



**VOLLEYBALL WORLD BEACH PRO TOUR
CHALLENGE**

**EVENT RIDER
September 2022**

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1. INTRODUCTION

The Volleyball World Beach Pro Tour (BPT) is an international competition presented by Volleyball World (VW) that brings together the top elite teams in both Women's and Men's beach volleyball. In addition to the competition, the BPT is an entertainment platform that combines sport, music, food, an interactive "Fan fest" and the beach lifestyle within a single venue space over a period of 4 days. This is an inclusive event for all ages.

Beach Pro Tour – Challenge

Competition Period		Competition Courts	
4 Days		4 Courts	
Qualification Tournament Single Elimination Format		Main Draw Tournament Modified Pool Play to Single Elimination format	
Participating Teams	Matches per gender	Participating Teams	Matches per gender
32	24	24	40

VW is responsible for the hosting and delivery of the BPT in conjunction and in cooperation with the Local Organiser. The competition and rules of the game are governed by the FIVB.

Highlights of a VW Beach Pro Tour Challenge event:

- Features a 32-team qualification tournament. 8 teams – per gender – will qualify to the 24-team Main Draw event from the qualification tournament.
- Teams coming from all over the world to compete in the event.
- Minimum of 4 competition courts plus 2 warm-up courts.
- Participation of top athletes and upcoming teams climbing up the rankings.

BPT is committed to providing a safe, eco-friendly, and inclusive environment.

This document is intended to give the Local Organiser an overview of the requirements necessary to properly and professionally present a BPT Challenge event.

This document will outline and cover the various required event production areas, and the required execution scope for the Local Organiser within those areas. Please note that some of these requirements are firm and mandated by FIVB competition regulations and don't allow for any flexibility. Those items will be made clear within this document. There are other areas of this document that allows the Local Organiser to be creative and should be adapted to local safety and building code and compliance, the time of year of the BPT Challenge event, chosen site characteristics, limitations and benefits, the host country, local customs, etc.

2023 VW BPT Challenge Rider – Appendix A – Drawing A100 is a generic sample site plan for Local Organiser's consideration and planning purposes. VW can provide this plan in AutoCAD format

so Local Organiser can visualise this plan in terms of accreditation zones, cable paths & IT drops, camera positions, security deployment, etc. Use this plan as a guide to create your own event plan & site.

It is essential that someone with good to excellent abilities in English is the main contact from the Local Organiser's team for VW from the start of the planning and for all the execution of the event.

The Local Organiser is responsible for the complete operation of the event. Below is an outline of areas of responsibility:

Local Organiser

- Site Prep.
- Site Build – infrastructure, equipment, grandstands, courts.
- Site Operations – power, IT, asset management, facilities.
- Logistics – accommodation, ground transportation, catering, accreditation.
- Operational Staffing.
- Venue Operations – ticketing, box office, volunteer program, security, wayfinding, Fan fest concessions.
- Code & Compliance, Health & Safety, Incident Management.
- Coordinate with the local federation for additional technical beach volleyball requirements and support.
- Volunteer Program.

Volleyball World will work with Local Organiser to cross collateralise as many costs as possible and coordinate bulk discounts from vendors, if possible, to reduce overall costs to Local Organiser.

All files, plans, drawings and documents for the event must be submitted in English for VW Event Operations Department approval.

2. TYPICAL COMPETITION SCHEDULE

BEACH PRO TOUR – CHALLENGE – COMPETITION SCHEDULE

Qualification Tournament							
SESSION	DATE	TIME	COURT 1	Court 2	Court 3	Court 4	PHASES
1	Day 1 (Thu)	09:00	W-QT-R32	W-QT-R32	W-QT-R32	W-QT-R32	Qualification (M & W)
		09:50	W-QT-R32	W-QT-R32	W-QT-R32	W-QT-R32	
		10:40	W-QT-R32	W-QT-R32	W-QT-R32	W-QT-R32	
		11:30	W-QT-R32	W-QT-R32	W-QT-R32	W-QT-R32	
		12:20	M-QT-R32	M-QT-R32	M-QT-R32	M-QT-R32	
		13:10	M-QT-R32	M-QT-R32	M-QT-R32	M-QT-R32	
		14:30	M-QT-R32	M-QT-R32	M-QT-R32	M-QT-R32	
		15:30	M-QT-R32	M-QT-R32	M-QT-R32	M-QT-R32	
		16:30	W-QT-R16	W-QT-R16	W-QT-R16	W-QT-R16	
		17:30	W-QT-R16	W-QT-R16	W-QT-R16	W-QT-R16	
18:30	M-QT-R16	M-QT-R16	M-QT-R16	M-QT-R16			
19:30	M-QT-R16	M-QT-R16	M-QT-R16	M-QT-R16			
Main Draw							
SESSION	DATE	TIME	COURT 1	Court 2	Court 3	Court 4	PHASES
2	Day 2 (Fri)	09:00	W-MD-PP-R1	W-MD-PP-R1	W-MD-PP-R1	W-MD-PP-R1	Modified Pool Play Round 1 (M & W)
		09:50	W-MD-PP-R1	W-MD-PP-R1	W-MD-PP-R1	W-MD-PP-R1	
		10:40	W-MD-PP-R1	W-MD-PP-R1	W-MD-PP-R1	W-MD-PP-R1	
		11:30	M-MD-PP-R1	M-MD-PP-R1	M-MD-PP-R1	M-MD-PP-R1	
		12:20	M-MD-PP-R1	M-MD-PP-R1	M-MD-PP-R1	M-MD-PP-R1	
		13:10	M-MD-PP-R1	M-MD-PP-R1	M-MD-PP-R1	M-MD-PP-R1	Modified Pool Play Round 2 (W)
		15:00	W-MD-PP-R2 (W)	W-MD-PP-R2 (W)	W-MD-PP-R2 (W)	W-MD-PP-R2 (W)	
		16:00	W-MD-PP-R2 (W)	W-MD-PP-R2 (W)	W-MD-PP-R2 (L)	W-MD-PP-R2 (L)	
17:00	W-MD-PP-R2 (L)	W-MD-PP-R2 (L)	W-MD-PP-R2 (L)	W-MD-PP-R2 (L)			
SESSION	DATE	TIME	COURT 1	Court 2	Court 3	Court 4	PHASES
3	Day 3 (Sat)	09:00	M-MD-PP-R2 (W)	M-MD-PP-R2 (W)	M-MD-PP-R2 (W)	M-MD-PP-R2 (W)	Modified Pool Play Round 2 (M)
		09:50	M-MD-PP-R2 (W)	M-MD-PP-R2 (W)	M-MD-PP-R2 (L)	M-MD-PP-R2 (L)	
		10:40	M-MD-PP-R2 (L)	M-MD-PP-R2 (L)	M-MD-PP-R2 (L)	M-MD-PP-R2 (L)	
		11:30	W-R16	W-R16	W-R16	W-R16	Round of 16 (M & W)
		12:20	W-R16	W-R16	W-R16	W-R16	
		13:30	M-R16	M-R16	M-R16	M-R16	
		14:30	M-R16	M-R16	M-R16	M-R16	
		15:30	W-QF	W-QF	W-QF	W-QF	Quarter Finals (M & W)
		16:30	M-QF	M-QF			
17:30	M-QF	M-QF					
SESSION	DATE	TIME	COURT 1	Court 2	Court 3	Court 4	PHASES
4	Day 4 (Sun)	09:00	W-SF				Semi Finals (M & W)
		10:00	W-SF				
		11:00	M-SF				
		12:00	M-SF				
		14:00	W-Bronze				Finals (M & W)
		15:00	W-Gold				
		16:00	M-Bronze				
		17:00	M - Gold				
18:00	Awarding						

See 2023 VW BPT Challenge Rider – Appendix B – Event Schedule for event schedule example.

Flexibility regarding number of competition days and competition courts may be applied to the Competition Schedule. A proposal must be submitted 180 days in advance and later approved by VW.

3. VENUE & SITE

The choice of a site is essential for a well-executed event. VW understands all sites will have different challenges to overcome and will vary in size and shape. VW Event Operations Department will be involved with site selection and final approval, including a site visit if deemed necessary by VW. In case a site visit is requested by VW, all costs with accommodation, transportation and catering must be covered by Local Organiser for a maximum of 5 VW representatives.

The Local Organiser will be responsible for all relevant permits and adhering to local regulations related to the event. Items to consider when selecting a site are:

- Event footprint should be in the range of 5,000 to 15,000 square metres.
- Areas to include competition courts, warm-up courts, athlete areas, media areas, public grandstands, Fan fest, sponsorship activations, hospitality, merchandising, food and beverage services, VIP, parking, etc.
- The positioning of the grandstand(s) and playing courts in relation to the sun position during daylight hours.
- The positioning of the grandstand(s) and playing courts in relation to local sights, topography, views, etc.
- Existing, available, and useable site infrastructure (i.e., power, water, buildings, offices, internet, seating areas, etc.)
- Smooth vehicular access for trucks, heavy equipment, TV broadcast vehicles, emergency vehicles, VIP needs, etc.
- Available parking and staging areas for set up and event operations.
- Proximity to hotels, airports, city centres, public transit, fan parking, etc.
- Available historical wind & weather anomalies.
- Sustainability and environmental impact – “Leaving No Trace” at end of the event.

