

# CEV EuroSnowVolley 2024

Candidature  
Application  
Guidelines



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# 1 The President's foreword

Dear Volleyball friends,

Snow Volleyball is a young and quickly growing dynamic discipline, which is played in iconic venues creating a unique event experience.

Our aim, shared with the FIVB, is to grow Snow Volleyball at all levels and to support its addition to the programme of future Winter Olympic Games.

We welcome applications for the CEV EuroSnowVolley 2024, the second edition of the continental showpiece event! Innovation, creativity and thinking out of the box are the key qualities we are looking for in our partners.

We invite all to apply, be it National Federations, Winter Resorts, Clubs, Cities and/or other institutions and private companies.

Building on the success Snow Volleyball has achieved since its introduction in 2016, we are hoping that you will join the next steps in our exciting journey.

Sincerely yours,

Aleksandar BORIČIĆ  
CEV President

# 2 CEV EuroSnowVolley 2024

## 2.1 General Information / Introduction

The CEV EuroSnowVolley is the highlight and most prestigious European Snow Volleyball competition. The tournament is hosting twenty-four European teams per gender, competing for glory and the trophy of the European Champion. The CEV EuroSnowVolley 2024 event is scheduled to take place in late March April 2024.

The CEV would like to invite all interested National Federations, Winter Resorts, Clubs, Cities and/or other institutions and private companies to apply for the organisation of this Top Snow Volleyball Event and to provide the home advantage to their teams during the exciting journey that takes to the European crown.

The potential applicants are requested to present a detailed Candidature Application explaining how they intend to deliver this event, provide answers to all the raised questions and documents set in these guidelines and are welcome to provide any additional information to further demonstrate their attractiveness as a candidate.

In this Candidature Application Guidelines, the CEV outlines the basic requirements for interested parties to become the Organiser of the CEV EuroSnowVolley 2024, and outlines the key organisational processes to stage a successful event.

Within the deadline set by the CEV, all interested parties are entitled to submit their candidature to organise the CEV EuroSnowVolley 2024. The Organiser once appointed shall abide by all pre-requisites described in this Application Guidelines.

## 2.2 The Event Overview

The CEV EuroSnowVolley 2024 is to be organised by the CEV in a collaboration with one Organiser.

## 2.3 The Event name

Official name of the Event is:

CEV EuroSnowVolley 2024

## 2.4 The Event format and schedule

Number of competitions days: minimum 4

Number of competitions courts: minimum 3

Number of teams: 24 per gender

Pool phase: 8 pools with 3 teams in each pool

Elimination phase: 1/8 finals, 1/4 finals, semi-finals, bronze and gold medal match

Dates: Exact dates to be agreed with the Organiser between late March - April 2024.

## 2.5 Application Process

### 2.5.1 Application

The CEV invites the interested parties to apply for the organisation of the CEV EuroSnowVolley 2024 (noted further in the document as "CEV EuroSnowVolley"). The Application process is based on respect, fairness and honesty.

The appointment of the Organiser is based on a bidding process. Any Candidature Application shall be presented in English and respect the following procedures:

- In accordance with the Application deadline as set in 2.5.1.2.
- In accordance with the Application delivery procedures as set in 2.5.1.3.
- All data provided shall always be factual, accurate and precise.

Each Applicant shall also appoint one individual representative as main contact for the CEV, during the entire Application process.

All related textual content, graphics, videos, visual imagery and creations developed by or on behalf of the Applicant shall be vested in and remain the full ownership of the CEV. The CEV also reserves the right to use all of the received information and content across its media and digital channels.

The CEV Office is ready to assist you with any questions regarding the application process, please contact [events@cev.eu](mailto:events@cev.eu) and [snow@cev.eu](mailto:snow@cev.eu) for any needs you may have.

#### 2.5.1.1 Organisation Fee

The Applicant shall fulfil the Organisation fee of the CEV EuroSnowVolley as stated below:

- For a double gender event: 50 000 EUR

#### 2.5.1.2 Candidature Application Deadline

The CEV must receive all original application documents to host the CEV EuroSnowVolley by Friday 11 November 2022, before 18:00 CEST.

