



WT/41

REFEREE DELEGATE CHECKLIST

(from -60 days to on site for internal use only)



GATEWAY	MEN <input type="checkbox"/>	WOMEN <input type="checkbox"/>
TITLE OF THE EVENT:	
COMPETITION SITE:	(city)..... (country)	

- 60 DAYS	60 DAYS BEFORE THE EVENT THE FIVB REFEREE DELEGATE MUST	Ref.	please check
Referee Delegate MUST ensure that the following requirements are met: <i>Note: this must be done by establishing contact with the Referee Manager by e-mail or fax so that there is no confusion over these requirements</i> <i>Note: all exchanged communication must be copied to the FIVB Referee Commissioner</i> <i>Note: exceptions may apply to the points (7/8/9) below, depending on the tournament format</i>			
1/	check and homologate the MIKASA (according to manufacturer recommendation) at least 24 hours before the start of the event	RDM pag1	<input type="checkbox"/>
2/	check that all logistic and technical requirements for the Referee Clinic are in place	RDM pag1	<input type="checkbox"/>
3/	check that the international and local travel arrangements of all refereeing related officials have been coordinated according to their concerned Referee Clinic schedule	RDM pag1	<input type="checkbox"/>
4/	check that as much as possible board and lodging of Neutral and Local Referees will be at the same hotel	RDM pag1	<input type="checkbox"/>
5/	check that the Referees and the Auxiliary Officials will have separate areas on site meeting the requirements of the FIVB World Tour Handbook	RDM pag1	<input type="checkbox"/>
6/	check that the meals times and daily transport schedule both have enough flexibility built in to allow for all the needs of the Referees and the Auxiliary Officials while allowing the event to run smoothly	RDM pag1	<input type="checkbox"/>
7/	check that ALL Linejudges and Scorers will attend the Referee Clinic from 11am on the day before the Qualification Tournament commences	RDM pag1	<input type="checkbox"/>
8/	check that ALL Court Personnel (i.e.: Court Manager and Assistants, Ball-retrievers, Rakers, etc) will attend the Referee Clinic from 11am on the day before the Qualification Tournament commences	RDM pag1	<input type="checkbox"/>
9/	check that ALL requirements and personnel will be in place in order to start the CQPO from 2pm on the day of the Referee Clinic (in conjunction with the practical session of the Clinic)	RDM pag1	<input type="checkbox"/>
10/	check that ALL requirements for the mandatory 1 full day pre-preparation extra clinic for the local Referees and/or for the Auxiliary Officials and Key court related personnel (to be staged the day before the standard event Referee Clinic in case required), are in place. All requirements have to be checked in this case similar to the sequence established above for the standard Referee Clinic (duly adapted to the respective programme), added by the checking of available teams, facilities and equipment for practical sessions.	RDM pag1	<input type="checkbox"/>
11/	enforce any eventual monetary sanction	RDM pag15	<input type="checkbox"/>
COMMENTS:			
Note: Fax this page of the Checklist to the Referee Commissioner when all points above have been duly completed			