3.1. VENUE, SITE PLAN & FACILITIES

See 2023 VW BPT Challenge Rider – Appendix A – Drawing A100 for a generic site plan for reference. The plan submitted to VW Event Operations Department for approval should be AutoCAD generated, in English, to scale, and should include:

- Centre Court competition area with a seated grandstand.
- Athlete warm-up courts x 2.
- Fan fest area with proposed interactive activities & activations is highly recommended to attract spectators to the site.
- Sponsorship booths / exhibition areas equipped with points of sale (POS) are highly recommended to attract spectators to the site.
- Designated FIVB / VW / Local Organiser office space. See site plan and requirements.
- Media Platform (covered area) – Must be located on Camera 1 side.
- Mixed zone area (covered area) – Must be located on Camera 1 side.
- Separate DJ & MC area and cover / protection for all weather (rain and sun). The area must be visible to all fans – Must be located on Camera 1 side.
- Dedicated production booth (operation of flights, sound, entertainment) – Must be located on Camera 1 side.
- Sound, light, and video projection towers, as needed.
- Parking area for television broadcast truck(s) and support vehicle(s) near Centre Court.
- Back-of-house / athlete-only areas / catering area.

- First Aid locations.
- ATM locations.
- Proposed site & court lighting for dusk hours.
- Parking areas (both public and event-related).
- Restroom facilities for public, athletes, staff, volunteers, etc.
- Food and beverage services for public.
- Merchandising areas.
- VIP.
- Emergency lane(s) within event site as required by local fire, police, ambulance services.
- Power & cabling runs.
- Required fence lines.
- Required security barricade lines.
- Ticket offices.
- Public entrance and exit flow, with arrows demonstrating same.
- Event equipment storage areas, etc.
- Backup power generators.

Deadline for Complete CAD site plan to be submitted to VW for approval no later than 120 days before event. Plan must include all event area, site items and stakeholders flow. Please note that the venue, including toilets, catering, power and WIFI must be fully completed 3 days before the first match.

3.2.POWER

Sufficient power must be provided on the site to present the BPT event. Shore or existing venue power is preferred when clean power can be guaranteed, however, if temporary silent-run generators are to be used, Local Organiser should ensure that acceptable redundancies with transfer switch are planned for in addition to planning for refueling times, the hiring of generator operators, exhaust fumes, etc. must all be planned for. Minimum estimated power needs are:

- 1 @ 125 amp, 3 phase, 220v for site audio system.
- 2 @ 400 amp, 3 phase, 220v for site lighting system.
- 1@ 200 amp, 3 phase, 220v for site video system.
- 1@ 200 amp, 3 phase, 220v for site offices.
- 1@ 200 amp, 3 phase, 220v for food and beverage services.
- 2 @ 400 amp, 3 phase, 220v for TV / Broadcast (two trucks).
- 3 AC Power outlets per Official Scoring table – per court.
- 1 AC Power outlet at the Scouting Camera position – per court.

FOP Technology Energy – All network equipment and FOP technology power outlets must be powered through a UPS system to avoid service disruption in case of power variation or outage.

Exact power, cabling, and cable matting plan to be determined in consultation with Local Organiser's contracted electrician. Additional power may be required for sponsorship and VIP activations; a rate card for bill back charges will be established and approved by VW. All power needs to be confirmed with VW Event Operations Department during event advance.

Power must be on and running 3 days before the competition starts

Deadline for submission of power plan and rate card to VW for approval is 60 Days before event.

3.3.OFFICES / TRAILERS / TENTS

For planning purposes, Local Organiser should plan to accommodate the following “back of house” (BOH) requirements for on-site production space needs. The below-noted areas may be existing rooms within a structure already on the site, may be short-term portable trailers / office containers or finally, all weather tents with walls on all 4 sides and flooring. Tents should only be considered if there are no other viable cost-efficient options. The usage of tents must be approved by VW Event Operations Department and all tents must have an accompanying inclement weather plan.

All rooms – at a bare minimum:

- Must be available as of 4 days before competition starts.
- Must be climate controlled – air conditioning / heat.
- Must be outfitted with tables, chairs, power outlets, refrigerator.
- Must have stable internet / WIFI. (See IT).
- Must be lockable or lockers must be provided. Job box may also be an option.
- All athlete-related areas should be near Centre Court.
- VW office must have a colour printer with paper and ink, plus office supplies (sharpies, tape, scissors, etc.)

Detailed office furniture, fixture, and catering plan – per room – shall be developed in consultation with VW Event Operations Department during event advance. Required rooms/ offices with approx. size all subject to change and approval:

- Athletes Area – 70 m². It must include:
 - Athlete Lounge – 40 m²
 - Athlete Locker Room (1 per gender, including shower, toilets) – 30 m²*The athletes area may be reduced if hotel is attached to the venue. This adjustment must be approved by VW,
- Athlete Medical Area – 20m²
- Physiotherapy Room – 20 m²
- Anti-Doping Control Area – 40 m²
 - 25m² – waiting room
 - 15m² – sampling room
 - 2 toilets – 1 per gender
 - Lockable refrigerator with sealed soft drinks and water
- Referees Area – 50m²
- Local Officials Area (line judges, etc.) – 30m²
- Volunteer’s Area – 30m²
- Entertainment & Engagement (E & E) Office – 30m²
- VW/FIVB Production Office – 30m² – Must be equipped with:
 - Colour printer
 - WIFI
 - Office supply
 - Refrigerator
 - Snacks
- Local Organiser / Site Operations Office – 40m²
- Transportation Office – 20m²
- Security Office – 30m²

- Accreditation/Ticketing Office – 20m²
 - This area should have windows to manage walk up and customer services
 - This area should have dedicated security
- Vendor Office – 30m²
- Asset Management Office – 50m²
- Athlete Catering Area – 50m²
- Staff Catering Area – 70m²
- Media Centre – 50m²
 - A minimum of 1 laser printer
 - 1 Noticeboard (min. 2m x 1m)
 - Television screens with TV coverage of the international feed or the domestic feed and event information
- Public First Aid Area – 30m²
- Disposal and Machinery / Storage Room – 100m²
- Broadcast equipment secured storage room – 10m²

3.4.GRANDSTANDS, TRIBUNES & STRUCTURES

STRUCTURE REQUIREMENTS:

- The structures must meet European / North American building codes & standards or the local equivalent.
- Construction and assembly must be done by an authorised licensed company.
- There must be a complete sign-off by an accredited structural engineer.
- If VW considers the site, structures, or plans to be unsafe at any time, VW has the right as per hosting contract to postpone or cancel event.

All permits and engineering stamped drawings and approvals should be submitted to VW Event Operations Department no later than 10 business days before start of site build.

3.4.1. Centre Court Grandstand

There are several options for laying out the centre court grandstand based on location, event requirements and local building codes.

Minimum capacity of Centre court grandstand is 500 people.

As reference, around 70% of capacity should be general admission (mainly camera 1 facing) and the remaining 30% should be offered as VIP/hospitality experiences (non-camera facing)

Example of VIP experiences can be:

- Covered seating with standing room areas behind the covered seating areas
- Elevated levels of standing room & high-top tables. Covered bar service
- Box seating
- Courtside seating

Seat kills for coaches/medical staff: Coaches and medical staff from the teams playing the current match shall have designated seats either on Area 1 or on Area 2. Total quantity shall be below:

- 2 seats per team (coaches) – short side
- 3 seats per team (team medical staff) – behind athlete's bench.
- Same should apply to secondary courts.

See 2023 VW BPT Challenge Rider – Appendix A – 3D drawings (last images) All locations and markets will present differently this is just a guide. However, we encourage consultation with the VW team for grandstand layout and VIP areas.

3.4.2. Second, Third and Fourth Court

- General admission section --No bleachers are required for the secondary court.
- Courtside seating is encouraged.

Final grandstand plan should be submitted to Volleyball World 14 days before tickets go on sale.

3.5.KEY SITE & FACILITY PLANNING REQUIREMENTS

- All power / IT / infrastructure cabling that runs along high traffic areas must be covered with cable matting. Any cabling in public areas needs to be covered with accessible cabling matting.
- Cabling must be done and ready 4 days before the competition starts.
- Public toilet units should be 1 toilet for every 100 people with 20% of the total number of toilets being deemed accessible in nature. Or meet local regulations, VW can advise on gender breakdown.
- Separate back of house toilets should be provided for Athletes / Medical Staff / Officials & Referees / Event Staff, etc. Additional toilet facilities may be required for Food & Beverage requirements based on local regulations.
- All toilet facilities should also include access to sink, soap & garbage containers.
- Showers are required at / near the athlete's area. One shower required for each gender.
- A minimum of one ATM should be available within the event site.
- Using local guidelines, smoking should only be permitted in a fenced area 6 metres from all other structures, and must be approved by VW.
- All structures, areas and pathways are to meet local fire and building code.
- The entire site must have lighting coverage of a minimum of 100 LUX during darkness hours.
- An area within the site should be designated for storage of equipment and machinery.
- The site should be completely enclosed by 2.5m event fencing covered with screening material.
- The use of temporary barricades should be used for line cueing.

Cabling plan, that outlines where the cables (LED, TV, FOP technology, etc.) will be running in the venue and how those cables will be secured using cable mats, etc. to ensure health and safety of the participants, should be submitted to the VW Event Operations Department 45 days prior to the start of the event.

3.6.PARKING & PUBLIC TRANSIT

It is important to consider the number of parking spots within an acceptable distance of the site for event shuttles, vans, runners' vehicles. Patron parking for the event is also an additional source of revenue for the organiser and can be used to enhance VIP packages. Public transit access should always be taken into consideration when choosing an event site.