#### 2.5.1.3 Candidature Application Delivery

The CEV expects Applicants to submit the following materials:

- Application Letter
- Organiser Agreement
- Candidature Application
- Other supporting materials (e.g. videos, photos, maps, supporting letters)

The CEV strives to reduce the amount of paper that needs to be used for printing. This is why we provide the Application requirements in electronic format and invite Applicants to provide their Candidature Applications and all other necessary materials as mentioned above that way as well.

The CEV is open to receive the documents by means of your preferred file sharing provider, or we can assist to create a folder on the CEV Cloud. In either case, please contact [events@cev.eu](mailto:events@cev.eu) and [snow@cev.eu](mailto:snow@cev.eu) regarding the preferred delivery option.

Nevertheless, the following documents need to be also duly filled in, signed, and sent as hardcopies by post to the CEV Office:

- Application Letter – as prepared at the end of this document
- Organiser Agreement – to be downloaded here: <https://cloud.cev.eu/url/EuroSnowVolley>

The Organiser Agreement will be countersigned by CEV after the candidate has been appointed and the signed copies will be sent back to the signatories.

For the documents sent by post, please arrange for it to be received before the above-mentioned deadline at the following address:

Confédération Européenne de Volleyball  
Events Department  
488, route de Longwy, L-1940 Luxembourg  
LUXEMBOURG

The CEV Office will confirm the successful acceptance of the Application delivery via email.

## 2.5.2 Evaluation

The following criteria will be considered favourable in the evaluation process of the applications:

- Application's level of completion and detail
- Unique and special candidatures that will allow the further development of Snow Volleyball in Europe
- A proven track record and experience in delivering successful Snow Volleyball events
- Long-term commitments to organise future Snow Volleyball events
- Added value to increase the level of the CEV Event along with concrete plans and actions exceeding the requirements of the CEV Snow Volleyball Competitions Regulations and CEV Snow Volleyball Guidelines.

## 2.5.3 Award

The CEV Board of Administration appoints the Organiser at the end of the evaluation process.

The appointed Applicant will automatically become the Organiser of the respective CEV Event.

Public announcement of the appointed Organiser will be made in collaboration with the CEV at a mutually agreed schedule.

## 2.6 Implementation Process

### 2.6.1 Execution

The execution will start after the official appointment of the Organiser.

The Organiser will work with the CEV in full collaboration throughout the implementation process in order to deliver a high level, professional event for all involved stakeholders.

The CEV competition will be organised and prepared following site visit(s), meetings and conference calls, following a detailed masterplan agreed with the Organiser. For these purposes, the project management tool provided by the CEV will be used.

### 2.6.2 Cooperation and organisation documents

The CEV will support the organisation of the CEV EuroSnowVolley and the Organiser will be working closely with CEV on the delivery of the Event.

The CEV, as European Volleyball governing body, will provide guidance to the Organiser ensuring continuous communication by attending periodical meetings and coordinating the exchange of information between relevant workforces.

CEV EuroSnowVolley will be organised and played following the provisions stated in the Event Handbook. The Event Handbook is created in order to combine all the necessary information in one place - specific Event upgrades and the relevant points from CEV Regulatory Framework:

- CEV Snow Volleyball Competitions Regulations
- CEV Snow Volleyball Guidelines
- Official Snow Volleyball Rules
- FIVB Medical and Anti-Doping Regulations
- CEV Competition Hygiene Guidelines
- CEV Competition Hygiene Guidelines – Snow Volleyball specifications

## 3 The Organiser

### 3.1 Organisation

All Applicants are invited to introduce their organisation and share their previous experience in delivering Snow Volleyball or other sports' top international events, brief history as well as the outline of the team who would be delivering this project.

The Applicants are also asked to provide a budget for delivering this event. This budget shall include the bidding fee as well the insurance inclusive of third party liability and event cancellation policies, in order to cover force majeure and other unforeseen events.

Please provide us back with the filled in table below.



