

**VOLLEYBALL
NATIONS LEAGUE**
FIVB

Technical Delegate's Checklist

*(To be completed as soon as possible upon
arrival to the competition venue)*



PRE-COMPETITION CHECKLISTS & INFORMATION

COMPETITION HALL CHECKLIST

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

A. COMPETITION HALL DATA

COUNTRY: _____ CITY: _____

COMPETITION HALL: _____ CAPACITY: _____

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

INSPECTION DATE:

B. SEATING ALLOCATIONS

SEATING ALLOCATIONS	Standard	Approved / Comments
VIP Guest Seating	50	
Organiser	50	
Press Seating	30	
- equipped with electricity connection & table	10	
Teams (Athletes & Team Officials)	100	
FIVB Officials	10	
Referees	10	
Hawk Eye working position	5m x 5m space with direct sight of the entire court and 1 st ref + tables&chairs for 4 people	
Team Statisticians working position	Located behind the service line, preferably on the 1st row of the tribune	
Team Video Camera Area	Min 6m x 2.5m	
VIS/Data Volley Operators working position	Located with the team statisticians	
TV Commentary Position	As advised in advance and based on demand	



C. DIRECTIONAL SIGNAGE

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

D. COMPETITION AREA

COMPETITION AREA	Dimensions	Approved / Comments
Area free of obstacles	42 x 33 meters	
Height of free space	min 12.5 meters	
Free Zone		
→ Sidelines	5 m	
→ End lines	6.5 m	
TECHNICAL REQUIREMENTS	Standard	Approved / Comments
Homologated Synthetic Floor Cover	Gerflor 3-colour	
Under floor cover	Wooden floor on beams	
Lighting at 1 m above the floor	2000 lux min.	
Lighting of the stands	1000 lux	
Reflection of light	excluded	
Lighting over the centre line	excluded	
Technical Officials' table + seats (includes Data Project Operator position)	1 table & 6 seats	
LOC table + seats	1 table & 6 seats	
Sport Presentation table + seats	1 table & 10 seats	
Sound system	mandatory	
LED advertising panels	24 panels	
Giant Screen	2	
Air conditioning	if required	
ELECTRONIC SCOREBOARD	Standard	Approved / Comments
Name of the participating teams	Mandatory	
Service indicator	Mandatory	
Time-outs granted per team	Mandatory	
Substitutions made	Mandatory	
Score of current set	Mandatory	
Score of previous set(s)	Mandatory	
COMMUNICATION WITH WARM UP COURT	Standard	Approved / Comments
Communication with warm up court	Mandatory (distance)	



E. TECHNICAL EQUIPMENT CHECKLIST

ITEMS	BRAND/MEASURE	QUANTITY	Approved
Balls — Match	MIKASA MVA-200	6 new balls per match	
Balls — Training	MIKASA MVA-200	At least 30 balls available per training session	
Ball Bags	Ball manufacturers	Sufficient	
Ball Trolleys - Training	Ball manufacturers	2 per gym	
Ball Trolleys / Rubber wheeled carts	Mikasa — 2 for balls & 2 for team clothing	4	
Ball Weight & Measuring Device	Ball manufacturers	3	
Ball Pressure gauge	Marks in Kg + hp	2	
Ball Circumference Device	3	3	
Ball Stand for 5 balls	(free design)	1	
Ball Hand Pump & Needles	Ball manufacturers	2	
Ball Pump - Electronic	Ball manufacturers	1	
Posts and pads	SENOH	1	
Post Padding	SENOH	2	
Referee's chair	SENOH	1	
Referee's chair padding	SENOH	1	
Cards holder	(free design)		
Warning Cards	(free design)		
Nets	SENOH	1	
Net antennae	SENOH	1 pair	
Net measuring rod	2.5 m long	1	
Manual scoreboard – scorer's table	see gen. regulations	1	
Long benches or chairs	19 chairs in two rows (check new court layout)	2 sets	
Electricity connection available at team benches	2 outlets	2 sets	
Referee Communication system	One set with 6 headphones	1 set	
Challenge system	Hawk-Eye		
Coaches Tablets	Data Project		
Litescore	Data Project (provided by LOC)	1	
Printers and Laptops for E-Scoresheet and Data Volley	Provided by LOC	2 of each	
Monitors in Control Area for countdown timing display	min 32inch-1920x1080 resolution	2	
Electric buzzer with light	yellow or red	2	
Substitution Paddles	1 set per team	2	
Long mops (1m)	high absorbent	6	
Line judge flags	40 x 40 cm	4	
Thermometer	Mandatory	1	
Hygrometer	Mandatory	1	
Referee Alco-Test Equipment	Mandatory	1 unit + disposable tubes	
Scoresheets	FIVB International (Triplicate)	min 2 per match	
Line-up sheets	FIVB International	min 4 copies per match (with 5 sets)	
O-4 forms	FIVB International - completed with names	Each match	
Libero control sheet	FIVB International	2 per match	



Reserve Equipment

Nets	SENOH	2	
Posts	SENOH	2	
Pads	SENOH	2	
Antennae	SENOH	2	
Net measuring rod	2.5 m long	1	
Line judge flags	40 x 40 cm	4	
Libero replacement jackets		2	
Line Tape	White	1 roll	
Manual Scoreboards	To replace electronic scoreboard in case of breakdown	2	
Reserve buzzers	Squeeze air horn style	3	

