

2023 CEV Age group European Beach Volleyball Championships - Master plan & Timelines

N°	ACTION	DOCS / FORMS	ACTION BY	PRESENTED TO	DEADLINE (counting from 1 st competition day)	Status / Remarks
PRIOR TO THE EVENT						
CANDIDATURE & AGREEMENT						
1	Submit necessary documents to support the Candidature application	BV-A & Supporting documents	Candidate NF	CEV	As per Candidature application document	Organisers confirmed and announced by CEV
2	Follow up on the received supporting documents	-	CEV BV Dept.	Organiser	Ad hoc	
3	Send Organiser Agreement	Org. Agreement	CEV Legal Dept.	Organiser	January 2023	
4	Return Organiser Agreement	Org. Agreement	Organiser	CEV Admin Dept.	- 2 weeks after reception	
5	Submit Organiser - Promoter Sub-Agreement (if any)	Sub-Agreement	Organiser	CEV Admin/CEV Legal Dept.	Upon signing the Sub-Agreement	Federation remains liable for the proper event delivery
ORGANISATIONAL CHART						
1	Appoint Key Organising Committee members (Tournament, Promotional, Competition, Operational, Referee Manager,)	BV-OC	Organiser	CEV BV Dept.	Initial copy - 6 months; Final copy - 3 months	Upload the form to the CEV Cloud as per instructions shared by CEV
2	Appoint CEV officials and neutral referees	-	CEV	Organiser	- 3 months	
3	Nominate local referees	BV-LR	Organiser	CEV BV Dept.	- 2 months	Upload the form to CEV Cloud involving the best local referees available with priority to international & candidates
4	Nominate scorers, training program of host country referees, and court personnel	-	LOC Referee Manager	CEV Referee Delegate / CEV BV Dept.	- 1 month	Proposal to be submitted for confirmation by the Referee Delegate and should involve prior training for the usage of CEV E-scoresheet and the CEV Statistics applications
SITE VISIT (if any)						
1	Arrange transportation and accommodation for CEV Officials conducting the visit (max. 2 persons)	-	Organiser	CEV BV Dept. / CEV Officials	- 15 days prior to the visit	
2	Pay the per diem to the CEV Officials involved	-	Organiser	CEV Officials	By the organiser (upon arrival)	
3	Follow up on agreed topics	-	Organiser	CEV BV Dept. / CEV Officials	Ad hoc	
PROMOTIONAL, PRESS AND COMMUNICATION ACTIVITIES						
1	Provide the CEV with a short presentation of Venue and Host city, photos of the competition venue/area (aerial/ panoramic , videos, info text, links to websites, etc.	-	Organiser	CEV BV Dept	Prior to event announcement & in coordination with the CEV Head Office	Initial info provided, need to be further enhanced with image and video footage

2	Prepare the event web pages (presentation of Venue and Host city with landmarks photos, videos, info text, links to websites & social media accounts, etc.)	-	CEV Digital Dept.	Public		Done
3	Promotional plan and PR-activities	-	Organiser	CEV Digital Dept. / CEV BV Dept.	Initial copy in BV-A form; Update ad hoc.	Regular updates to be scheduled with CEV Digital Dept and Press Officer
4	Entertainment on-site activation plan and personnel involved	-	Organiser	CEV BV Dept.	- 1 month	
VENUE AND EQUIPMENT						
1	Send Venue layout		Organiser	CEV BV Dept.	Initial copy in BV-A form; Detailed and in scale with all requested areas – 4 months	Early planning is highly recommended to allow proper review and adjustments where needed
2	Test the sand		Organiser	CEV BV Dept.	- 6 months	If requested. Organisers may provide certificates/ confirmation of the sand quality from past events
3	Acquire/secure sport and technical equipment necessary to smoothly run the event	-	Organiser	CEV Supervisor	- 3 months	Specifications provided by CEV should be carefully considered
4	Submit lighting system plan (in case of evening/indoor matches)	-	Organiser	CEV BV Dept.	- 3 months	
5	Send the Insurance policies	-	Organiser	CEV Supervisor / CEV BV Dept.	- 1 month	A copy in local language with an abstract of all key parameters in English can be also accepted
COMPETITION PARAMETERS						
1	Submit Practical Info with event regulations parameters	Age Group Practical Info template	Organiser	CEV Supervisor / CEV BV Dept.	- 3 months	Template to be provided by CEV
2	Submit detailed Match Schedule / Courts programs	-	Organiser	CEV Supervisor / CEV BV Dept.	Initial copy -6 months; final- 2 months	Considering also classification matches as per the CEV BV Guidelines document. Final copy after the issuing of Confirmed lists to consider the home teams
3	Entries	VIS / Official Communication	NFs	CEV	-60 days	In line with the Off Communications document that will be shared by CEV
4	Tentative list of participating NFs/teams	CEV Regulations & Guidelines	CEV	Public	-50 days	
TRANSPORTATION - ACCOMMODATION						
1	Send International transportation plan for assigned CEV Officials & neutral referees	-	Organiser	CEV Supervisor / CEV BV Dept.	- 2 months	
2	Arrange hotels for CEV officials, referees and participating delegations		Organiser	CEV Supervisor / CEV BV Dept.	- 3 months	Consider the need of qualification tournament teams the day before the MD
3	Prepare and send detailed meal plan (duration, where, when, special conditions – e.g. late evening matches)	-	Organiser	CEV Supervisor / CEV BV Dept.	- 1 month	Consider the final match schedule, and fulfil the requirements in the CEV guidelines
4	Submit local transportation plan (airport-hotel, hotel-venue) for CEV Officials, referees and participating delegations	-	Organiser	CEV Supervisor / CEV BV Dept.	- 1 month	Following CEV guidelines and considering distances and final match schedule