- 3/-2 DAYS		3 to 2 DAYS BEFORE THE EVENT THE FIVB REFEREE DELEGATE MUST		Ref.	please check
-3 days if required to run a mandatory 1 full day pre-preparation extra clinic for the local Referees and/or for the Auxiliary Officials and Key court related personnel, the Referee Delegate upon arrival MUST conduct a meeting with all the concerned members of the Organizational Chart to:					
1/	verify that all logistic and technical requirements for the 1 day pre-preparation extra clinic to be staged next day, including the respective agenda, timetables, arrival of concerned officials and personnel, availability of teams, facilities and equipment for practical sessions, are meet in due accordance to communication previously exchanged	RDM pag1 & 2			<input type="checkbox"/>
2/	verify that all logistic and technical requirements for the Referee Clinic to be staged in two days, including the respective agenda, timetables, arrival of concerned officials and personnel, plus coordination of action with the CQPO matches are meet, securing an alternative solution for practical sessions in case no CQPO will be played * for details, follow and register sequence of action at -2 days , in case NOT REQUIRED to run the pre-preparation clinic	RDM pag1 & 2			<input type="checkbox"/>
-2 days in case REQUIRED to run the pre-preparation clinic for the local Referees and/or for the Auxiliary Officials and Key court related personnel, the Referee Delegate MUST :					
3/	conduct the 1 full day extra clinic addressing the various court competition related matters and local officials' (Referees, Linejudges and Scorers) training. This clinic, to be set-up in accordance to the agenda previously established and confirmed the day before, it is to be attended by all court personnel related key people (i.e.: court managers, kids coordinators, or specific group/function coordinators, etc, for protocol/procedure instruction), plus the local Ref Manager, any Assistant if existing, and all Auxiliary Officials assigned for the tournament. <i>Note: in case the extra clinic applies also to Local Referees, these are required to attend all sessions above</i>	RDM pag1 & 2			<input type="checkbox"/>
4/	verify that the MIKASA (balls) have been properly inflated and check their respective circumference, weight, etc, homologating them for the competition	RDM pag1			<input type="checkbox"/>
* -2 days , in case NOT REQUIRED to run the pre-preparation clinic for the local Referees and/or for the Auxiliary Officials and Key court related personnel, upon arrival the Referee Delegate MUST conduct a meeting with all the concerned members of the Organizational Chart to verify that all logistic and technical requirements for the Referee Clinic to be staged next day, including coordination of action with the CQPO matches, are meet. This includes:					
1/	inspect the meeting room for SESSION ONE of the Referee Clinic including availability and functionality of technical facilities	RDM pag3 & 4			<input type="checkbox"/>
2/	inspect the meeting areas for SESSION TWO of the Referee Clinic (at the venue) for accommodating the various working groups' needs including availability of enough tables and chairs, flip over charts and pens, scoresheets, paddles, balls, flags, etc	RDM pag3 & 4			<input type="checkbox"/>
3/	verify availability of copies of refereeing related doc and appropriate information on tournament	RDM pag3 & 4			<input type="checkbox"/>
4/	verify the number and names of Neutral and Local Referees, checking their arrival times (including notification of Clinic schedule upon arrival), meals' schedule for the Referee Clinic day, organisation of coffee break, transportation, timings and uniform distribution policy, etc. note: check with the organizers any plan for releasing local referees for the 2 final days	FIVB+Host NF event's lists			<input type="checkbox"/>
5/	check the number and names of the Auxiliary Officials, confirming their arrival times on site in due coordination with the Referee Clinic agenda/timetable, plus meals' schedule for the Referee Clinic day, as well as policy/timings for uniform distribution	Host NF nominal lists			<input type="checkbox"/>
7/	check the number and names of the Court Personnel, confirming their arrival times on site in due coordination with the Referee Clinic agenda/timetable, plus meals' schedule for the Referee Clinic day, as well as policy/timings for uniform distribution	WT Handbook requirements			<input type="checkbox"/>
8/	verify that the MIKASA (balls) have been properly inflated and check their respective circumference, weight, etc, homologating them for the competition	RDM pag1			<input type="checkbox"/>
9/	report to the Technical Supervisor for update on competition format, tournament and match schedule (relevance to CQPO matches to be played in conjunction with the Referee Clinic), match protocol, or any other relevant competition related information	RDM pag1			<input type="checkbox"/>
10/	Invite the Technical Supervisor and any relevant member of the local Organizing Committee to take part at the official opening of the Referee Clinic	WT Handbook			<input type="checkbox"/>
11/	enforce any eventual monetary sanction	RDM pag15			<input type="checkbox"/>
COMMENTS:					
Note: Fax this page of the Checklist to the Referee Commissioner at the end of (each) of the concerned day(s)					