BUDGET OUTLINE:

AREA (EXPENSES)	NET EUR
Venue	
Promotion	
Branding	
Hospitality	
Sport Presentation	
Media	
Accommodation	
Transportation	
Insurance	
Other services (please specify)	
Bidding fee	
Total	

REVENUES	NET EUR
Public contributions	
Ticketing	
Sponsorship	
Hospitality	
Own Resources	
Others (to be specified)	
Total	

ORGANISATION CHART OUTLINE:

DECISION MAKING LEVEL

FUNCTION	NAME	E-MAIL
Political representative		

The Political representative shall be involved in the National Federation as President, Secretary General or Board member. Such representatives shall frequently attend coordination meetings and shall have the power of taking decisions.

OPERATIONAL LEVEL

FUNCTION	NAME	E-MAIL
Project leader		
Event responsible		
Technical responsible		
Sport Presentation responsible		
Media responsible		

After the appointment, the five above mentioned roles (as a minimum) will follow up on the specific matters of the organisation. During the preparation time, the Organiser will be asked to widen the

Organisation chart with persons responsible for various aspects of the event (accommodation, transportation, accreditation, etc.).

All communication will be done in ENGLISH LANGUAGE; therefore the Organiser is responsible for appointing persons within their organisation with good command of the English language.

## 3.2 Host City / Ski resort

The Host City / Ski resort authorities play a crucial role in ensuring event funding and various promotional activities on a local level, therefore the applicants are invited to explain how the Host City / Ski resort is going to provide support in the overall event delivery, branding and promotion of the Event. Additionally, each applicant is invited to explain how they plan to involve local and regional tourism authorities into the delivery of this event.

REQUESTED HOST CITY(IES) INFO
A proposal of the Host City / Ski resort with a support letter from the city for organisation of this event (for promotional and financial support)
Commitment of the Host City / Ski resort to ensure branding and promotional activities in the most meaningful, touristic and attractive areas of the city
Text description of the Host City / Ski resort
Promotional videos of Host City / Ski resort
Photographs of the Host City / Ski resort
Maps of the Host City / Ski resort

## 3.3 Competition and Training facilities

### 3.3.1 Competition Venue

The Organiser needs to ensure that the Competition Venue shall be exclusively available for CEV access and use a minimum of 3 days prior to the start of the first match, while the Competition Venue shall be ready for match conditions minimum 1 day prior to the first match. The Organiser shall respect these deadlines while taking into consideration the needs for the technical venue set up and installation times asked by various suppliers.

The Competition Venue shall have the following standards:

#### Centre Court

- Minimum seating capacity: 500 seats (deck chairs, snow tribune, etc.)
- Electronic scoreboard
- Video wall / giant screen\*
- Competition area: 22 x 14 meters
- Free playing space from the playing surface: minimum 7 meters

\*standards to be shared in the Event Handbook

#### Side Court

- Minimum 2 side courts with the same orientation as the Centre Court
- Big scoreboard (indicating the team colours and countries)

- Competition area: 22 x 14 meters
- Free playing space from the playing surface: minimum 7 meters

Warm-up area:

- Minimum 1 per gender

Further to that, the Applicant shall fulfil and provide for the following requirements:

- Separated covered and heated area for players, referees, organiser’s workforce, media and CEV Officials, etc. as detailed later in 5.1. Venue set-up
- Free-of charge a sufficient internet connectivity via LAN cable and/or high-speed WIFI
- Audio stereo sound system and lights system (if needed)
- Top class Hospitality area

The Venue and its premises must be completely clean of any advertising and commercial messages.

The proposed Venue shall accommodate the CEV match technology and the necessary set-up and equipment. Please see 5.6 Match Technology chapter for additional information.

### 3.3.2 Training sessions

The provision of one court per gender is mandatory starting from -1 day before the start of the competition.