3.7. CAMERA PLATFORMS

- All camera platforms must be covered from weather. Umbrellas may be used.
- Camera platforms should be built by the Local Organiser as per the specifications outlined in section 12 of this Rider.

See 2023 VW BPT Challenge Rider – Appendix A – drawing A100 for Camera Platform positions.

To be confirmed and approved with VW Event Operations Department 14 days before ticket on sale.

4. FIELD OF PLAY/ COURTS

The Local Organiser is responsible for the set-up of the competition area in accordance with the FIVB Official Beach Volleyball Rules. Orientation is to be considered for the angle and direction of the sun at different hours during the day of the season, especially during the TV-produced matches. The sun should face main TV cameras to minimize shadows. In areas with strong winds, stadium structures must be orientated to protect the centre court and the side court. Position will need to be approved by VW Event Operations Department.

4.1. COURT CONSTRUCTION

Local Organiser is responsible for the set-up of the competition area in accordance with the FIVB Official Beach Volleyball Rules. **Note this is the most important part of the event set up. The court must be created exactly as per FIVB specifications and measurements.**

Dimensions:

A playing area of minimum 26m to maximum 28m X minimum 18m to maximum 20m and no obstruction lower than 12.5m must be set up with the following measurements:

Drainage of the court under the sand must be implemented by both grading the earth properly and even installing a surface below the sand to promote drainage. The drainage point should lead away from the court at the lowest point, taking care of not trapping the water on the court or in a puddle just outside the court. The sand on the court must be contained by a safe structure to hold the sand in place, that doesn't provide any harm or cause injuries to the athletes. In addition, the stands structure must be covered and black in colour to provide contrast with the sand. The suggested boundary between the sand and surrounding surface should be soft, like rubber expansion joint material.

A cable way (with a section of at least 5 cm or 5 cm) should be provided between the official table and the net pillar in order to insure the connectivity and power of the net camera and the net microphone.

See 2023 VW BPT Challenge Rider – Appendix D – Technical and Boards Court Layout for court specifications

4.2.SAND

Local Organiser is to secure sand to equip competition and warm-up courts as per the specifications set by the FIVB:

Name	Particle Diameter	Spec. (% ret. on sieves)
Gravel	> 3.35	0%
Fine gravel	2.0- 3.35 mm	0%
Very coarse sand	1.0 mm – 2.0 mm	0% - 6%
Coarse sand	0.5 mm – 1.0 mm	Min of 80% - Max of 92%
Medium sand	0.25 mm – 0.5 mm	Min of 80% - Max of 92%
Fine sand	0.15 mm – 0.25 mm	Min of 7% - Max of 18%
Very fine sand	0.05 mm – 0.15 mm	Not greater than 2.0%
Silt and clay	< 0.05 mm	Not greater than 0.15%

These requirements related to the particle sizes allow for excellent drainage properties and must be met to successfully provide a well-drained and non-compacted playing surface in adverse weather conditions. **The sand on the court should be at least 40cm deep.**

The recommended sand requirements for Beach Volleyball court installations will also have the following physical properties:

- Be naturally weathered.
- Be sub-angular/rounded.
- Not be acquired from a crushed rock source.
- Free of organic and deleterious materials; free of shells and coral.
- The acceptable sand colour is an aesthetically pleasing, non-glaring colour, preferably tan, cream, off-white, beige, blonde or pale brown.

FIVB sands specifications sub-angular particles increase the soft texture of the sand and the safety of the athletes (less abrasive than angular particles). Contaminants change the physical properties of the playing surface and potentially result in an injury or non-playable court surface.

Consult with VW Event Operations Department for sand options during the early stages to ensure the best possible outcome for this important aspect of the competition. If natural sand is used, it must be cleaned and raked for any debris on a daily basis on all event courts. A metal detector is highly recommended.

Sand used at FIVB Beach Volleyball events must be evaluated by FIVB's Official Sand Laboratory see below:

Hutcheson Sand and Mixes.

Technical Lab

1265 Aspdin Rd

Huntsville ON

P1H 2J2

T +1 (705) 788-0407

lab@hutchesontech.com

Procedure

- Reach out to Hutcheson to let them know you will be sending samples to them.
- Send a photograph of proposed sand and upon their feedback move to next step.
- Fill out the form *and* send a sample to Hutcheson. Do not put a value on the shipment. *See Appendix E – Challenge Rider – Sand Submission Form.*
- First two sample tests are free and after that, each test is \$125 CAD.
- Although not a requirement, at any time the Local Organiser may retain Hutcheson to consult and/or supply sand at their own cost.

Hutcheson Sand and Mixes are a recommended vendor. Any other Sand Laboratory must be approved by FIVB and VW.

Samples and Lab reports should be approved by Volleyball World 60 days prior to event.

4.3.NETS

The setup of the FIVB Official Net System will follow the relevant guidelines. *See 2023 VW BPT Challenge Rider – Appendix C – Net Setup Layout.*

4.4.LIGHTING SYSTEM

In order to encourage attendance and to promote the entertainment aspect of the sport, VW strongly suggests to hold day and night sessions and specifically having night sessions on each day of competition except for the final day where an afternoon finish is acceptable.

For tournaments with night sessions, the lighting system must provide a minimum of 1500 lux, equaling illuminated measuring 1 meter above the sand. It should also light the spectators. The lighting structure must be engineered and wrapped in event branding.

The lighting system should be ready for the appropriate testing with FIVB and broadcast dept at least 3 days prior to the start of the event.

4.5.FIELD OF PLAY (FOP) EQUIPMENT

4.5.1. Equipment provided by VW, FIVB and their sponsors:

- Mikasa balls.
- Uniforms – FIVB delegates, FIVB referees, line judges, scorers, ball kids and rakers – Total number to be communicated by VW.
- Uniforms – athletes.
- FOP technology VIS results, E-Scoresheet software and hardware (computer/tablets for e-scoresheet operation)
- Computer for scoreboard and clock countdown system.
- Video cameras for team video services – 4 x video cameras, static position.

Any and all charges, customs, duties, levies, VAT and taxes which may be applicable in respect of the provision, freight, delivery, installation and use on site of the any system, equipment (including the FOP equipment to be provided by VW under this section) is borne by the Local

Organiser. It is understood that Local Organiser shall also bear accommodation and travel costs for the technicians responsible for the set-up and maintenance of such equipment.

4.5.2. Equipment provided by Local Organiser:

- Net System assistance for competition courts may be arranged by VW if needed – each net system includes 1 x net; 2 x antenna and court lines; 1 x referee chair and pads; 2 x posts and pads, and 2 x post bases.
- Net and net system (non-branded) for warm-up courts.
- Hardware and FIVB trained personnel to run the VIS.
- Lite scoreboard equipment for all courts.
- Courtside LED digital display surrounding 3 sides of the court for Centre Court. – see “Production”. These boards may also be static boards instead of LED.
- 2 large LED screens integrated into Centre Court grandstand design with ability to display the match scores.
- Courtside static boards surrounding 3 sides of the court for second court – see “Production”.
- Ground level Manual scoreboards x 2 for all side courts.
- Sport lighting with minimum level of 1500 LUX for each competition court and training court.
- Sound and lighting – See “Production”.
- Rototiller machine.
- Sand leveling – rakes (Min 4x per competition court).
- 4 x Chairs, 1 x table, 1 x big standalone umbrella per competition court for scorer table.
- 10 x Stools per competition court for ball kids and rakers.
- 2x Player's bench, 2x cooler, 2x big standalone umbrellas for athlete's area.
- 1 x Ball Inspection Kit – including ball circumference measuring device; weight measuring device; and air pressure gauge.
- Flag poles and flags of the participating countries plus FIVB and VW flags to be installed in the top of the grandstands, as required.
- Barricades in the sand may be used as static boards.”
- 4x standalone umbrellas for the camera platforms per competition court.

Please note: VW will work with Local Organiser to cross collateralise as many costs as possible from FOP technology and equipment to reduce costs.

LED specifications should be submitted to Volleyball World 150 days prior to event for approval.

4.6. MEDICAL

Medical & Anti-Doping Regulations are enforced. During the competition, Local Organiser must provide medical assistance for the athletes, including:

- Medical room requirements:
 - bed(s) and stretcher(s)
 - basic medical materials and equipment – Emergency equipment and materials
 - defibrillator and oxygen
 - equipment to assess and treat dehydration and hyperthermia
 - ice machine
- Local doctors
 - Local doctor is required to be on site as early as organizers open the venue at least one day prior to the start of competition (trainings included)
 - Local doctor is needed from 1 hour prior to the first official training to 30mn after the last match
 - Local doctor should be competent in sport medicine and/or trauma/orthopedist
- Physiotherapists
 - 1 per competition court with a minimum of 2 physio permanently in the venue
 - Physiotherapist should be there at least 1 day before the official start of competition for setup
 - 1 hour before the first official training to 30mn after the last match
 - Physiotherapist should have experience with sport and injuries related to athletes
- Ambulance
 - Ambulance equipped for advanced cardiopulmonary resuscitation (including defibrillator), available as from the first competition day, as close as possible to the venue and on the same side as the medical area.
- All spaces must be protected from the open air and climate-controlled.
- Access to accredited team physiotherapists and doctors on site.
- Affiliation with nearby hospitals for emergency specialist care and hospitalization:

Local medical team must be present at the venue for the Venue Dress Rehearsal/Test Match, to rehearse a medical emergency in the court.

Local Organiser will bear COVID-19 protocol implementation costs as per the 'cost attribution' in the 2023 FIVB COVID-19 Protocol.

