV distribution throughout all FIVB TV properties;
- Master Tape to Host Broadcaster, Pre-Post Unilateral and Tapes and Labels for Tapes and Boxes, test signal, replay;
- Participation in the SportIVE TV fairs;
- Promotion of the TV programming through all possible means;
- Provide all promoters with international TV data for their individual events each year;
- TV data and sponsorship analysis through IFM;
- Satellite costs.

12. Event’s Regulations and Participation

- Pre-qualification of teams in the Qualification Tournament and Main Draw;
- Tentative and confirmed list of participating teams (including Wild Cards);
- Organization Committee, Courts Program;
- FIVB World Ranking;
- Issue of sanctions to Organizers, Athletes, etc.

13. Medical Controls and Medical Services

- Appointment of the FIVB Medical Delegate (if any);
- Refereeing manuals, guidance, etc;
- Expenses related to the organization of a workshop and eventual other meetings;
- A dedicated 2 megabit/sec. SDSL internet line and tent for Directors, Managers, Staff, Personnel, and Volunteers;
- Payment of the Prize Money to the athletes;
- Very detailed layout of the stadium / venue / court.

14. Others

- Web applications;
- Development programs;
- Refereeing manuals, guidance, etc;
- Expenses related to the organization of a workshop and eventual other meetings;
- A dedicated 2 megabit/sec. SDSL internet line and tent for Sportsman Media Group (as per chapter 3).

B. The Income generated for the FIVB

- Sales of sponsorships rights related to a title sponsor, two official sponsors and up to three suppliers in accordance with the commercialization rights as detailed in the FIVB/NF-Promoter Agreement for each event in the World Tour Handbook;
- International TV right fees;
- Sales of TV commercial opportunities;
- Sales of new media first party rights;
- Organizers’ entry fees;
- Merchandising associated to the FIVB marks and SWATCH marks as well as licensing program;
- Fines;
- Advertising fees;
- Others;
- Free access to videos, pictures and players’ biographies in the FIVB archives.

C. **B. The Income generated for the FIVB**

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- Sales of TV commercial opportunities;
- Sales of new media first party rights;
- Organizers’ entry fees;
- Merchandising associated to the FIVB marks and SWATCH marks as well as licensing program;
- Fines;
- Advertising fees;
- Others;
1. TV Inspection Visit
   - Organizers
   - FIVB BVB Dept / TV Coordinator
   - To be performed by the FIVB TV Coordinator

2. Technical Inspection Visit
   - WT / 12
   - FIVB BVB Dept / TV Coordinator

3. Sand Inspection Visit
   - WT / 12
   - FIVB BVB Dept / TV Coordinator

4. Per Diem for Technical Supervisor during the Site Inspection
   - Organizers / TechSup

5. MARKETING ACTIVITIES
   - Tentative interested Promoters Partners
   - TourDir / FIVB BVB Dept

6. Confirmation FIVB Sponsor exclusive categories
   - WT / 19
   - FIVB BVB Dept

7. Marketing Plan including Promoter’s Sponsor category, Press Plan, Promotional sites, etc.
   - Marketing Plan

8. Use of the commercial rights of the FIVB exclusive categories
   - WT / 20
   - FIVB BVB Dept

9. Creation of Visual and associated items
   - Agency

10. Marketing Kit / Hardcase website
    - December / February

11. Marketing Checks
    - WT / 21
    - FIVB BVB Dept

12. Ongoing relations with all other local sponsors
    - TechSup / Sponsorship or Visibility

13. Customized Sponsorship assets per Marketing Kit Board configuration including visual sponsor branding
    - WT / 22
    - FIVB BVB Dept

14. FIVB field-back on marketing items
    - WT / 23
    - FIVB BVB Dept

15. Eventual further review of the Marketing items
    - WT / 24
    - FIVB BVB Dept

16. FIVB Sponsor/Promoters’ TV Sponsor TV exposure value
    - WT / 25
    - FIVB / Organizers

17. Appointment of operator in charge of the Marketing
    - WT / 26
    - FIVB BVB Dept

18. PUBLICATION, PRODUCTION, AND PRODUCTION
    - WT / 27
    - FIVB BVB Dept

19. Operation and Promotional support
    - WT / 28
    - FIVB BVB Dept

20. Participation of the teams
    - WT / 29
    - FIVB BVB Dept

21. SWATCH Scoreboard / Framing / TV Website
    - WT / 20
    - FIVB BVB Dept

22. Realization / Distribution of the Handbook Forms
    - WT / 20

23. Realization / Distribution of the Press Kit, Media Guide / Final Report
    - WT / 20
    - FIVB Press, MKTG Dept / BVB Dept