REQUESTED VENUE INFO
Venue proposal
Venue blueprints - covering competition area, backstage, media zones, VIPs/officials area and broadcast sections.
Seating map
Audio stereo sound system and lighting (if needed) technical set-up (technical set-up drawing, the measured lux value, etc.)
Giant screen parameters (in pixels)
Photographs and videos of the Venue
A city map indicating the Venue localisation with regard to proposed hotels and accessibility

## 4 Event

### 4.1 Commercial rights

Any and all rights not expressly granted in the Candidature Application Guidelines remain the exclusive ownership of the CEV and may be granted only in a subsequent agreement.

Each, any and all rights granted to the Organiser shall be exploited in accordance with the national Law of the country where the Competition is taking place and the CEV Regulatory framework.

In particular, each, any and all of these rights shall be exploited so it does not, directly or indirectly, by any means and in any form, suggest or refer to a legal entity, its products, goods, services or brands or

use content which are likely prejudicial to an individual's health and safety and/or harm any person due to its sex, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

The Organiser has the exclusive right to use and exploit the following advertising spaces:

- 50% of Centre court panels (1<sup>st</sup> row) & 70% of Side court panels
- 100% on player uniforms (apart from CEV pre-determined positions)
- 100% of advertising spaces in VIP and other hospitality areas (apart from CEV institutional/partner logos and any promotional activations)
- 100% in Players area (apart from CEV institutional/partner logos and any promotional activations)

The CEV Protected Categories are the following:

1. Airlines
2. Banking
3. Betting and Gambling services\*
4. Body & healthcare products
5. Courier services & logistics
6. Data
7. Mobile phone/technology communications
8. Sports Equipment - Volleyballs
9. Sportswear

Alcohol (spirits), tobacco and pornography are prohibited categories.

*\*For the avoidance of doubt, although the gambling and betting services sector and/ or category is reserved for the CEV, the Organiser may exploit, based on prior agreement of CEV, the category for the National lottery, provided that their sports betting operations are in no way presented under the same brand as their National lottery operations. Thus, advertising for gambling and betting services is strictly prohibited.*

Intellectual Property rights:

- Non-exclusive right to use and exploit the CEV identification markers and CEV competition identification markers. Prior approval of the CEV required.

## 4.2 Marketing & Digital Promotion

Promotion of the Event is the key element in its success. The Organiser shall therefore present the list of planned promotional activities together with the tentative timeline within the bidding document.

The Organiser shall appoint a person in charge of promotional activities who shall cooperate closely with the CEV to work out a detailed plan, which will ensure the best possible promotion of the Event in their Host city / Ski resort and Country.

The CEV expects the Organiser to exploit the following promotional rights:

- Host city / Ski resort dressing and branding
- European promotional campaign
- Digital media promotion

- Organise entertainment and side events (in and outside the Venue and in the Host city / Ski resort), before and during the Event
- Print advertising material
- Promotional stands, being understood that all merchandising rights are retained by CEV
- Venue branding according to the CEV EuroSnowVolley Brand Guidelines

## REQUESTED INFORMATION & QUESTIONS TO BE ANSWERED IN THE OUTLINE PROMO PLAN

Provide a marketing / promotional plan outline

How is the Host City / Ski resort going to support you? What branding support and assistance in promotional activities are the local authorities going to provide you?

Are you aiming to use the marketing / promotional services of a third party? If yes, which company is it?

What public figures would you like to involve to promote the Event (e.g. sport ambassadors/endorsements, influencers etc.)

How do you plan to involve the community in the overall promotion of the Event (e.g. schools, sports clubs, sports associations, etc.)?

How do you plan to involve youth, beside the mandatory kid's day, in order to promote Snow Volleyball in the Host City / Ski resort and nationwide?

Please provide a tentative calendar of the planned activities

## 4.3 Branding

The CEV EuroSnowVolley has a fresh brand, which shall be further exploited during this Event. The Organiser is responsible for delivering all event branding materials and providing them in the Event specific style.

The Brand package will be shared with the Organiser including graphic elements, graphic templates, as well as the CEV EuroSnowVolley Brand Guidelines. The Organiser will be responsible to adjust any templates to specific sizes or to create other specific graphics following the CEV EuroSnowVolley Brand Guidelines and upon approval of the CEV.