Event Medical Services and Procedures, COVID-19 protocol, and the list of doctors and health care professionals must be submitted to VW and FIVB Medical Department for approval by no later than 60 days prior to event.

4.7. ANTI-DOPING

Agreement to conduct doping controls on behalf of the FIVB with national or other anti-doping organisations and any expenses related will be under the responsibility of VW.

- A self-contained space divided into 3 sections:
 - 25 m² waiting room.
 - 15 m² sampling room.
 - 2 toilets (1 per gender).
- The waiting room should be well supplied with refrigerated sealed bottled soft drinks and water.
- Equipped with a lockable refrigerator and/or a lockable room.

5. PRODUCTION

The Local Organisers will provide the following production elements.

5.1. SOUND

A high quality, well-tuned sound system capable of 95 dB of undistorted sound, is to be provided for announcer's commentary, music playback, DJ, video content, fan interaction experience and emergency messaging. Speakers to cover entire venue, additional coverage may be required in VIP areas, under balcony, additional floor seats and Fan fest. The following will also be required:

- DJ equipment & set up with playback monitor.
- Wireless microphone package for DJ, MC and host.
- Monitors and/or sound foldback as required.
- Ability to integrate into live feed of broadcast truck.
- A clear com system with wireless units x 10 – with ability to integrate into the broadcast communication.
- Speakers needs to be able to facilitate sound frequencies at 17-19.5KHz.
- If a flown system cannot be obtained please contact Volleyball World immediately to discuss ground stack options.

Specifications available upon request

5.2. LIGHTS

Lights provided at the venue must achieve the competition lighting and sport presentation/entertainment lighting requirements. Existing venue light might be used for competition if it fulfils certain criteria. Lighting must be rigged. A lighting plot and gear list will be provided upon request.

If existing lights are to be considered for competition, the following is required:

- Competition court lighting should be a minimum of 1500 LUX flat, across the whole field of play and suitable for broadcast.
- 1000 Lux over the spectators.
- The venue should be able to control the intensity of individual lamps or groups of lamps to achieve the desired lighting balance for the event and for television.
- Atmosphere & Architectural lighting of venue for fan and broadcast enjoyment.
- Broadcast specials for athlete areas on court, scorers table, and hosting position.
- Architectural lighting for VIP areas.
- Player's entrance.
- Any matches that happen dusk or later will require additional court lighting. This lighting should come from a minimum of 6 points where possible. 4 corners and each long side of court. They must be at a height that allows for complete even coverage of the FOP including free zone but not create a glare for players within their eyeline.

Local organiser will bear the costs of providing competition lights and sport presentation/entertainment lights as per the requirements outlined in this section, if applicable.

5.3.VIDEO

The video requirements will be confirmed and approved by the VW Event Operations Department as needs fluctuate:

- 2 large LED screens integrated into centre court grandstand design with ability to display the match scores and fan engagement aspects such as fan cam and DJ cam.
- Courtside LED digital display surrounding 3 sides of the court, for centre court. The LED panels should fulfil the following specifications:
 - Images:
 - Panels to support JPEG, EPS, AI and PSD file formats.
 - Minimum required pixel resolution need to be 48 pixels high x 640 pixels wide per sponsor ad.
 - Controller System:
 - External controller software overlay possible with data redundancy.
 - Default graphics storable in panels in case of total data connection loss.
 - At least 2 spare cabinets in set-up, location freely configurable.
 - Operating system shall be able to run static images and animated graphics simultaneously.
 - Power and Cabling:
 - Rubber louvers and rubber padding (impact protection) to protect players from injury.
 - All exposed cabling (incl. data cabling) must be protected.
 - Power loss must be limited to one cabinet – not tolerable to affect other cabinets.
 - Fully backed-up power/two independent power sources preferred. Examples of current power requirements: 2 x 125A / 4 x 63A versus 4 x 125A / 8 x 63A.
 - Size:
 - The above courtside LED must have maximum 50cm height.
- Playback monitors for MC, DJ-& production table.
- Dedicated static DJ Cam for DJ position.
- Video truck for Fan Fest area with broadcast feed, if applicable.
- Monitors on stands for placement throughout office and back of house areas x 6 (approx.) with broadcast feed. Distribution to be confirmed.
- May require additional IMAG, if applicable based on venue size.
- Will need control of any inhouse LED panels / screens.

There must be one central control service / switcher with the ability to control the following:

- Courtside LED
- Scoreboards
- Giant screens

It must also be capable of multiple inputs from multiple sources for all data, images, graphics, scoring and content being provided by Broadcast TV, Inhouse E&E sources, graphics and scoring.

The images that are shown during the points shall distract the least as possible the game and must not show players hand signals. VW will provide feedback and guidance closer to the event.

***Please note that a dedicated covered production booth / production area must be provided (see 3.1 Venue, Site Plan & Facilities) for sound, lights and entertainment. Location for the MC out of the Field of Play will be required (VW will provide technical production guidelines with specifications)**

All production elements to be submitted for Volleyball World approval 60 days prior to event.

6. ENTERTAINMENT & ENGAGEMENT (E & E)

VW will develop an entertainment plan in conjunction with Local Organiser that includes venue technology and digital engagement, content management, crowd engagement, and live performances by musical artists at the competition court and sufficient sports presentation and entertainment personnel, such as a venue host & MC.

Local Organiser to provide:

- MC's (they should speak English and local language and need to be neutral) to be approved by the VW.
- DJ to be approved by the VW.
- E&E coordinator
- Show caller / Stage Manager
- Assistant Stage Manager
- Runners
- Volunteers x 4
- Floor Manager
- LED panels and Giant screen operators
- Video Switcher operators
- Lighting operators
- Sound system operators
- Camera personnel – inhouse system only
- Stage hands
- Infrastructure & equipment – see production.

VW to provide:

- Graphics content for all screens.
- Lighting and projection design support
- On Site support to oversee execution.
- Additional International DJ – TBC
- Additional International MC – TBC
- Fan engagement app – VW App

Special Effects:

- Any special effect for competition or award ceremonies must be approved by VW.

VW will provide E&E guidelines, which will include pre match protocol, light shows and pre-game activations, with specific plan.

All E&E aspects to be submitted to Volleyball World for approval 30 days prior to event.

7. VENUE OPERATIONS

A daily operational meeting must be organised with participation of Local Organiser, with VW representatives and all relevant stakeholders.

7.1. STAFFING

7.1.1. Core Staff

The Local Organiser will submit an event organizational chart with key event personal to VW Event Operations Department for approval. Every event and location will have different variables and staffing needs, the Local Organiser is responsible for the complete operational staffing of the event outside of the following:

- FOP – FIVB international officials and delegates.
- Broadcast.
- Sponsorship activations.
- VW Event Operations supervision.

Local Organisers are responsible for a portion of the Per Diem of the above staff (if applicable)

7.1.2. Other Event Staff

Outside of the core event staff, the organiser will need to contract the following:

- Accreditation Centre
- Box Office
- Ushers & Ticket Takers (volunteers can be utilised).
- General first aid services for public.
- Advanced first aid for Field of Play (FOP) and Back of House (BOH).
- Information booth (volunteers can be utilised).
- Wayfinding guides.
- Parking attendants (as required).
- Stagehands.
- Site crew.
- Cleaners.
- Concessions.
- Merchandise sellers.
- Host / hostess.
- Transportation / drivers / runners.

7.1.3. Volunteers

Volunteers are a huge part of the FIVB, Volleyball World and the sport. It is essential for the Local Organiser to create a volunteer program. They can be used for things such as ball kids, ushers, chaperones, ticket takers, information booth, wayfinding, etc. All volunteer positions must be approved in advance by VW Event Operations Department. The following allowances should be made for the volunteer program:

- Dedicated coordinator.
- Uniforms (e.g., minimum t-shirt & hat).
- Snacks / meals as required.
- Transportation reimbursement to and from venue.

See 2023 VW BPT Challenge Rider – Appendix F – Volunteers and local staff breakdown

Key staff, event organisational chart should be submitted for Volleyball World approval 90 days prior to event. Vendors and labour providers should be submitted for Volleyball World approval 60 days before event.

7.2.IT

The entire site must have a dedicated main Internet link capable of delivering the services listed below:

- The entire site requires the following protected **WIFI** with their respective bandwidth allocation:
 - VW Beach Pro Tour 20 Mbps
 - VW Beach Pro Tour – Athletes 20 Mbps
 - VW Beach Pro Tour – Officials 20 Mbps
 - VW Beach Pro Tour – Media 50 Mbps
 - VW Beach Pro Tour – VW Office 50 Mbps
 - VW Beach Pro Tour – VW Official Media 50 Mbps
- **Scorer table** requires 2 x RJ-45 internet connection of guaranteed 10 Mbps up-speed per court
- **Scout Cameras** requires 1 x RJ-45 internet connection of guaranteed 10 Mbps up-speed per court
- **Team Video Service Computer** requires 1 x RJ-45 internet connection of guaranteed 50 Mbps up-speed – Located at the Athletes lounge
- **Media Centre** requires 10 x RJ-45 internet connection of guaranteed 8 Mbps internet up/down-speed each
- **Referees' Area (tablets operation)** requires 4 RJ-45 internet connection of guaranteed 10 Mbps internet up/down-speed each
- **Box Office** requires 1 x RJ-45 internet connection with 5 Mbps up-link, if any
- **TV Compound** needs 1 x RJ-45 connection of guaranteed 200 Mbps up / down

The network equipment must have the capacity to provide QoS allocation in order to guarantee vital bandwidth to important competition services, such as **Broadcasting and competition data collection**.