- 1 DAY	1 DAY BEFORE THE EVENT THE FIVB REFEREE DELEGATE MUST	Ref.	please check
Referee Delegate MUST conduct the Referee Clinic in accordance to the established standard requirements, confirmed the day before. In SESSION ONE - Referees Theory Clinic, this includes:			
1/	provide copies of refereeing related documents plus appropriate information on tournament competition format and match schedule, match protocol, or any other relevant information, etc	WT Handbook and TS debrief	<input type="checkbox"/>
2/	provide information with regards to current Rules issues and Guidelines (including new rules or tests on rules, latest interpretations, protocols and communications, etc)	PPTs teaching resources/2009	<input type="checkbox"/>
3/	assign tasks for SESSIONS TWO and THREE of the Clinic, including Scorers briefing and theory instruction, Linejudges briefing and theory instruction, Court personnel briefing (court managers, rakers, ball retrievers, etc), plus inspection of courts' area(s) for venue homologation by the TS, verifying that all relevant documents and equipment are available for each working group (i.e.: scoresheets, paddles, flags, balls, Court Inspection Form, etc).	RDM pag2 RDM App3 etc	<input type="checkbox"/>
4/	provide information on the criteria for referee's assessment throughout the tournament and on the procedure for final individual assessment meetings (Ref Delegate / concerned Referee)	RDM pag11/12 WT/43	<input type="checkbox"/>
5/	collect from all International Beach Volleyball Referees and Candidates officiating at the event an updated copy version of their "Referee Biography"	Referee Database	<input type="checkbox"/>
6/	initiate procedure for the referees to assess the performance of the Referee Delegate	WT/38	<input type="checkbox"/>
7/	verify annual medical certificates from all local referees	WT Handbook	<input type="checkbox"/>
8/	check travelling details for referees eventually participating at a sequent WT event	travelling policy	<input type="checkbox"/>
9/	announce eventual plan from organizers for releasing local referees for the 2 final days (this is to be duly coordinated with the fulfilment by the organizers of the requirements for linejudges)	WT Handbook	
10/	initiate procedure for referee's individual photo collection	RDM App15	<input type="checkbox"/>
11/	provide information on eventual collecting of cases for submission to the Casebook	RDM App16	<input type="checkbox"/>
12/	brief referees on the referee database project highlighting the need for their active involvement	Web Database	<input type="checkbox"/>
13/	check referees' uniform distribution	WT Handbook	<input type="checkbox"/>
In SESSION TWO - Various Working Groups Theory Instruction, plus Venue Court Inspections, this includes:			
14/	verify the quantity and the names of the Scorers attending the Clinic, checking this info against the respective nominal list previously approved by the Ref Commissioner and confirm by registering the definitive list at the section E of the WT24 highlighting the eventual changes	Host NF nominal list	<input type="checkbox"/>
15/	instruct Scorers duties including extra requirements needed for a WT event, i.e.: protocols, dress requirements and timings. Personal issues should also be covered in terms of food, drink and well being	RDM pag5 RDM App2 & 12	<input type="checkbox"/>
16/	verify the quantity and the names of the Scorers attending the Clinic, checking this info against the respective nominal list previously approved by the Ref Commissioner and confirm by registering the definitive list at the section F of the WT24 highlighting the eventual changes	Host NF nominal list	<input type="checkbox"/>
17/	instruct Linejudges duties including extra requirements needed for a WT event, i.e.: protocols, dress requirements and timings. Personal issues should also be covered in terms of food, drink and well being	RDM pag5 RDMApp7 & 12	<input type="checkbox"/>
18/	verify against the respective lists previously provided by the Organizers, the number and functions of the Court Personnel attending the Clinic	Host NF lists	<input type="checkbox"/>
19/	instruct Court Personnel various groups specific duties including extra requirements needed for a WT event, i.e.: protocols, dress requirements and timings. Personal issues should also be covered in terms of food, drink and well being	RDM pag5 RDM App13	<input type="checkbox"/>
20/	inspect courts' compliance with the FIVB requirements, with emphasis to sand conditions, dimensions, safety, furniture (i.e.: scorers table, chairs for scorers and player's areas, umbrellas, ice chests, scoreboards, quality of audio system at C1 for 1 st ref communication with the audience, lighting system (if existing), etc), overall look, Swatch-FIVB marketing, etc	FIVB Rulebook WT/30	<input type="checkbox"/>
21/	in case of distant side courts check that that all communication requirements (i.e.: available fax machines, etc) are in place	WT Handbook	<input type="checkbox"/>
22/	check equipment (net, lines, antennas, post padding, referee chair padding, manual scoreboard, scorer clipboards, paddles, linejudge flags, linejudges towels, ball retrievers towels, rakes, net measuring rod, pump, ball pressure gauge, availability of alcohol test device, etc).	FIVB Rulebook WT/30	<input type="checkbox"/>
23/	report to the Technical Supervisor the results of the various court inspection assuming full responsibility by the contents of the each of the court inspection forms (RDM App3 - Procedure for a Court Inspection) completed.	RDM pag6 RDM App3	<input type="checkbox"/>
24/	check auxiliary officials and court personnel uniform distribution	WT Handbook	<input type="checkbox"/>

25/	coordinate assignment of all refereeing related officials and court personnel for the CQPO matches (or for the matches arranged as part of the practical part of the clinic)	RDM pag10/11	<input type="checkbox"/>
26/	check that all courts have been fixed in accordance with the results of the previous inspection	see concerned RDM App3	<input type="checkbox"/>
27/	report to the Technical Supervisor ensuring that every refereeing and court related matters are ready for the start of the CQPO in case existing	WT Handbook	<input type="checkbox"/>
In SESSION THREE - Referees' Practical Clinic, this includes:			
28/	coordinate activities in conjunction with the Referee Manager and the concerned Organizing Committee members with relevance to the preparation and rotation of the match scoresheets, results registration at BVIS and match schedule update	RDM pag9	<input type="checkbox"/>
29/	coordinate alcohol test for a number of refereeing officials randomly selected	WT/42	<input type="checkbox"/>
30/	coordinate practice of various on court match protocols by referees and auxiliary officials (i.e.: Medical, Protest, Ball Mark, Coin Toss with one missing team, etc) plus refereeing techniques with special focus on communication amongst officials	RDM pag7/8	<input type="checkbox"/>
31/	test procedure for 1 st Referee Communication with the Audience at Centre Court (in case applied)	RDM App11	<input type="checkbox"/>
32/	observe performance of all refereeing related officials plus various court personnel giving appropriate feedback and adjusting procedures/protocols every time required	RDM pag7/8	<input type="checkbox"/>
33/	run a referees' and auxiliary officials meeting at the completion of the day, reviewing the day's play with relevance to common errors and areas for improvement	RDM pag12	<input type="checkbox"/>
34/	remind referees of their required presence at the Technical Meeting	WT Handbook	<input type="checkbox"/>
After the Referees' Practical Clinic (or CQPO) concludes, the Referee Delegate is required to take part at the Technical Meeting for the Qualification Tournament athletes (according to the concerned event competition program). This includes:			
35/	coordinate with the Technical Supervisor agenda for the Technical Meeting including concerned areas of responsibility	WT Handbook	<input type="checkbox"/>
36/	address refereeing related matters at the Technical Meeting (i.e.: remarks on referee instructions, game protocol, new interpretations, introduction of referees, etc)	WT/24	<input type="checkbox"/>
37/	acknowledge the competition schedule for the next day morning	WT Handbook	<input type="checkbox"/>
38/	coordinate assignment of referees for the first part of the following day	RDM pag10/11	<input type="checkbox"/>
39/	enforce any eventual monetary sanction	RDM pag15	<input type="checkbox"/>
<u>COMMENTS:</u>			
Note: Fax this page of the Checklist to the Referee Commissioner at the end of the concerned day			