24. Free access to archives, videos, pictures, athletes bio
    - WT / 20
    - FIVB BVB Dept

25. News / Media / Press
    - WT / 20
    - FIVB BVB Dept

26. Environment / Development Programs
    - WT / 20
    - FIVB BVB Dept

27. Event publicities (on a national scale) / TP Company
    - WT / 20
    - PromDir / NF

28. League and cup for Men’s / Women’s Volleyball
    - WT / 20
    - PromDir / NF

29. Distribution of Award to parties concerned (if any)
    - WT / 20
    - FIVB BVB Dept

30. INTEGRITY AND ACCOMMODATION
    - WT / 20
    - FIVB BVB Dept

31. VIP Package
    - WT / 20
    - FIVB BVB Dept

32. Parameter for VIP and catering
    - WT / 20
    - FIVB BVB Dept

33. Special guests
    - WT / 20
    - FIVB BVB Dept

34. Hospitality zone for sponsors and press
    - WT / 20
    - FIVB BVB Dept

35. Board and Listing Plan (athletes, officials, guests, etc.)
    - WT / 20
    - FIVB BVB Dept

36. MATCHarrangements
    - WT / 20
    - FIVB BVB Dept

37. Match schedule
    - WT / 20
    - FIVB BVB Dept

38. TV and Media Plan, NF Host broadcaster and radio stations commercial opportunities
    - WT / 20
    - FIVB BVB Dept

39. TV Plan
    - WT / 20
    - FIVB BVB Dept

40. TV Commercialization
    - WT / 20
    - FIVB BVB Dept

41. Name and contact of TV producer
    - WT / 21
    - FIVB BVB Dept

42. TV Broadcasting services and production
    - WT / 21
    - FIVB BVB Dept

43. TV Coverage Master Plan
    - WT / 21
    - FIVB BVB Dept

44. Minimum Broadcast
    - WT / 21
    - FIVB BVB Dept

45. TV Commercial Breaks
    - WT / 21
    - FIVB BVB Dept

46. TV exposure
    - WT / 21
    - FIVB BVB Dept

47. Master tape to host broadcasters
    - WT / 21
    - FIVB BVB Dept

48. TV graphics, scores, photos, pictures, video... marketing
    - WT / 21
    - FIVB BVB Dept

49. Commentary / Host transmissions
    - WT / 21
    - FIVB BVB Dept

50. TV program rundown
    - WT / 21
    - FIVB BVB Dept

51. TV Camera (incl. platform) and microphone positioning layout
    - WT / 21
    - FIVB BVB Dept

52. Rehearsal
    - WT / 21
    - FIVB BVB Dept

53. Shadow / Lighting / Booking Procedures
    - WT / 21
    - FIVB BVB Dept

54. SMS / Satellite confirmation
    - WT / 21
    - FIVB BVB Dept

55. Lot of screens
    - WT / 21
    - FIVB BVB Dept

56. Pre-Post Unilateral and tapes and cables for tapes and DJ
    - WT / 21
    - FIVB BVB Dept

57. List of participating teams
    - WT / 21
    - FIVB BVB Dept
### 16. Event’s Regulations and Participation

<table>
<thead>
<tr>
<th>N°</th>
<th>Item or Document</th>
<th>Forms/Doc</th>
<th>Action By</th>
<th>To Be Presented</th>
<th>To Start</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Duration of the event</td>
<td>TournDir</td>
<td>FIVB BVB Dept</td>
<td>31st-Jul-prec.year</td>
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<tr>
<td>2</td>
<td>Entries</td>
<td>participating NFs</td>
<td>FIVB Website</td>
<td>any time</td>
<td>- 30 days</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Wild Card Request</td>
<td>WT / 02</td>
<td>participating NFs</td>
<td>FIVB BVB Dept</td>
<td>any time</td>
<td>- 30 days</td>
</tr>
<tr>
<td>4</td>
<td>Accreditation Teams’ Coaches</td>
<td>participating NFs</td>
<td>TournDir</td>
<td></td>
<td>- 30 days</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Accreditation Teams’ Physiotherapists</td>
<td>participating NFs</td>
<td>TournDir</td>
<td></td>
<td>- 30 days</td>
<td></td>
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<tr>
<td>6</td>
<td>2009-2012 NF-Athletes’ Commitment</td>