There must be a backup internet link with an automatic switch in case of service disruption with the main link.

These are the requirements of Volleyball World to effectively run its operations on site. The Local Organiser must ensure that any operation of their responsibility is taken into consideration prior to the network implementation plan is defined. This network plan must be up and running 3 days before the event starts.

Technology and network support during the competition

The OC must provide support to any technology provided by them, as well as for the network and internet connections.

The support must be in place from MD-3 and during the entire competition in the following format:

- Stand-by / Local support during the venue setup while work is being done in the venue
- Local support every competition day from -2h before first match starts until 30m after last match

Support contact must be informed to VW team prior to MD-3

The final specifications of the Venue WIFI networks and cabled connections must be sent to and approved by the Volleyball World Technology and Digital Departments prior to implementation 60 days prior to event.

7.3. WAYFINDING & SIGNAGE

All signage must be designed to ensure it will withstand weather and wind. For signage such as grandstand screening / blow-through wrapping, the material must be considered for any engineering calculations of the structures. Please ensure that signage is included in any risk management weather plan. It is imperative that wayfinding signage is made a priority through the event site.

Directional signage must incorporate the event branding and the plan has to be submitted to VW for approval prior to production and no later than 60 days prior to the event.

7.4. CLEANING & SOLID WASTE

Please ensure that there is a comprehensive cleaning and solid waste management plan. This plan should include grey water disposal. Dumpsters will be required throughout the site build, event and load-out. 24 hours pick up / drop service may be required. The plan should consider the following:

Front of House (FOH)

- Contracted cleaning of public areas, food areas, toilets, parking lots, outside of venue entrances, grandstands.
- The cleaning schedule to reflect crowd traffic breaks between matches.
- A complete wet down may be necessary for F&B areas on a nightly basis.
- Ample supply of waste, recycling & compost containers through the FOH areas.
- Budget for a general site cleaning before opening to public and after loading-out.

Back of House (BOH)

- Contracted cleaning of office trailers, food areas, locker rooms on a daily basis.
- The cleaning schedule to reflect workflow of staff and athletes.
- Ample supply of waste, recycling & compost containers through the BOH areas.

Cleaning & Solid Waste plan to be submitted to Volleyball World for approval no later than 30 days prior to event.

7.5. VENUE & SITE EQUIPMENT

A list of some heavy equipment considerations. All subject to advance with VW Event Operations Department.

- Forklifts (with extensions).
- Hand pallet truck.
- Telehandler (skyjack forklift).
- Telescopic boom lift.
- Scissor lifts.
- Telescopic site lighting per local needs.
- Golf carts (one golf cart per court plus 1 extra).

Propane cage.

Various other items to consider; Tables, chairs, garbage cans, fire extinguishers, mops, brooms, coolers, locks, tools, work lights, extensions cords, power bars, tents, road cones, sandbags, fans, dollies, sash cord, first aid kits, bull horns, tarps, flashlights, etc.

7.6. ASSET MANAGEMENT

Various items will need to be shipped days and weeks before event. Please ensure you have approx. 75 square metres available for storage. This will also act as a shipping and receiving office. Volleyball World will need the shipping information to be provided by the Local Organiser through the online Sport Equipment Delivery Form.

The online form can be found on the following URL:

[VW-BPT-2022-Sport Equipment Delivery Form \(alchemer.com\)](http://alchemer.com/VW-BPT-2022-Sport-Equipment-Delivery-Form)

On-site a variety of items will need to be distributed and returned daily. The Asset Management office needs to be always staffed and lockable. A log needs to be kept of everything arriving and departing.

The online Sport Equipment Delivery Form must be completed 150 days before the start of the event.

7.7. SECURITY

Local Organiser must contract a licensed security company. The site is to be secure 24 hours a day from the beginning of load-in to the end of load-out.

Security deployment ("Dot Map Plan") will be developed in consultation and approval of VW Event Operations Department and must meet local requirements. *See 2023 VW BPT Challenge Rider – Appendix A – Drawing A200 for example.*









In addition to the security plan, it is recommended to have police presence on-site during the event to complement the above plan. This will be subject to local regulations and practices and will be discussed and approved by VW.

The local security supervisor must attend the Ops meeting organised by the Local Organiser, with VW representatives.

Security Dot plan to be submitted to Volleyball World for approval no later than 30 days prior to event.

7.8. ACCREDITATION

From the beginning of load-in to the end of load-out all personal should have visible accreditation. The accreditation matrix will be developed and approved in conjunction with VW Event Operations Department. Accreditation provides identity as well as access control. There can be no security plan without an accreditation zone map. See below for some suggested zones and *2023 VW BPT Challenge Rider Appendix A – Drawing A300* for example zone map.

 <p>ALL ACCESS</p>	 <p>STAFF</p>	 <p>MEDIA</p>	 <p>BROADCAST</p>
ALL ACCESS	STAFF	MEDIA	BROADCAST
<ul style="list-style-type: none"> • ALL AREAS ACCESS • CAN ESCORT 	<ul style="list-style-type: none"> • FOH + BOH ACCESS • MEDIA AREA ACCESS • TEAM AREA ACCESS 	<ul style="list-style-type: none"> • FOH ACCESS • MEDIA AREA ACCESS 	<ul style="list-style-type: none"> • FOH + BOH ACCESS • BROADCAST AREA ACCESS
 <p>SUPPLIER</p>	 <p>TEAM</p>	 <p>VOLUNTEER</p>	 <p>GUEST</p>
SUPPLIERS	TEAM	VOLUNTEER	GUEST
<ul style="list-style-type: none"> • FOH ACCESS 	<ul style="list-style-type: none"> • FOH + BOH ACCESS • MEDIA ACCESS • TEAM AREA ACCESS 	<ul style="list-style-type: none"> • FOH + BOH ACCESS • MEDIA AREA ACCESS 	<ul style="list-style-type: none"> • FOH ACCESS • ACCESS TO BOH IF ACCOMPANIED BY AA OR STAFF

Field-of-Play access can be granted by adding stickers or special markers to the required accreditation cards.

All accreditation cards must have the photos of the participants.

Local Organisers are responsible to produce the accreditation cards locally. VW will provide the data and photos for its Officials, Staff and participating Teams.

Accreditation plan should be submitted to Volleyball World no later than 60 days prior to event for approval.

7.9. COMMUNICATIONS

Radio communication within the entire site will be always required, as a health and security requirement. The Local Organiser will develop a radio matrix and submit it to VW Event Operations Department for approval. Please ensure the following:

- Ample coverage for signal throughout the site.
- Any locally required frequencies/ licenses must be secured.
- 30 radios with 12 channels per radio minimum.
- At least 2 batteries for each radio and multiple charging stations.
- If used for transport, ensure city-wide coverage i.e., repeater channels.

Additional wireless clear-com (see production) are needed for the following areas:

- Field of Play
- Entertainment & Engagement
- Broadcast

The Local Organiser will develop a radio matrix and submit it to VW Event Operations Department for approval no later than 30 days prior to the event.

7.10. WATER

A water source will be required on-site for the following:

- Wet down of FOP sand for all competition and warm-up courts
- Possible wet down of F & B area nightly.
- Cleaners.
- BOH Showers.

7.11. PEST CONTROL

Depending on location of the event it may require hiring a company to supply a “bird of prey” to be positioned as a deterrent for nuisance birds. Having one of these birds on-site discourages them from flying and landing around the FOP and disturbing match. Location options should be discussed with pest control company and VW Event Operations Department.

7.12. LANGUAGE & TRANSLATION

The site wayfinding signage should be universal; pictograms & symbols are encouraged. If language is required and depending on local regulations, you may need various translations.

If the event is taking place in a non-English speaking country the following will be required:

- 1 x translator for VW staff for load-in and load-out days.
- 2 x translators for VW Staff / BOH operations / Security on all event days.
- The positions above may be filled with volunteers

7.13. FAN FEST

The Fan engagement area should include vendors, sponsors, family-friendly activities, exhibits, merchandising and concessions. It can also host PR activities to attract public and media interest, such as autograph sessions, meet & greet, contests. This area is highly recommended to attract spectators to the site.

7.14. MEDIA

7.14.1. Media Centre

- Close to the centre court
- Accommodates 30 media representatives (Approx. number. TBC with Media department)
- 6-person head table, chairs, microphones and water, upon request
- Official event backdrop, upon request
- Power
- Minimum of 1 laser printer
- 1 Billboard (min. 2m x 1m) with constantly updated match results and details of next matches
- WIFI & hard lines see IT section
- Television screens with TV coverage of the international feed or the domestic feed and event information
- English-speaking support staff to help with the operation of equipment and keep the media working area clean and tidy

7.14.2. Media Platform

- Located in the upper part of the tribune, on the long side, with easy access to the mixed zone and media centre.
- Tabled and non-tabled seats with power and adapters.

7.14.3. Mixed Zone

- Conveniently located and easily reachable to all courts, yet outside the competition area.
- Features the official backdrop and is meant for official post-match athlete interviews.
- Ensure sufficient lighting for evening match interviews.
- Space must be protected from the open air.
- Barriers (roped or fixed) should separate the media from the athletes (the Mixed Zone is not a 'free' zone).
- The Mixed Zone shall be divided into two areas: one for the Rights Holders and one for the non-Rights Holders, and shall be organised so that the Rights Holders can interview athletes and coaches in the very best (e.g. first) positions and before any Non-Rights Holders. The layout of the Mixed Zone is subject to the prior approval of VW.
- Virtual mix zone may be considered.