1st COMP. DAY		ON THE 1st COMPETITION DAY THE FIVB REFEREE DELEGATE MUST	Ref.	please check
1/	check that the breakfast times, food quality and quantities available for referees at the hotel are according requirements and accommodate the daily schedule needs		WT Handbook	<input type="checkbox"/>
2/	check that the local transportation plan for the referees from the hotel to the venue is respected		WT Handbook	<input type="checkbox"/>
3/	check that all refereeing related personnel plus all court personnel arrive on site in due time		WT Handbook	<input type="checkbox"/>
4/	coordinate activities in conjunction with the FIVB Technical Supervisor, updating him/her on any relevant issues (i.e.: status of the per-diem payments, results of alcohol test, etc) while passing information on the previous day referee clinic to have a general idea of the global performance of the referee corps		WT Handbook	<input type="checkbox"/>
5/	supervise activities in conjunction with the Referee Manager and the concerned Organizing Committee members with relevance to the preparation and rotation of the match scoresheets, results registration at BVIS, match schedule update, courts preparation, availability of equipment and court personnel at all courts, collection of daily data concerning players sanctioning for shorts violation, names violation, protest protocols "Not Initiated", etc		WT Handbook	<input type="checkbox"/>
6/	check pressure of the competition and warm-up MIKASA balls		WT Handbook	<input type="checkbox"/>
7/	run the daily morning meeting with referees, highlighting outstanding matters, announcing the groups of referees in charge for the various court's daily morning inspection, and inform referee assignments for the first couple of matches of the day		RDM pag14	<input type="checkbox"/>
8/	run the daily morning meeting with linejudges and scorers, highlighting outstanding matters and announcing (delegate at the Referee Manager) the assignments for the first couple of matches of the day or eventually the assignment system for the day		RDM pag14	<input type="checkbox"/>
9/	coordinate alcohol test for a number of refereeing officials randomly selected		WT/42	<input type="checkbox"/>
10/	ensure presence of match balls on all competition and warm-up courts minimum 45m before the start of the daily session		WT Handbook	<input type="checkbox"/>
11/	verify and ensure the availability of emergency medical requirements at all court locations (special attention for events with more than 1 venue) and the proper handling in case of emergencies. If not done before, brief the official medical staff on standard procedures with relevance to medical injury protocol		WT Handbook RDM App6	<input type="checkbox"/>
12/	verify and confirm readiness and overall look of courts including availability of all competition related equipment, etc		WT/30	<input type="checkbox"/>
13/	verify readiness and overall presentation of court personnel including availability of towels, etc		RDM App12	<input type="checkbox"/>
14/	coordinate with the Production team and announcer the introduction of referees concerned on the Main Court, as well as on the match protocol, and procedures for the 1 st Referee Communication with the audience where and when required		RDM App4 RDM App11	<input type="checkbox"/>
15/	ensure that all matches start according to scheduled in all courts		Match schedule	<input type="checkbox"/>
16/	observe performance of all refereeing related officials plus various court personnel by walking around the courts, giving appropriate feedback and adjusting procedures and/or protocols every time required		RDM pag11/12	<input type="checkbox"/>
17/	monitor the system rotation of the various court personnel working groups		WT Handbook	<input type="checkbox"/>
18/	monitor the court operations at the various courts (i.e.: water supply throughout the day, adjustment of nets for different gender matches, watering of the sand if required, etc.) adjusting procedures in case required		WT Handbook	<input type="checkbox"/>
19/	follow-up on the assignment of the referees throughout the day		RDM pag10/11	<input type="checkbox"/>
20/	monitor in close coordination with the local Referee Manager the assignment and the system of rotation for auxiliary officials throughout the day		RDM pag9	<input type="checkbox"/>
21/	check availability of drinks, fruit and snacks at the referee and auxiliary officials lounges, plus daily meals' schedule, menus, food quality and quantities, for referees, auxiliary officials, etc		WT Handbook	<input type="checkbox"/>
22/	report to the Technical Supervisor in case World Tour standards are not fulfilled		WT Handbook	<input type="checkbox"/>
23/	acknowledge and resolve any complaints about refereeing related officials, athletes, etc. addressing concerned issues to the attention of the Technical Supervisor		WT Handbook	<input type="checkbox"/>
24/	conduct any Protest Protocol at Level 1 (if needed), addressing any Level 2 or Level 3 case to the relevant FIVB and Organizing Committee Officials		RDM App5	<input type="checkbox"/>