### 4.3.1 Venue branding

Venue branding is an important tool to ensure a strong corporate identity of the competition and to provide a recognisable "look & feel".

The Organiser's duties include but are not limited to the following:

- To supply venues and its premises clean and free of any branding or advertising messages unrelated to the event
- Provide venue cladding & branding on the areas inside as well as outside of the Venue following the templates available on the CEV Cloud
- To ensure that only officially Event approved Commercial partners have any form of identification in the venues and its premises as well as on any event materials (print, digital, etc.)
- Monitor and control, during the entire Event, that no company, which is not directly linked to the competition by contract, claim to have a relation to the competition, through unauthorised use of marks, misleading communication or improper association

## 4.3.2 Outside branding

The Organiser shall take special care to make the event identifiable also outside the venue as well as in the Host City / Ski resort:

- Posters shall be spread around the venue, the local and the regional area advertising the event
- Large billboards shall also be used where possible and flyers distributed where it is felt they can raise awareness and interest
- Countdown clocks
- Murals or other street art campaigns
- Any other innovative idea is always welcome

## 4.3.3 Online branding

The Organiser is strongly requested to run online promotional campaigns following the Event identity, implementing online banners / PPC campaign:

- Social media marketing
- Sponsored search
- Usage of existing channels of NF (website, social media channels) and their affiliates (e.g. league, regional associations, clubs)
- Usage of existing channels of the participating NFs (website, social media channels) and their affiliates (e.g. league, regional associations, clubs)

## 4.3.4 Use of the Event Logo and Marks

Event marks represent the intellectual property of the CEV associated with the CEV brand. Any use of Event Marks is subject to the CEV EuroSnowVolley Brand Guidelines and its use shall be always confirmed with the CEV.

CEV Marks Approval: Any use of any event marks requires the prior written approval by the CEV. If the use of any event mark is not approved, the Organiser is not allowed to go ahead with the implementation.

## 4.3.5 Mandatory branding items

The Organiser shall produce as a minimum the following mandatory branding items:

### PERSONAL ITEMS:

- Players uniform
- Match Officials (Referees, scorers) uniform
- CEV Officials uniform
- Organiser's workforce (staff and volunteers) uniform

### PRE-EVENT ITEMS:

- City posters, billboards (where possible)

#### VENUE ITEMS:

- Venue branding (outside and inside)
- Sport Equipment Branding (Referee stand, Net posts, etc.)
- Interview backdrop
- Results Board
- Court perimeters, panels and structures (tower, etc.)
- Flags
- Wayfinding
- Media tribune (table branding incl. commentators' positions)
- Sport presentation table
- Other branding spaces in the main camera views

#### HOSPITALITY AREA:

- Welcome desk
- Branded VIP area
- Branded VIP bracelets

#### HOTEL ITEMS:

- Welcome desk

#### OTHER BRANDING ITEMS:

- Branding near ski lifts
- Accreditation cards and lanyards
- TV camera stickers
- Photographer/cameraman bibs

#### AWARDING CEREMONY MATERIAL:

- Podium
- Trophy stands
- Trays for medal
- Podium teams' cheques

## 4.4 Ticketing

The CEV has launched a centralised ticketing platform for all CEV Top Events. In order to optimise the sales and marketing processes, CEV has named a CEV Ticketing Partner (leading ticketing provider in Europe), through which any tickets of the Event shall be managed and sold. This includes not only public ticketing but also all other ticket contingents such as VIP, Commercial partners' tickets, complementary tickets, etc. In case the organiser decides to sell tickets, the usage of this system provided by the CEV Ticketing Partner is mandatory.

Interested Applicants can contact the CEV Ticketing & CRM Coordinator ([ticketing@cev.eu](mailto:ticketing@cev.eu)) and ask for any other information regarding the ticketing arrangements.

## 4.4.1 Reserved tickets

The Organiser shall provide free of charge the following tickets:

### CEV & Commercial Partners

- Up to 50 VIP category tickets per day with full hospitality package
- Up to 50 highest category of tickets

The Organiser shall propose the distribution of CEV VIP and normal category tickets with a detailed map of the stands for spectators clearly indicating the proposed rows/tribune and number of seats as well as the location of the VIP/hospitality area for CEV approval.