<td>FIVB BVB Dept</td>
<td>NF / athletes</td>
<td>any time</td>
<td>At the latest upon registration (-30 days) for the 1st event</td>
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</tr>
<tr>
<td>7</td>
<td>Player’s Health Certificate to be sent every year to</td>
<td>WT / 10</td>
<td>NF / athletes</td>
<td>FIVB BVB Dept</td>
<td>- 30 days</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Specific Regulations and drafted Event’s regulations</td>
<td>WT / 06</td>
<td>NF Del</td>
<td>FIVB BVB Dept</td>
<td>- 45 days</td>
<td>- 30 days</td>
</tr>
<tr>
<td>9</td>
<td>Tentative List of participating teams</td>
<td>participating NFs</td>
<td>FIVB Website</td>
<td></td>
<td>- 29 days</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Confirmed list of participating teams (incl Wild Cards)</td>
<td>FIVB BVB Dept / NF Del</td>
<td>participating NFs</td>
<td>TournDir</td>
<td>- 14 days</td>
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<tr>
<td>11</td>
<td>Mailing of Confirmed lists, Invitation letter, and Event’s Regulations</td>
<td>NF Del</td>
<td></td>
<td></td>
<td>- 13 days</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Withdrawal Request</td>
<td>WT / 03</td>
<td>participating NFs</td>
<td>FIVB BVB Dept / FIVB TecSup</td>
<td></td>
<td>As per FIVB Regulations</td>
</tr>
<tr>
<td>13</td>
<td>Preliminary Inquiry</td>
<td>TournDir</td>
<td>FIVB TecSup</td>
<td></td>
<td></td>
<td>same day CPDO-1 day QT / - 1 day MD</td>
</tr>
<tr>
<td>14</td>
<td>Technical Meeting</td>
<td>TournDir</td>
<td>FIVB TecSup</td>
<td></td>
<td></td>
<td>same day CPDO-1 day QT / - 1 day MD</td>
</tr>
<tr>
<td>15</td>
<td>Extra Referee Clinic</td>
<td>Ref Del</td>
<td>Key court personnel and auxiliary officials (Local Referees if applies)</td>
<td></td>
<td>- 2 days QT</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Referee Clinic</td>
<td>Ref Del</td>
<td>All Referees, auxiliary officials and court personnel</td>
<td></td>
<td>- 1 day QT</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Competition Format and Schedule / Compet. and Courts Programs / Match Format</td>
<td>TournDir</td>
<td>FIVB BVB Dept / TechSup</td>
<td></td>
<td>- 120 days before the start of the event</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Official Beach Volleyball Rules of the Game</td>
<td>Ref Del</td>
<td>Referees / Athletes</td>
<td></td>
<td>on site</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Sanctions (athletes / organizers)</td>
<td>FIVB / NF / FIVB TecSup</td>
<td>FIVB BVB Dept</td>
<td></td>
<td>whenever applicable</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Provision to the promoter of doc / info to facilitate each duty</td>
<td>participating NFs</td>
<td>TournDir</td>
<td></td>
<td>whenever requested</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>N°</th>
<th>Item or Document</th>
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<th>To Start</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Security Plan (at the venue, hotel, parking, village, etc.)</td>
<td>TournDir / NF Del</td>
<td>FIVB BVB Dept</td>
<td>anytime</td>
<td>- 60 days</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Security Staff</td>
<td>TournDir / NF Del</td>
<td>FIVB BVB Dept</td>
<td>anytime</td>
<td>- 60 days</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Accreditation Plan / System / Area / Cards</td>
<td>TournDir / NF Del</td>
<td>FIVB BVB Dept</td>
<td>anytime</td>
<td>- 60 days</td>
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### 18. Medical