MARKETING – EVENT IDENTITY						
1	Submit the list of sponsors and sponsorship structure (National/local partner or sponsor, National/local supplier, etc)	-	Organiser	CEV Marketing / CEV BV Dept.	Initial copy - 4 months; Update ad hoc.	Upload the list to the CEV Cloud. Keep in mind the list of CEV protected categories
2	Confirm Key Visual (layout in pdf)	-	Organiser	CEV Graphics / CEV BV Dept.	- 6 months	Upload the file to the CEV Cloud and in line with the CEV Age Group Championships handbook
3	Submit the Venue look (outside/inside) and commercial court layout (banners & flags around competition courts) on CEV Cloud	-	Organiser	CEV Graphics / CEV BV Dept.	-4 months	Upload the file to the CEV Cloud and in line with the CEV Age Group Championships handbook
4	Submit the print and digital materials layouts on CEV Cloud	-	Organiser	CEV Graphics / CEV BV Dept.	Prior to production	Upload files to the CEV Cloud and in line with the CEV Age Group Championships handbook Min. 3 working days needed for CEV review & approval
5	Submit the uniforms layout for Athletes (if provided) / Officials / Organiser workforce	-	Organiser	CEV Graphics / CEV BV Dept.	- 3 months	Upload files to the CEV Cloud and in line with the CEV Age Group Championships handbook
6	Produce the Marketing elements (flags, backdrops, etc.)	-	Organiser	CEV Graphics / CEV BV Dept.	3 days prior to the respective initiative - 10 days from competition for all venue elements	Upload files to the CEV Cloud and in line with the CEV Age Group Championships handbook
7	Submit the cup and trophies layouts	-	Organiser	CEV Graphics / CEV BV Dept.	- 1 month	Upload files to the CEV Cloud and in line with the CEV Age Group Championships handbook
TICKETING (if any)						
1	Present concept and ticketing policy to CEV for evaluation	-	Organiser	CEV BV Dept	- 2 months	Keep in mind that ticketing should be in line with the spectators expectations and habits and not affect the spectators attendance
TV /STREAMING PRODUCTION						
1	Provide the name of the host broadcaster	-	Organiser	CEV Marketing / CEV BV Dept.	- 3 months	Clarify whether a TV or only a streaming production is planned for the minimum compulsory production obligation
2	Submit cameras & microphones layout plan and specifications	-	Organiser	CEV Marketing / CEV BV Dept.	- 2 months	In line with instructions received by the CEV TV & Digital department
3	Submit TV/streaming production and Satellite transmitting parameters	-	Organiser	CEV Marketing / CEV BV Dept.	- 1 month	Internet transmission may be also possible in case of streaming if the conditions communicated in org. agreement document are fully met and respective tests are performed and confirmed
SECURITY						
1	Submit the security and accreditation plan (risk assessment, access, evacuation, etc.)	-	Organiser	CEV BV Dept.	- 2 months	
2	Appoint the security workforce/contractor	-	Organiser	CEV Supervisor	- 1 month	

MEDICAL & DOPING CONTROLS						
1	Appoint Medical workforce	-	Organiser	CEV Supervisor / CEV BV Dept.	- 3 months	Including both doctors and physios
2	Prepare medical equipment necessary to run the medical examinations of referees	-	Organiser	CEV Medical Delegate	Upon arrival of the CEV Medical Delegate (if assigned)	CEV Medical Delegate to share the needs latest 7 days prior to arrival
3	Providing on site facilities and necessary personnel (stewards, chaperons, etc) for samples testing (if requested by CEV)	-	Organiser	CEV Medical Delegate	- 2 months	CEV to decide case by case for testing and coordinate with respective institutions
UPON ARRIVALS OF CEV OFFICIALS – GAMES TIME						
1	Organise a General Technical Meeting (briefing)	-	Organiser	Assigned Delegate	Evening after arrival	
2	Review transportation and accommodation planning and organise a meeting with Hotel(s) Management		Organiser	CEV Supervisor	Evening after arrival	
3	Venue delivery & homologation	-	Organiser	CEV Supervisor / CEV BV Dept.	- 48 hours	As per the CEV regulations
4	Test the VIS, CEV E- Scoresheet and CEV Statistics software & hardware	VIS manual/CEV Guidelines	Competition Manager / VIS Manager	CEV Supervisor	- 2 days	
5	Check venue branding and signage	-	Organiser	CEV Supervisor /	- 48 hours	
6	Test sound systems	-	Organiser	CEV Supervisor /	- 48 hours	
7	Review arrangements for the Referee clinic, Preliminary Inquiries and Technical meetings	-	Organiser	CEV Supervisor/ CEV Ref. Delegate	- 1 day	Considering the final schedule of qualification matches if any
8	Pay the per diem to the assigned CEV Officials & neutral referees	-	Organiser	Officials concerned	- 1 day	
9	Review arrangement for TV/streaming (what applicable)	-	Organiser	CEV Supervisor	- 1 day	
10	Organise the Awarding ceremony rehearsal	-	Organiser	CEV Supervisor	The day before the Finals	
AFTER THE EVENT						
1	Organise debriefing meeting	-	CEV Supervisor	Organiser/CEV Officials on iste	Last day of the event	
2	Upload to the CEV cloud TV produced matches, video files and event photos		Organiser	CEV Comm. Dept.	+1 day	In coordination with CEV TV & Digital department
3	Send the Post Event report and materials	BV-Post event form	Organiser	CEV BV Dept.	Latest 7 days after the event	CEV contribution is wired after the reception of all documents and files by CEV

In green background / tasks completed as per 8/12/2022