F. WARMING-UP COURTS (if available)

WARMING-UP COURTS	Dimensions	Approved / Comments
Access to the playing court	Direct	
Total number of warming-up courts	2	
Halls or with separations	2	
Flooring	Gerflor	
Height of free space	min 7 meters	
Free of Obstacles	24 x 15 m	
Lighting	Min 500 lux	
Outside lights	None	
Light & windows	protected	
Heating	If needed	
Air conditioning	If needed	
Communication with playing court	mandatory	

G. CHANGING ROOMS

TEAMS	Standard	Approved / Comments
Number	4	
Dimensions	min. 30 square meters	
Showers	4	
Massage table	1	
Toilets	3	
Lockers	15	
Chairs and benches	20	
Access to the court	direct	
Ice Machine	available	

INTERNATIONAL REFEREES (Incl. Lounge)	Standard	Approved / Comments
Number	1 (per gender)	
Dimensions	20 square meters	
Showers	2	
Toilets	1	
Lockers	6	
Tables and chairs	1 + 5	
Access to the court	direct	
REFEREE LOUNGE	Standard	Approved / Comments
Dimensions	min. 24 square meters	
Coffee Tables with comfortable chairs	1 + 8	
Air-conditioned	Mandatory	
Catering	Mandatory	



NATIONAL REFEREES SCORERS & LINE JUDGES	Standard	Approved / Comments
Number	1 (per gender)	
Dimensions	20 square meters	
Showers	2	
Toilets	1	
Lockers	6	
Chairs and benches	10	
Access to the court	direct	

BALL RETRIEVERS & MOPPERS	Standard	Approved / Comments
Number	1	
Dimensions	20 square meters	
Showers	1	
Toilets	1	
Chairs and benches	15	
Access to the court	direct	

H. MEDICAL ROOM and DOPING CONTROL STATION

MEDICAL ROOM	Standard	Approved / Comments
Dimensions	min. 30 square meters	
Massage table	1	
Bed and table	1	
First aid equipment	complete	
Defibrillator and oxygen	1	
Ice Machine	available	
Telephone	1	
Access to the court	direct	
Referee Alcohol Test Equipment	1 unit + disposable tubes	
Referee Alcohol Test — M-2 Forms		

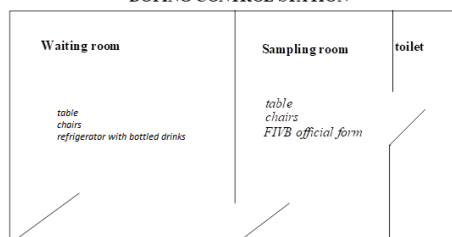
Will there be a doctor & nurse available at courtside? YES / NO

Is there an ambulance available? YES / NO — ambulance must be equipped with cardiopulmonary resuscitation

Is the distance of the hospital from the competition hall less than 10 minutes? YES / NO

DOPING CONTROL STATION	Standard	Approved / Comments
Waiting Room	10 square meters	
Sampling Room	10 square meters	
Toilet	5 square meters	
Equipment		
- Refrigerator with lock and bottled soft drinks & bottled water		
- Registration table		
- Chairs		
- Transportation bag – package		

DOPING CONTROL STATION





J. PRESS FACILITIES

PRESS WORKING ROOM	Standard	Approved / Comments
Dimensions	min. 30 square meters	
Working tables with chairs	5- 10 tables (capacity 20 persons)	
Board with previous competition results	min. 2 m x 1m	
Electric connections	8	
Free Internet connection	One per each position	
Refreshments and snacks	Available	

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

K. FIVB PRESIDENT'S ROOM (if applicable)

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

L. VIP FACILITIES

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



M. OFFICE for FIVB OFFICIALS

FIVB Officials' Office	Standard	Approved / Comments
Dimensions	min. 24 square meters	
Coffee Tables with comfortable chairs	2 + 10	
Air-conditioned	Mandatory	
Catering	Mandatory	
PCs with Internet Connection	2	
Laser printer	2	
Free Internet connection	4	
IDD phone connection	2	

N. TECHNICAL BUREAU & SECRETARIAT

Organizer Office & Secretariat	Standard	Approved / Comments
Dimensions	min. 50 square meters	
Working tables with chairs	2 + 12	
Office desk with chair	3 + 6	
High speed photocopier and laser printer	1	
Tables for sorting	Sufficient space	
Computers Networked with VIS software	2	
Access to VIP Stands	direct	



TRAINING GYM CHECKLIST

TRAINING HALL NO 1

City: _____

Gym: _____

Distance from the teams' accommodation to this training gym: ___ km Time: ___ Minutes by bus

COMPETITION AREA	FIVB required	Approved / Comments
Playing area	34 x 19	
Height free of obstacles	7 m.	
Floor	Gerflor	
Under flooring	wood on beams	
Posts, nets, antennae	FIVB Homologated	
Lighting	500 lux	
Changing Room		
Number	2	
Lockers	15	
Benches/chairs	15	
Massage table	1	
Showers	4-5	
Toilets	2-3	
First Aid Room	required	
Weight room	desirable	
Ice machine	required	



TRAINING HALL NO 2

City: _____

Gym: _____

Distance from the teams' accommodation to this training gym: ___ km Time: ___ Minutes by bus

COMPETITION AREA	FIVB required	Approved / Comments
Playing area	34 x 19	
Height free of obstacles	7 m.	
Floor	Gerflor	
Under flooring	wood on beams	
Posts, nets, antennae	FIVB Homologated	
Lighting	500 lux	
Changing Room		
Number	2	
Lockers	15	
Benches/chairs	15	
Massage table	1	
Showers	4-5	
Toilets	2-3	
First Aid Room	required	
Weight room	desirable	
Ice machine	required	



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Official Suppliers