<table>
<thead>
<tr>
<th>N°</th>
<th>Item or Document</th>
<th>Forms/Doc</th>
<th>Action By</th>
<th>To Be Presented</th>
<th>To Start</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appointment Medical Delegate</td>
<td>FIVB BVB Dpt / Med Com</td>
<td>TournDir / NF Del</td>
<td></td>
<td>when applicable</td>
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</tr>
<tr>
<td>2</td>
<td>Medical Controls, First Aid Area, Physiotherapy</td>
<td>TournDir / NF Del</td>
<td>MeDel / FIVB TecSup</td>
<td></td>
<td>- 60 days</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Medical staff, personnel, and assistance</td>
<td>TournDir / NF Del</td>
<td>MeDel / FIVB TecSup</td>
<td></td>
<td>- 5 days</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Medical Check-list</td>
<td>TournDir / NF Del</td>
<td>MeDel / FIVB TecSup</td>
<td></td>
<td>- 5 days</td>
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<tr>
<td>5</td>
<td>Antidoping Test schedule</td>
<td>FIVB BVB Dpt / Med Com</td>
<td>TournDir / NF Del</td>
<td></td>
<td>December / January</td>
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<tr>
<td>6</td>
<td>Antidoping Test Procedure (staff &amp; equipment)</td>
<td>NF Del</td>
<td>FIVB</td>
<td></td>
<td>- 60 days</td>
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<td>7</td>
<td>Antidoping Test Implementation</td>
<td>TournDir / NF Del</td>
<td>MeDel / FIVB TecSup</td>
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<td>whenever applicable</td>
<td></td>
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<tr>
<td>8</td>
<td>Alcohol Test</td>
<td>TournDir / NF Del</td>
<td>MeDel / FIVB TecSup</td>
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### 19. Taxes

<table>
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<th>Item or Document</th>
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<th>To Be Presented</th>
<th>To Start</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>1</td>
<td>Taxes and duties arising from all activities (advertisement, importation of goods, etc.)</td>
<td>TournDir</td>
<td>Entity concerned</td>
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<td>2</td>
<td>Taxes (if any)</td>
<td>Fin Dir</td>
<td>Parties concerned</td>
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### 20. BVAW (Beach Volleyball Around the World)

<table>
<thead>
<tr>
<th>N°</th>
<th>Item or Document</th>
<th>Forms/Doc</th>
<th>Action By</th>
<th>To Be Presented</th>
<th>To Start</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>FIVB-BVAW-Organizers agreement</td>
<td>FIVB/BWAO / Organizers</td>
<td>FIVB/BWAO/Organizers</td>
<td></td>
<td>- 90 days prior the start of the event</td>
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<td>2</td>
<td>Promoter to provide BVAW the legal authorization</td>
<td>Organizers</td>
<td>Organizers / BVAW</td>
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<td>- 30 days prior the start of the event</td>
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### 21. Final Reports

<table>
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<th>Item or Document</th>
<th>Forms/Doc</th>
<th>Action By</th>
<th>To Be Presented</th>
<th>To Start</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Summary Report</td>
<td>FIVB TecSup / FIVB RefDel</td>
<td>Next TecSup / Next RefDel</td>
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<td>+ 24 hours</td>
<td>+ 24 hours</td>
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<tr>
<td>2</td>
<td>FIVB Technical Supervisor (incl. score-sheets)</td>
<td>WT / 13 / WT / 11</td>
<td>FIVB TecSup</td>
<td>FIVB BVB Dept</td>
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<tr>
<td>3</td>
<td>FIVB Referee Delegate</td>
<td>WT / 24 / WT / 25</td>
<td>FIVB RefDel</td>
<td>FIVB BVB Dept</td>
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<td>4</td>
<td>FIVB TV Coordinator</td>
<td>WT / 34</td>
<td>FIVB TV Coord</td>
<td>FIVB BVB Dept</td>
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<td>5</td>
<td>FIVB Press Delegate</td>
<td>WT / 37</td>
<td>FIVB Del / Press Del</td>
<td>FIVB BVB Dept</td>
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<td>7 days</td>
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<tr>
<td>6</td>
<td>FIVB Medical Delegate (if any)</td>
<td>FIVB MedDel</td>
<td>FIVB BVB Dept</td>
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<td>7</td>
<td>FIVB Physiotherapist</td>
<td>FIVB Phys</td>
<td>FIVB BVB Dept</td>
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<tr>
<td>8</td>
<td>FIVB World Tour Final Report</td>
<td>WT / 35</td>
<td>FIVB BVB Dept</td>
<td>TournDir / NF Del</td>
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<td>whenever applicable</td>
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