25/	assist the Technical Supervisor (if and every time requested) to fix problems occurred during the competition, discuss the matches schedule of the next competition day and discuss any contingency due to case of "force majeure"	WT Handbook	<input type="checkbox"/>
26/	brief the Technical Supervisor on any relevant daily data concerning players sanctioning for shorts violation, names violation, protest protocols "Not Initiated", etc, which might be relevant for Daily Bulletin purposes	WT Handbook	<input type="checkbox"/>
27/	brief the official Photographer about FIVB requirements refereeing wise	RDM App15	<input type="checkbox"/>
28/	in case required run a second meeting with auxiliary officials at the end of the daily competition, focusing on reviewing the day's play with relevance to common errors and significant areas for improvement. In case no major issues have occurred the above feedback may be addressed in the next day's morning debrief meeting	RDM pag14	<input type="checkbox"/>
29/	run the referees' meeting at the completion of the day, focusing on reviewing the day's play with relevance to common errors and significant areas for improvement	RDM pag14	<input type="checkbox"/>
30/	check that the local transportation plan for the referees from the venue to the hotel is respected	WT Handbook	<input type="checkbox"/>
31/	attend the Technical Meeting for the Main Draw Tournament athletes (and/or Technical Meeting for the Qualification Tournament athletes according to the concerned event competition program).	WT Handbook	<input type="checkbox"/>
32/	acknowledge the competition schedule for the following day	BVIS	<input type="checkbox"/>
33/	coordinate assignment of referees for the first part of the following day	RDM pag10/11	<input type="checkbox"/>
34/	enforce any eventual monetary sanction	RDM pag15	<input type="checkbox"/>

COMMENTS:

Note: Fax this page of the Checklist to the Referee Commissioner at the end of the concerned day

Following DAYS		ON THE 2nd + FOLLOWING COMPETITION DAYS THE FIVB REF DELEGATE MUST	Ref.	please check
1/	check that the breakfast times accommodate the daily schedule needs		WT Handbook	<input type="checkbox"/>
2/	check that the local transportation plan for referees from the hotel to the venue is respected		WT Handbook	<input type="checkbox"/>
3/	check that all refereeing related personnel plus all court personnel arrive on site in due time		WT Handbook	<input type="checkbox"/>
4/	coordinate activities in conjunction with the FIVB Technical Supervisor, updating him/her on any relevant issues (i.e.: status of the per-diem payments, results of alcohol test, etc) while passing information on the previous day to have a general idea of the global performance of the referee corps		WT Handbook	<input type="checkbox"/>
5/	supervise activities in conjunction with the Referee Manager and the concerned Organizing Committee members with relevance to the preparation and rotation of the match scoresheets, results registration at BVIS, match schedule update, courts preparation, availability of equipment and court personnel at all courts, collection of daily data concerning players sanctioning for shorts violation, names violation, protest protocols "Not Initiated", etc		WT Handbook	<input type="checkbox"/>
6/	check pressure of the competition and warm-up MIKASA balls		WT Handbook	<input type="checkbox"/>
7/	run the daily morning meeting with referees, highlighting outstanding matters, announcing the groups of referees in charge for the various court's daily morning inspection, and inform referee assignments for the first couple of matches of the day		RDM pag14	<input type="checkbox"/>
8/	run the daily morning meeting with linejudges and scorers, highlighting outstanding matters and announcing (delegate at the Referee Manager) the assignments for the first couple of matches of the day or eventually the assignment system for the day		RDM pag14	<input type="checkbox"/>
9/	coordinate alcohol test for a number of refereeing officials randomly selected		WT/42	
10/	ensure presence of match balls on all competition and warm-up courts minimum 45m before the start of the daily session		WT Handbook	<input type="checkbox"/>
11/	verify and ensure the availability of emergency medical requirements at all court locations (special attention for events with more than 1 venue) and the proper handling in case of emergencies.		WT Handbook RDM App6	<input type="checkbox"/>
12/	verify and confirm readiness and overall look of courts including availability of all competition related equipment, etc		WT/30	<input type="checkbox"/>
13/	verify readiness and overall presentation of court personnel including availability of towels, etc		RDM App12	<input type="checkbox"/>
14/	ensure information to the announcer of referees assignments at Main Court		Ref Manager	<input type="checkbox"/>
15/	ensure that all matches start according to scheduled in all courts		Match schedule	<input type="checkbox"/>
16/	observe performance of all refereeing related officials plus various court personnel by walking around the courts, giving appropriate feedback and adjusting procedures and/or protocols every time required		RDM pag11/12	<input type="checkbox"/>
17/	monitor the system rotation of the various court personnel working groups		WT Handbook	<input type="checkbox"/>
18/	monitor the court operations at the various courts (i.e.: water supply throughout the day, adjustment of nets for different gender matches, watering of the sand if required, etc.) adjusting procedures in case required		WT Handbook	<input type="checkbox"/>
19/	follow-up on the assignment of the referees throughout the day		RDM pag10/11	<input type="checkbox"/>
20/	monitor in close coordination with the local Referee Manager the assignment and the system of rotation for auxiliary officials throughout the day		RDM pag9	<input type="checkbox"/>
21/	check availability of drinks, fruit and snacks at the referee and auxiliary officials lounges, plus daily meals' schedule, menus, food quality and quantities, for referees, auxiliary officials, etc		WT Handbook	<input type="checkbox"/>
22/	report to the Technical Supervisor in case World Tour standards are not fulfilled		WT Handbook	<input type="checkbox"/>
23/	acknowledge and resolve any complaints about refereeing related officials, athletes, etc. addressing concerned issues to the attention of the Technical Supervisor		WT Handbook	<input type="checkbox"/>
24/	conduct any Protest Protocol at Level 1 (if needed), addressing any Level 2 or Level 3 case to the relevant FIVB and Organizing Committee Officials		RDM App5	<input type="checkbox"/>
25/	assist the Technical Supervisor (if and every time requested) to fix problems occurred during the competition, discuss the matches schedule of the next competition day and discuss any contingency due to case of "force majeure"		WT Handbook	<input type="checkbox"/>
26/	brief the Technical Supervisor on any relevant daily data concerning players sanctioning for shorts violation, names violation, protest protocols "Not Initiated", etc, which might be relevant for Daily Bulletin purposes		WT Handbook	<input type="checkbox"/>
27/	confirm that the official Photographer has collected both referee related action photos plus the passport format photos from the concerned referees		RDM App15	<input type="checkbox"/>