7.14.4. Photoshoot/Filming – First event of the year – 2 days before the start

- Room requirements:
- min 6mx5m with a higher than 3m ceiling is required for an ideal photoshoot setting.
- Located in the players' hotel if only 1 hotel, otherwise at the venue.
- Background: a min 3x8 White fabric (or paper) backdrop with sufficient stands to hold the backdrop is required. A second dark background (dark blue or black) of the same size with sufficient stands to hold it should also be prepared for specific photos

- Lighting equipment (brand recommended):
- Profoto B10X and B10X Plus (QTY: 5) or Aperture or Godox continuous lights – min 300 power (5 units)
- OFC Softbox Rectangular (QTY: 1) or Soft Box or Dome II (2 units)
- OCF Softbox Octa (QTY: 1)
- OCF Magnum Reflector (QTY: 3) Magnum Reflectors – 3 units
- Air Remote TTL (QTY: 1)
- Stands for the Profoto strobe lights (QTY: 5)
- Extension cables 10 m – 5 units

7.14.5. Media Local Staffing

- Local Photographer
- Local press/media director
- Mixed Zone manager – based on number of accredited media

7.15. ACCESSIBILITY

The venue and official hotel must consider the need of every participant or patron.

- Ensure the entire event site is wheelchair accessible.
- Ensure accessible bathrooms are available in all areas of the site.
- Provide sufficient space between tables and structures for wheelchair access.

Please provide an area where at least 20 accessible patrons can be positioned with support companion. It should be accessible with ramps and secured with handrails. A clear view of the FOP is required. Fastest position for evacuation purposes. Secure place from getting hit by balls/ players during warm-up and match. There should be adequate accessible restroom facilities nearby.

7.16. EMERGENCY SERVICES

Police

- See security.

First Aid

- For public and only during operating hours.
- To conform to local requirements.

Advanced Primary Care

- An ambulance, parked as close to FOP as possible and adjacent to the Medical Area, with defibrillator available always and always staffed with Paramedical personnel during the entire competition. With ability to transport.

7.17. INCIDENT PLAN & REPORTING

This plan identifies key individuals and appropriate responses to various potential incidents, and protocols for liaising with senior management, emergency services and communications/media. This plan must be approved by VW Event Operations Department and include VW representatives within the plan.

The Incident Management Plan should include:

- Incident command location.
- Incident management team.
- Emergency numbers.
- Escalation process.
- Communication protocol.
- Incident code words & associated actions.
- Incident report procedures
- Inclement weather protocol chart.
- Evacuation plan.
- Emergency playback system & announcement scripts.
- Designated rally point.

Incident plan should be submitted to Volleyball World no later than 30 days prior to event for approval.

7.18. HEALTH & SAFETY

Volleyball World and FIVB are committed to providing and maintaining a healthy and safe environment by requiring everyone performing work to comply with the same health and safety standards. All staff, volunteers, contractors, sub-contractors, and their workers are responsible for complying with local Health & Safety Act and Regulations. VW encourages safety orientation for all personnel working on the site. A Health & Safety Plan for the event needs to be submitted to VW Event Operations Department.

Personal Protective equipment is to be always used when deemed necessary by local regulations.

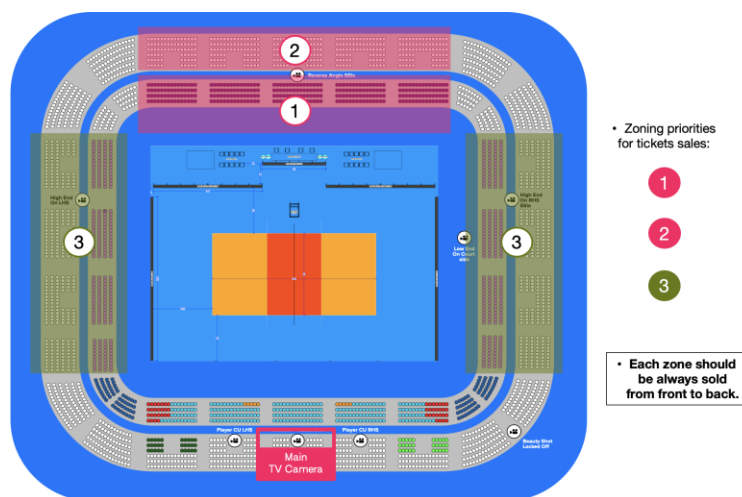
All incidents must be documented by a report. All Incidents reports must be reported to Volleyball World within 2 hours.

Health & Safety plan should be submitted to Volleyball World no later than 60 days prior to event for approval.

8. TICKETING

In conjunction with Volleyball World, the Local Organiser will establish seating plans and ticket scaling. Options can include general admission, assigned seating, courtside experiences, VIP areas and VIP packages. Tickets should not go on sale until the camera platforms are confirmed. The Local Organiser shall consider a contingency plan “dress the room” in order to fill the stands. For example: branding seats. Written approval is required before any on sale.

- Tickets in front of camera 1 (main grandstand) must be sold before the other seating areas
 - VIP and sponsorship tickets must be on the same side as camera 1
- If admission is free, camera 1 facing (main grandstand) must be filled in first



Deadline for seating plan 150 days out.

Deadline for ticket scaling and pricing to be submitted for Volleyball World approval before on sale or 120 days before start of the event, whichever is earlier.

Deadline for VIP package options 90 days out.

8.1. DISCOUNTED TICKET POLICY

Any discounting or giveaway of tickets must be approved in writing by Volleyball World.

8.2. COMPLIMENTARY TICKET POLICY

Volleyball World will require:

- 25 Complimentary tickets per match
- 15 Complimentary VIP tickets per match.

Volleyball World will confirm exact ticketing needs prior to the event going on sale.

The local organizer will submit the hold plans for Volleyball World to approve before going on sale.

8.3.TICKET SALES DATA

Local Organiser will be required to provide the following ticket sales data to Volleyball World following the completion of the event:

- First Name
- Last Name
- Email
- Date of Birth
- Address
- Nationality
- Billing Country
- Which match/session/event was attended (or ticket purchased)
- Amount paid / category
- Fandom (Team affiliations, Player affiliations)

All clients should be able to opt-in to the Volleyball World newsletter & the local organizer should provide opt-in records for all customers.

8.4.HOSPITALITY

Local Organiser shall submit a hospitality plan, including B2B Hospitality and B2C Hospitality packages (comprising food & beverage, accommodation, travel & tourism and entertainment & recreation) for VW approval by no later than 60 days prior to the event. A pricing strategy per package category shall be defined in the hospitality plan. Having a hospitality area is not mandatory.

8.5.COMPLIMENTARY HOSPITALITY POLICY

Volleyball World will require:

- 10 Complimentary Hospitality package per match.

Any ticket beyond the above quota, as requested by VW, shall be provided at face value.

Volleyball World will confirm exact hospitality needs 30 days prior to the event.

9. LOGISTICS

Local Organiser is responsible for all ground transportation, accommodation, and catering for the following:

GROUP	TOTAL PARTICIPANTS	TOTAL NIGHTS	OCCUPANCY	Nights
Athletes*	96	5	Double	240
FIVB Officials - Delegates - Referees - FIVB Representative	20	6	Single	120
VW Event Operations	7	8	Single	56
VW Digital	6	6	Single	36
Technology	3	6	Single	18
Broadcast**	10	8	Single	80**
Vendors	TBC	TBC	Single	TBC

Room nights – double =	240
Room nights – single =	216
Total Room Nights =	456

Approx. subject to change.

Approximate number calculated for a 4-day competition

* Teams eliminated from the event will have to check out the morning after their elimination.

** TV Production company is responsible for the costs of accommodation and catering.

Additional rooms may be required for VW/FIVB.

9.1. ENTRY VISAS

- Upon request, the Local Organiser shall supply an official invitation letter, through the National Federation, and extended entry visa assistance to the requesting participant.
- The arrangement of the physical visa required for a participant is his/her full responsibility and so as any costs associated with the passport or entry visa administration process.

9.2.GROUND TRANSPORTATION

The Local Organiser will hire a licensed transportation company to provide ground transportation services. Mini Van's SUVs, 12-Passenger Vehicles or Minibuses are acceptable. The Local Organiser may be requested to brand, pay for and procure a dedicated EVENT-branded bus, vans and/or cars for VW/FIVB officials in accordance with the Branding Kit for local transportation In accordance with the local transportation plan. Transportation plan must be approved by VW Event Operations Department.

- Airport to Hotel to Airport
- Hotel to Venue to Hotel
- Hotel to Training Court to Hotel
- Any of the above transportation must provide water in the vehicles

Ground transportation must be provided to VW/FIVB staff, TV production company, VW service providers as from 4 days before the competition starts. For Main Draw athletes ground transportation must be provided as from 2 days from the start of the competition.

Transportation Plan should be submitted to Volleyball World for approval no later than 45 days prior to event.