The CEV reserves the right to request further ticket allocations, and release of such extra contingent shall be discussed and agreed upon with the Organiser in timely manner.

## 4.5 Hospitality

The quality of the infrastructure, decoration and catering shall be modern and of the highest quality standards – minimum same level as other top quality international sporting events.

Commercial rights in the hospitality area:

- The Organiser shall decorate the VIP / hospitality areas with event branding materials so the guests can identify with the Event while visiting the premises
- Any use of the CEV Event marks, branding and promotional activities shall follow the CEV EuroSnowVolley Brand Guidelines and shall be sent for approval to CEV
- Any apparent branding or commercial identification of third parties not expressly authorised by CEV in the business lounges or other areas of hospitality facilities shall be removed
- Should the Organiser offer commercial hospitality packages, purchasers of such packages do not have any marketing, branding or promotional rights
- No promotional or commercial objects and/or materials of whatever nature may be brought into the common hospitality areas without the prior written approval of CEV.

Hospitality area standards:

- Location shall be easily accessible from VIP tribune for VIP guests
- Hospitality and catering services shall start before the start of the 1st match and remain open until after the last match of the day, while providing varied offering of warm & cold meals as well as alcoholic and non-alcoholic drinks throughout the indicated times in sufficient amounts

CEV President's protocol shall be shared in the Event Handbook. This protocol shall define the transportation and accommodation standards as well as President's activities guidelines.



# 5 Technical

## 5.1 Venue set-up

All areas must be heated and covered, provided with non-alcoholic cold and hot drinks, fruits and snacks being constantly refilled and a tap water refill station.

ROOMS/AREAS	MINIMUM REQUIREMENTS	
CEV Officials Area	- one working table per assigned CEV Official - sufficient internet connection	- one printer - two 220V AC power outlets per assigned CEV Official
Event Office Area	- minimum 3 laptops with up-to-date Operating System and required software	- sufficient internet connection - one printer and sufficient number of 220V AC power outlets
Players changing Area	- one per gender - direct or close access to the Competition courts	- chairs: 20 - racks / space for players' bags
Referees Area	- one per gender - direct or close access to the Competition courts	- seating possibilities for all assigned referees - tables, racks/space for bags
Scorers, Ball retrievers & Snow Levellers	- sufficient seating possibilities	- racks/space for bags
Medical Area & First Aid Area	- additionally to the Local Medical doctor at least one physiotherapist must be present at all times - minimum one massage table - stretchers	Must be equipped with: - basic medical equipment - basic medication - oxygen equipment
Doping control room	- privacy must be ensured for the duration of the sample collection	- should be used only as a Doping Control Station for such duration
CEV Commercial partner storage	- upon request	- locked & secured
Media working room	- minimum 5 working tables - open at least one hour prior to the start of the 1st match of the day and close at the earliest one hour after the completion of the last match	- tables with 220V AC power outlets - sufficient internet connection - printer - pigeonholes (set of shelves) for information distribution
Accreditation point	- event branding - sufficient internet connection	- laptop, printers - laminating machines

OFFICES	MINIMUM REQUIREMENTS	
CEV Jury room	- tables - chairs - printer	- sufficient number of 220V AC power outlets - sufficient internet connection
CEV Event Team room	- tables - chairs - printer	- printer and sufficient number of 220V AC power outlets - sufficient internet connection
CEV Sport Media Agency room	- tables - chairs - printer	- sufficient number of 220V AC power outlets - sufficient internet connection - One (1) HD TV set with the international signal

COMPETITION AREAS		MINIMUM REQUIREMENTS
Mixed Zone	- next /close to the Field of Play - easily accessible from the Media Tribune	- equipped with the CEV branded backdrop and has sufficient lighting for the production of a professional signal.
Media Tribune	- Unobstructed view to the Field of Play	- Capacity: to be provided in the Event Handbook
Technical seating area	Requirements will be specified in the Event Handbook	
Commentary Positions	See below under Section 7 Media	