28/	coordinate with the Referee Manager the number and names of the local officials ceasing their officiating on Friday in case the Organizers have previously required to decrease the number of local officials for the last 2 days of the event	WT Handbook	<input type="checkbox"/>
29/	in case applies, announce on Friday evening at either the auxiliary officials meeting and the referee's meeting the names of the officials ceasing their officiating	WT Handbook	<input type="checkbox"/>
30/	in case required run a second meeting with auxiliary officials at the end of the daily competition, focusing on reviewing the day's play with relevance to common errors and significant areas for improvement. In case no major issues have occurred the above feedback may be addressed in the next day's morning debrief meeting	RDM pag14	<input type="checkbox"/>
31/	run the referees' meeting at the completion of the day, focusing on reviewing the day's play with relevance to common errors and significant areas for improvement	RDM pag14	<input type="checkbox"/>
32/	in case applies, run on Friday evening the individual assessment meeting with the concerned local referees ceasing their officiating, while providing them with a copy of the respective WT/43 if international Beach Volleyball referees or candidates	RDM Pag12,13 & 14	<input type="checkbox"/>
33/	check that the local transportation plan for the referees from the venue to the hotel is respected	WT Handbook	<input type="checkbox"/>
34/	in case applies attend the Technical Meeting for the Main Draw Tournament athletes (and/or Technical Meeting for the Qualification Tournament athletes, according to the concerned event competition program).	WT Handbook	<input type="checkbox"/>
35/	meet with the Host TV Broadcaster and the FIVB TV Coordinator (if any) ensuring that all procedures for match start time, TV replays, etc, will be duly clarified and agreed	WT Handbook RDM App14	<input type="checkbox"/>
36/	acknowledge the competition schedule for the following day	BVIS	<input type="checkbox"/>
37/	coordinate assignment of referees for the first part of the following day	RDM pag10/11	<input type="checkbox"/>
38/	enforce any eventual monetary sanction	RDM pag15	<input type="checkbox"/>

COMMENTS:

Note: Fax this page of the Checklist to the Referee Commissioner at the end of each concerned day