9.3.HOTELS

- Minimum 4-star hotels must be used and rooms must be from the highest category. At least 3 best matching hotel options need to be submitted for evaluation of VW.
- Hotel location: max. 15 minutes drive from the venue.
- Preference to be given to international chain hotels (IHG, Radisson, Hyatt, Hilton, Starwood, Accor, etc.) with previous experience accommodating sports teams or big groups.
- Extensively refurbished within the past 10 years.
- At least 70% of positive reviews on Google, TripAdvisor, Booking.com.
- 24/7 Reception with English-speaking staff able to perform fast group check-in and resolve issues.
- Gym.
- Full-service restaurant and 24-hour room service.
- It is recommended to have Meals should be provided continuously with 1-hour break between each meal. VW must approve meal times.
- Swimming pool.
- Secured 24/7 parking.
- Athletes to be accommodated in double occupancy rooms with twin beds (2 separate beds). All other rooms are single occupancy.
- Minimum acceptable bed size is 90x200cm, preferably 90x220cm. Bed extensions can be provided to meet the required bed length.
- Slippers must be provided.
- Minimum room size acceptable is 20m².
- Each person must have individual internet access of a min of 10 to 20 Mbps.

All athletes must have rooms with the same dimensions and amenities.

VW encourages Local Organiser to use the same hotel for teams and the rest of the stakeholders to facilitate and centralize the logistics (transportation, catering, etc.) of the event.

Additional services

- Hotel needs to guarantee laundry service within 24 hours.
- Free Early check-in from 10:00.
- Free Late check out before 16:00.
- Free luggage delivery in rooms.
- 24/7 Luggage storage room.
- Event information desk in lobby area.
- Conference room for referee's meeting the day after the event starts
- Concierge service.

Financial policy

- If changes are communicated 48 hours prior to the arrival date, free of charge cancellation policy to apply. Later cancellations to be charged at 100%.
- A deposit of max. 50 USD (or equivalent on local currency) can be required per room.
- Any damages need to be claimed by directly the respective party within 24 hours.

Breakfast

- To be served at the hotel.
- Buffet preferred.
- Minimum of 3 hours operation.
- Hours of operation to be confirmed
- Include Vegetarian, Gluten-free, lactose-free options.
- To include nutritious food in sufficient quantities – cereals, pastry, fruits, cold cuts, hot dishes, etc.
- Sample menu should be submitted and approved by VW
- Food labels in English for each dish, must also clearly identify if any allergens.

Hotels should be submitted to Volleyball World for approval no later than 60 days prior to event.

9.4.ON-SITE CATERING

Catering is provided to all Athletes, Officials, Event Staff, FIVB and VW Staff. The times and menus need to be approved by VW Event Operations Department.

- If possible, meals should be provided continuously with a 1-hour break in between each meal.
- Meals shall be based on good quality (preferably wholegrain) carbohydrate sources including bread, breakfast cereal, oats, grains, pasta, rice, noodles, potato, yams, sweet potato.
- A variety of fresh vegetables (cooked and raw) and salad ingredients shall be served at all meals. Dressings shall be oil-based and toppings like cheese and nuts provided on the side.
- Moderate servings (120-180g cooked weight per player) of lean protein-rich foods shall be provided at each meal.
- Food labels in English for each dish, must also clearly identify if any allergens.
- Take-away containers must be provided for all meals.
- All dishes meant to be kept cold shall be served on a bed of ice or other cooling instruments. All dishes meant to be served hot shall be served hot with the aid of Sterno warmed chafing dishes, electric soup warmers, etc. All dishes should be labeled.
- All drinks and beverages should be kept in refrigerators or ice-filled coolers.
- Include Vegetarian, Gluten-free, lactose-free options.

- Variety is key, as the Beach Pro Tour is an international event, local flavor should be an added option but not exclusive.
- Sample menu should be submitted and approved by VW
- Meals must be provided for all VW/FIVB staff, service providers as from -3 days.

Lunch

- Two fresh homemade soups with crackers. One “Cream of ...” and one non-dairy.
- A full, plentiful, fresh, chilled and serve-yourself type salad bar containing various types of lettuce (romaine, iceberg, butter, mixed greens), spinach, olives, carrots, cucumbers, red and green peppers, raw mushrooms, dried fruits, shredded cheeses, tomatoes, boiled eggs, sliced pickles, red onions, avocado, chickpeas, and croutons.
- Various salad dressings including Thousand Island, French, Ranch, Italian, Greek, extra virgin olive oil and balsamic vinegar.
- A second cold salad choice (i.e., Greek, Caesar, macaroni, potato, coleslaw, Caprese pasta, bean, etc.).
- Moderate servings (120–180g cooked weight per person) of lean protein-rich foods shall be provided at each meal.
- Build your own sandwich bar including fresh breads (white, whole wheat, multi-grain), sliced sandwich fillers (cheeses such as Havarti, provolone, cheddar, tomatoes, iceberg lettuce, sweet peppers, ripe avocados) sandwich spreads (egg salad, hummus, guacamole, tofu spread) and various lean protein options, appropriate condiments (mustard, mayonnaise, salt, pepper, hot sauce, etc.). Sandwich bar must include a hot press / Panini maker for toasting of sandwiches.
- Two hot entrées that do not overlap with the dinner theme.
- One hot vegetarian entrée that does not overlap with the dinner theme.
- Smoothie Bar.
- One healthy dessert option.
- Two types of sweet desserts (i.e., cookies, pies, cakes, ice cream, etc.)

Dinner

- Two fresh homemade soups with crackers. One “Cream of ...” and one non-dairy.
- A full, plentiful, fresh, chilled and serve-yourself type salad bar containing various types of lettuce (romaine, iceberg, butter, mixed greens), spinach, olives, carrots, cucumbers, red and green peppers, raw mushrooms, dried fruits, shredded cheeses, tomatoes, boiled eggs, sliced pickles, red onions, avocado, chickpeas, and croutons.
- Various salad dressings including Thousand Island, French, Ranch, Italian, Greek, extra virgin olive oil and balsamic vinegar.
- A second cold salad choice (i.e., Greek, Caesar, macaroni, potato, coleslaw, Caprese pasta, bean, etc.).
- Moderate servings (120–180g cooked weight per person) of lean protein-rich foods shall be provided at each meal.
- Build your own sandwich bar including fresh breads (white, whole wheat, multi-grain), sliced sandwich fillers (cheeses such as Havarti, provolone, cheddar, tomatoes, iceberg lettuce, sweet peppers, ripe avocados) sandwich spreads (egg salad, hummus, guacamole, tofu spread) and various lean protein options, appropriate condiments (mustard, mayonnaise, salt, pepper, hot sauce, etc.). Sandwich bar must include a hot press / Panini maker for toasting of sandwiches.
- Chef attended; cook-to-order stations are always a favorite.
- TWO hot options are required for main dishes.
- ONE hot Vegetarian Option

- Dinner should be served with two accompanying grains (i.e., rice, quinoa, couscous, various types of potatoes, French fries, etc.),
- Two accompanying side vegetables (steamed broccoli, bok-choy, stir-fried vegetables, sautéed spinach, grilled asparagus, curried squash, etc.)
- Always be accompanied by fresh breads, rolls, and buns
- Two types of sweet desserts (i.e., fresh baked cookies, fresh-baked pies, freshly baked cakes, ice cream sundae bar, etc.).

Catering plan must include the provision of all meals for service providers, vendors, staff, this may include box lunches and food containers.

Catering Plan should be submitted to Volleyball World for approval no later than 30 days prior to event.

9.5.MISC

9.5.1. Laundry

- Event will need daily access to a wash and fold service for players and staff laundry. This service must not be from the hotel. Cost is individual responsibility.
- Towel service may be required, please confirm the number during advance with VW Event Operations Department.

9.5.2. Ice

- Large amount of ice will be required both at the hotel and venue. Please confirm amounts with VW Event Operations Department during advance.

9.5.3. Runners

- 1 x local dedicated English-speaking runner with a minivan for VW Team while onsite, must be available as from -2 days from the event. This person can transport the above laundry. They must have access to petty cash.

9.5.4. Awarding Ceremony

For the awarding ceremony, the following material must be produced by the Local Organiser, such as:

- Medals – TBC
- Awards Podium – to fit 3 teams
- Awards table
- Carpet – from presenters' position to award podium

Award Ceremony Miscellaneous

- Champagne x 12 – Regular 750ml for the winners and 2nd and 3rd place may have smaller bottles
- Ropes/Queue barriers for media (5m)
- Trophies, gifts and mascots are not mandatory

More information regarding ceremonies can be found on the Ceremony guidelines to follow.

9.5.5. Athletes

- VW encourages Local Organisers to produce for athletes a welcome kit, that may include:
 - Athlete's accreditation
 - Event gear
 - Local gift
 - City information package

The content of the welcome kit should be communicated and approved with VW Event Operations Department no later than 30 days prior to the event.

10. SPONSORSHIP – OPPORTUNITIES AND GUIDELINES

We encourage all Local Organisers to liaise with the VW Head of Commercial to discuss the best way to attract sponsors and the rules that must be adhered.

Please refer to the Hosting Contract for the Commercial Rights Matrix and the LED Running Order.

Please note: written approval from Head of Commercial at Volleyball World must be obtained before entering into any sponsorship agreement.

11. MARKETING & BRAND – OPPORTUNITIES AND GUIDELINES

VW will provide a Marketing material kit, expertise and oversight during the pre-event phase.

Branding Kit

- The Branding Kit is focused on the Volleyball World Beach Pro Tour marks, mandatory visual identity and elements of the event. It contains all graphic components of the brand, as well as guidance, usage and implementation rules as defined by Volleyball World. Their purpose is to establish the graphic identity of the event and to create a consistent look and feel in the host cities to enhance the fan experience.
- When customising the various branding items, the use of English is mandatory – the local language may also be used on certain designated items.
- Please note that only designated areas can be edited and locally adapted (i.e., nothing outside of designated areas may be changed). The designated areas must never be increased in relative size or shape. It is allowed to change the final size of the artwork, as long as it is sized up or down in exact proportion to the original templates available on the VW Marketing assets (DAM) platform.
All required adaptations and modifications in the artwork (e.g. Host City and Local Sponsors) should be made by the organiser.