2 LAST DAYS		ON THE 2 LAST COMPETITION DAYS THE FIVB REFEREE DELEGATE MUST	Ref.	please check
1/	check that the breakfast times accommodate the daily schedule needs		WT Handbook	<input type="checkbox"/>
2/	check that the local transportation plan for the referees from the hotel to the venue is respected		WT Handbook	<input type="checkbox"/>
3/	check that all refereeing related personnel plus all court personnel arrive on site in due time		WT Handbook	<input type="checkbox"/>
4/	coordinate activities in conjunction with the FIVB Technical Supervisor, updating him/her on any relevant issues (i.e.: status of the per-diem payments, results of alcohol test, etc) while passing information on the previous day to have a general idea of the global performance of the referee corps		WT Handbook	<input type="checkbox"/>
5/	coordinate assignment of referees for the Finals with the FIVB Technical Supervisor		WT Handbook	<input type="checkbox"/>
6/	supervise activities in conjunction with the Referee Manager and the concerned Organizing Committee members with relevance to the preparation of the centre court (i.e.: levelling of sand, TV cameras and microphones instalment, etc), plus establishment of protocols for Finals & TV matches, collection of daily data concerning players sanctioning for shorts violation, names violation, protest protocols "Not Initiated", etc		WT Handbook	<input type="checkbox"/>
7/	coordinate assignment of auxiliary officials for the Finals with the Referee Manager (4 linejudges highest standard for each S-F and FINAL matches, 2 scorers highest standard for each S-F and FINAL matches)		WT Handbook	<input type="checkbox"/>
8/	monitor the assignment of the highest skilled court personnel working groups for Final matches at centre court		WT Handbook	<input type="checkbox"/>
9/	check pressure of the competition and warm-up MIKASA balls		WT Handbook	<input type="checkbox"/>
10/	run the daily morning meeting with referees, highlighting outstanding matters, announcing the groups of referees in charge for the various court's daily morning inspection (emphasis on requirements for TV matches), and announce referee assignments for the first couple of matches of the day (eventually also announce the referees for the Final matches)		RDM pag14	<input type="checkbox"/>
11/	run the daily morning meeting with linejudges and scorers, highlighting outstanding matters, including the procedures for linejudging at Semi-final and Final matches (4 linejudges) and announcing (delegate at the Referee Manager) the assignments for the first couple of matches of the day or eventually the assignment system for the day including Finals		RDM pag14	<input type="checkbox"/>
12/	coordinate alcohol test for a number of refereeing officials randomly selected (all refereeing officials officiating at the Final matches are required to go through the test 45 minutes before the respective start time)		WT/42	<input type="checkbox"/>
13/	ensure presence of match balls on all competition and warm-up courts minimum 45m before the start of the daily session (new balls to be checked for circumference and pressure for the Final matches)		WT Handbook	<input type="checkbox"/>
14/	verify and ensure the availability of emergency medical requirements at all court locations with special emphasis to centre court at the time of the TV matches, and the proper handling in case of emergencies.		WT Handbook RDM App6	<input type="checkbox"/>
15/	verify and confirm readiness and overall look of courts, with special emphasis to centre court, including availability of all competition related equipment, etc		WT/30	<input type="checkbox"/>
16/	verify readiness and overall presentation of the court personnel including availability of towels, etc		RDM App12	<input type="checkbox"/>
17/	ensure information to the announcer of referees assignments at Main Court		Ref Manager	<input type="checkbox"/>
18/	ensure information to the TV production of referees assignments for TV matches		RDM App14	<input type="checkbox"/>
19/	ensure that all matches start according to scheduled in all courts		Match schedule	<input type="checkbox"/>
20/	coordinate with the Host TV Broadcaster floor manager and the FIVB TV Coordinator (if any) ensuring that TV matches start on appropriate time		RDM App14	<input type="checkbox"/>
21/	observe performance of all refereeing related officials plus various court personnel by walking around the courts, giving appropriate feedback and adjusting procedures and/or protocols every time required		RDM pag11/12	<input type="checkbox"/>
22/	monitor the court operations at the various courts – with emphasis to the centre court (i.e.: water supply throughout the day, adjustment of nets for different gender matches, watering of the sand if required, etc.) adjusting procedures in case required		WT Handbook	<input type="checkbox"/>
23/	follow-up on the assignment of the referees throughout the day		RDM pag10/11	<input type="checkbox"/>
24/	monitor in close coordination with the local Referee Manager the assignment and the system of rotation for auxiliary officials throughout the day		RDM pag9	<input type="checkbox"/>
25/	check availability of drinks, fruit and snacks at the referee and auxiliary officials lounges, plus daily meals' schedule, menus, food quality and quantities		WT Handbook	<input type="checkbox"/>
26/	confirm seating for referees and auxiliary officials at the main court for the last 2 days		WT Handbook	<input type="checkbox"/>

27/	report to the Technical Supervisor in case World Tour standards are not fulfilled	WT Handbook	<input type="checkbox"/>
28/	acknowledge and resolve any complaints about refereeing related officials, athletes, etc. addressing concerned issues to the attention of the Technical Supervisor	WT Handbook	<input type="checkbox"/>
29/	conduct any Protest Protocol at Level 1 (if needed), addressing any Level 2 or Level 3 case to the relevant FIVB and Organizing Committee Officials	RDM App5	<input type="checkbox"/>
30/	assist the Technical Supervisor (if and every time requested) to fix problems occurred during the competition, discuss the matches schedule of the next competition day and discuss any contingency due to case of "force majeure"	WT Handbook	<input type="checkbox"/>
31/	brief the Technical Supervisor on any relevant daily data concerning players sanctioning for shorts violation, names violation, protest protocols "Not Initiated", etc, which might be relevant for Daily Bulletin purposes	WT Handbook	<input type="checkbox"/>
32/	obtain the email and the fax addresses of the next event(s) with due anticipation	RDM pag16	
33/	in case required run a second meeting with auxiliary officials at the end of the daily competition, focusing on reviewing the day's play with relevance to common errors and significant areas for improvement. In case no major issues have occurred the above feedback may be addressed in the next day's morning debrief meeting	RDM pag14	<input type="checkbox"/>
34/	run the referees' meeting at the completion of the day, focusing on reviewing the day's play with relevance to common errors and significant areas for improvement	RDM pag14	<input type="checkbox"/>
35/	announce on Saturday the procedures for next day individual referee's assessment meetings and eventually, proceed with the individual assessment meeting with referees ceasing their officiating on that day, while e-mailing these the electronic file of their respective WT/43 if international Beach Volleyball referees or candidates	RDM Pag12,13 & 14	<input type="checkbox"/>
36/	check that the local transportation plan for the referees from the venue to the hotel is respected	WT Handbook	<input type="checkbox"/>
37/	enforce any eventual monetary sanction	RDM pag15	<input type="checkbox"/>