Approval Procedure / Process

- Links to the DAM platform containing the relevant artwork and reference documents will be provided to you.
- Download all the templates from the Beach Pro Tour Branding Kit.

- A branding approval template will be supplied to you – Please insert here all customised items that need to be submitted for Volleyball World's approval.
- The purpose of this document is to give a template to be followed for submitting branding items for approval based on the customisable assets in the online Volleyball World Branding Kit.
- For questions, please send an email to marketing@volleyball.world.

In regard to the tournament, Volleyball World will deliver:

1. Campaign/promotional planning.

2. Campaign/promotional toolbox (delivered as of 2 months out):

- Strategic approach.
- Master assets (e.g., messaging, hero assets, guidelines).
- Branding kit.
- Supportive material (e.g. social media).

3. Campaign/promotional phasing support:

- Introduce
 - Announcement of the tournament to create awareness and engagement among fans. Key assets designed to encourage fans to be part of the tournament will be provided.
 - Educate fans on the structure, timing and location of the tournament. In conjunction assets and messaging will be encouraging fans to drive subscriptions and buy tickets. Additionally encourage fans to take part of the campaign motto via tagging and #.
 - Build excitement for specific matches and rivalries, raising the profile of key players – maximising excitement and anticipation to drive general engagement.
 - Deploy acquisition and retargeting marketing tactics to maximize the impact of the tournament.
 - To seek for PR opportunities related to the sport and beyond.
- Elevate
 - Provide an ultimate online and in real life experiences to fans tuning-in considering the event coverage, additional content produced and onsite experience around the event venue and beyond.
 - Utilise live content and other opportunities to support the narrative around the tournament as it evolves.
 - Level up the communication in relation to ticketing, merchandise, and OTT in order to maximize the momentum and general interest.
 - Deploy acquisition and retargeting marketing tactics to maximize the impact of the tournament.
 - To seek for PR opportunities related to the sport and beyond.
- Celebrate
 - Leverage the best of the tournament to celebrate together with the athletes and fans.
 - Grab the opportunity to start promoting the next year event in case already in the plan.

The LOC is expected to support with:

- Assets adaptation for local communications in line with the provided guidelines as part of the Toolbox.
- Align on the approval process before releasing communication assets to the consumer.
- Deployment of communications in line with the overall campaign/promotional plan.
- Alignment with the campaign/tournament phasing to maximize impact and fans engagement.
- Share local promotional plan and key touchpoints based on campaign/promotion guidelines provided in the Toolbox.
- Share local communication opportunities to be used internationally.

Submission of all branding elements to the Volleyball World Marketing Department for approval a minimum of 30 days prior to the start of the competition

12. TV GUIDELINES*

*These guidelines may be subject to change.

VW will provide expertise and oversight during the pre-event phase.

The Local Organiser is responsible to adapt and deliver per TV requirements below

12.1. BROADCAST COMPOUND

- Capability to accommodate vehicles weighing approx. up to 50 tons
- Space required for the vehicles approx. 600 m² (~30m x 20m)
- Area should be directly accessible to/from the stadium
- Adequate general/security lighting (minimum of 150 lux)
- Security 24/7

12.2. POWER

- A separate power generator (twin pack) of 50 kVa (equivalent to 40kW) must be included to back up broadcast technical power for production facilities within TV-compound area.
- The main camera is also to be provided with UPS.
- Connector: CEE 63A – 125A or local industry standard depending on OB truck requirements
- The above act as a guidance and will be confirmed during the virtual site visit

12.3. OFFICE SPACE

- Office Space approx. 20m² (~5m x 4m) near the Broadcast Compound
- Up on request (if no OB truck is being used): 3 Office Containers with AC to be placed in the Broadcast Compound – extra offices will be paid by TV Production company

12.4. CABLE PATHWAY

- In case if venue legacy TV-cabling network system is not sufficient/feasible for HTVB operations, an additional/alternative cable pathway to be provided by Local Organiser to both courts
- A reserve of cable path construction elements (hooks, trays, yellow jackets) to be prepared. The exact amount to be defined after venue TV inspection

12.5. COMMENTARY POISTIONS (UPON REQUEST)

- Central position to be allocated in line with the center of the Field of Play, on the same side as the TV camera 1, located up high in the stands, not by the sound system speakers.
- Position to offer unobstructed and the best possible view onto the Field of Play.
- Each commentary position table top has to have a 100 mm cable hole.
- 2 Chairs must be of a solid construction with seat and fixed legs (i.e. not on wheels).
- 2 Internet ports RJ 45 to be provided by Local Organiser
- Electricity power outlets
- Commentary unit, Headphones, PGM Dirty monitor to be provided by HTVB.

12.6. CAMERA PLATFORMS

- All camera platforms must be completely stable, with no movement whatsoever.
- When multilateral and unilateral platforms are adjacent, they must be separate, freestanding structures, and not connected in any way.
- There must be no vibration transfer caused by personnel walking on the platform(s) and adjacent areas. Specifically, climbing an external ladder must not cause vibration of the camera platform. Special attention needs to be paid to the vibration transfer in case the platforms are constructed on temporary stands.
- All camera platforms must be levelled. The top/working surface of the platform(s) must be seamless, even and flat, and must not bend and/or bounce.
- All free-standing camera platforms shall be constructed of rigid metal, preferably steel scaffolding. The scaffold wall thickness must be in excess of 5 mm and must be "traditional" clamped scaffold, not "quick build" painters' scaffold which tends to move & vibrate excessively.
- All camera platforms must have a "kickboard" (e.g. an edging strip of timber) not less than 75mm high to retain wheeled tripods and prevent objects from falling over the edge.
- In addition, all camera platforms with a minimum height of 1m must also have a safety rail. This rail shall be no lower than 1,000mm except in the area where the camera operates, where it shall be 500mm. This rail shall be constructed with the same scaffold tube as the rest of the camera platforms, not a lightweight timber construction.
- Any protruding edges of these structures shall be made safe for both spectators and occupants of the camera platforms. All protrusions must be free of sharp edges, preferably covered with plastic caps. All scaffolds shall have a minimum amount of pipe extension to enable dressing of the scaffolds.

12.7. SEAT KILLS AND OBSTRUCTED VIEW

- To ensure an unhindered view of the playing area, a clearance of 2.50m from lens height must be maintained in front of cameras in spectator areas. Seats in front of camera positions plus to the right and left of the camera view must be “killed” or not used for spectators to ensure this clearance. In addition, seats behind the camera platform might become Seat Kills as well as view obstructed.

12.8. TV VENUE INSPECTION

- To provide correct and smooth planning of infrastructure and operations, joint VW/HTVB and Local Organiser respective department representative minimum 1 visit is needed. This visit may be virtual 10 weeks prior to the event.

12.9. OTHER

- Permission to fly a drone
- Frequencies cleared for talk-back circles

13. LIST OF APPENDICES

2023 VW BPT Challenge Rider – Appendix A – Venue Drawings

2023 VW BPT Challenge Rider – Appendix B – Event Schedule

2023 VW BPT Challenge Rider – Appendix C – Net Setup Layout

2023 VW BPT Challenge Rider – Appendix D – Technical and Boards Court Layout

2023 VW BPT Challenge Rider – Appendix E – Sand Submission Form

2023 VW BPT Challenge Rider – Appendix F – Volunteers and local staff breakdown

Volleyball World will provide the main contact person and email address to send all the deliverables listed in this rider.

Milestones Checklist

Task	Deadline	Date	✓
Submission of Competition Schedule proposal	180 days		
LED specifications	150 days		
Completion of Sport Equipment Delivery online form	150 days		
Complete CAD site plan	120 days		
Seating Plan	120 days		
Sand sample to be submitted to the laboratory	90 days		
Approval of all operational items to be produced	90 days		
Submission of event organisational chart	90 days		
VIP package options	90 days		
VW to confirm ticketing needs	90 days		
Ticket scaling and pricing to be submitted	Before on sale or 90 days		
Covid-19 protocol to be submitted	60 days		
Hotels to be submitted by VW	60 days		
Production elements to be submitted	60 days		
Submission of all vendors and labour providers	60 days		
Final specifications of venue WIFI networks and cabled connections to be approved by VW	60 days		
Power plan	60 days		
Rate card	60 days		
Signage and Wayfinding to be submitted	60 days		
Accreditation plan to be submitted	60 days		
Health & Safety plan to be submitted	60 days		
Copy of event insurance contract	60 days		
Transportation plan to be submitted	45 days		
Cabling plan to be submitted	45 days		
Entertainment & Engagement items to be submitted	30 days		
Radio matrix to be submitted	30 days		
Branding elements to be submitted	30 days		
Catering Plan to be submitted	30 days		
List of doctors and health care professionals to be submitted	30 days		
Cleaning & Solid Waste plan to be submitted	30 days		
Security plan to be submitted	30 days		
Incident plan to be submitted	30 days		
Content of the welcome kit to be submitted	30 days		
Final grandstand plan	14 days before tickets to go on sale		
Camera Platform positions plan	14 days before tickets to go on sale		
Venue permits and stamped drawings	10 business days		
Venue structure must be fully completed	3 days		
Lighting system to be ready for appropriate testing	3 days		