COMMENTS:

Note: Fax this page of the Checklist to the Referee Commissioner at the end of each concerned day

LAST DAY – after the event		ON THE LAST DAY – AT THE END THE REFEREE DELEGATE MUST	Ref.	please check
1/	complete the WT43 “Referee Evaluation Form” for each concerned referee		RDM pag13 & 14	<input type="checkbox"/>
2/	proceed with the individual assessment debrief meeting with each concerned referee summarizing the performance of the referee and highlighting both areas of strength and improvement		RDM pag13 & 14	<input type="checkbox"/>
3/	e-mail every international Beach Volleyball referee or candidate, plus the Referee Database Administrator and the Commissioner the electronic version of each referee’s WT/43		RDM pag16	<input type="checkbox"/>
4/	remind every referee that they must e-mail the FIVB Referee Commissioner their respective WT/38 forms duly completed		WT/38	
5/	attend a final debriefing meeting with the Organizational Chart members and give initial feedback on the event covering all points that will be identified in the WT/24 Referee Delegate Report (SECTION F : CLOSING REMARKS ON TOURNAMENT, to be submitted as a minimum requirement)		RDM pag16	<input type="checkbox"/>
6/	collect refereeing related photos from Official photographer		RDM App15	<input type="checkbox"/>
7/	send by e-mail and fax to the concerned Referee Delegate and Technical Supervisor before the start of the next event’s Referee Clinic, a Summary Report highlighting all relevant issues occurring throughout the event		RDM pag16	<input type="checkbox"/>
8/	collect all relevant information and material to be enclosed with the Final Reports (i.e.: original scoresheets to be delivered to the FIVB Technical Supervisor, number of matches officiated by each referee, Protest Protocol Reports, any case for submission to the Casebook collected during the event, etc)		RDM pag18	<input type="checkbox"/>
9/	report to the FIVB any case of positive alcohol test by providing the FIVB Technical Supervisor with the relevant alcohol test form duly signed by all parties concerned		WT/42	<input type="checkbox"/>
10/	confirm travelling details for airport		WT Handbook	<input type="checkbox"/>
11/	enforce any eventual monetary sanction		RDM pag15	<input type="checkbox"/>
<u>COMMENTS:</u>				
Note: Fax this page of the Checklist to the Referee Commissioner at the end of the concerned day				

+ 24 HOURS		WITHIN THE NEXT 24 HOURS AFTER THE EVENT THE FIVB REFEREE DELEGATE MUST	Ref.	please check
1/	e-mail the Summary Report to the FIVB Beach Department and to the FIVB Refereeing Commissioner		RDM pag16	<input type="checkbox"/>
2/	e-mail the WT/24 Referee Delegate Report to the Host Federation and the Promoter coping the FIVB and the FIVB Referee Commissioner		RDM pag17	<input type="checkbox"/>
3/	e-mail all refereeing related photos collected from Official photographer to the Referee Database Administrator and to the FIVB Referee Commissioner		RDM App18	<input type="checkbox"/>
4/	secure the database upload of the WT43 "Referee Evaluation Form" for each concerned referee by e-mailing these to the Referee's Database Administrator (copy the Commissioner)		RDM App17 WT/43	<input type="checkbox"/>
<u>COMMENTS:</u>				
Note: Fax this page of the Checklist to the Referee Commissioner at the end of the concerned day				

+ 7 DAYS		7 DAYS AFTER THE EVENT THE FIVB REFEREE DELEGATE MUST	Ref.	please check
1/	send by e-mail to the FIVB and to the FIVB Referee Commissioner the Referee Delegate Report (WT/25)		RDM pag18	<input type="checkbox"/>
2/	send by e-mail to the FIVB Referee Commissioner any relevant enclosures to complete the Referee Delegate Reports, i.e.: WT Refereeing Delegate's Protest Protocol Report, any case for submission to the Casebook collected during the event, etc		RDM pag18	<input type="checkbox"/>
<u>COMMENTS:</u>				
Note: Fax this page of the Checklist to the Referee Commissioner at the overall completion of the above tasks				