## 5.2 Accommodation

### 5.2.1 General requirements

- Good category hotel(s) located close to the Venue
- Travel time between the hotels shall not exceed 30 minutes (ski-lift time not included)
- High-speed internet free of charge (common areas, rooms and meeting rooms)
- Necessity of early check-in (starting from 12:00) and late check-out according to the arrival/departure schedule
- Dedicated and efficient check-in and check-out

#### 5.2.1.1 Room requirements for Teams

Stay period:

- Arrival: -1 days before the start of the competition
- Departure: the day after their elimination from the competition

- No. of participating teams: 24 per gender
- Players accommodated in rooms for 2 to 4 individuals covered by the Organiser
- Up to 2 Team delegation members per team at the cost of the Team delegation

#### 5.2.1.2 Room requirements for the CEV Officials & Event Team, CEV Commercial partners and International Referees

Stay period:

- Arrival: starting from -2 days before the start of the competition (detailed arrival/departure plan to be shared at later stage)
- Departure: the day after the end of the competition

No. of persons:

- Up to 12 single rooms for CEV Officials & Event Team and CEV Commercial partners to be covered by the Organiser
- Up to 4 twin rooms with twin beds for the International Referees to be covered by the Organiser
- Additional needs to be communicated at later stage and to be covered by CEV

- Rooms to be equipped with a working table

## 5.2.2 Meal requirements

- 3 meals per day: breakfast, lunch and dinner
- Adequate quantity of mineral water in closed bottles without gas
- Soft and hot drinks, fruits and snacks during all competition days

The meals shall be served according to the teams', CEV Officials & Event Team, CEV Commercial partners, International Referees arrival and departure time and following the competition schedule. The Organiser is responsible for providing food in the hotel as well as in the Venue based on the schedule of the delegations. Meals Guidelines and menu example will be shared in the Event Handbook.

## 5.2.3 CEV President's stay

The Organiser shall cover all arrangements for the CEV President's period of stay (competition period as well as any other official Event activity, e.g. DOL, various meetings, press conferences, etc.) with a representative accommodation options. Detailed Protocol will be shared in the Event Handbook.

### REQUESTED ACCOMMODATION INFO

Fact sheet of the proposed Teams Hotel
Fact sheet of the proposed CEV Officials & Event Team, CEV Commercial partners and International Referees Hotel
Distances from relevant venues (Competition Venue, Airport, etc.)

## 5.3 Transportation & Visa

### 5.3.1 International transportation before and after the Event

Teams are responsible to arrange at their own cost the international transportation. Teams are required to arrive the day of and prior to the Preliminary Inquiry and depart the day after their elimination from the competition.

The Organiser shall arrange and cover the international travel expenses for CEV Officials & Event Team and for the International Referees up to 14 persons in Economy class of regular airline companies to and from the Host City. Low-cost airline companies are not to be used according to the CEV Regulatory Framework.

### 5.3.2 Transportation during the Event

The Organiser is responsible for all local transportation for teams, CEV Officials & Event Team, CEV Commercial partners and International Referees

- from arrival airport to the Hotel
- In case the Hotel is not walking distance from the Venue: from/to Venue to/from Hotel
- from Hotel to departure airport

The Organiser must welcome the participating teams, CEV Officials & Event Team, CEV Commercial partners and International Referees at the airport upon arrival, organise their local transportation, confirm the return flights of the delegations and clearly indicate the departure time from the hotel for the return flight.

### 5.3.2.1 Local transportation for Teams

For Teams the Organiser shall provide and cover the following transportation standards:

- Bus standard: modern air-conditioned busses
- When it takes more than 20 minutes to walk from the hotel to the venue (ski-lift time not included), the Organiser shall provide a shuttle service by bus
- Number of busses: at least two buses with a minimum frequency of 30 minutes
- Bus capacity: minimum 20 seats
- Availability:
  - Start: -1 day before the start of the competition (according to the arrival schedule of each Team)
  - End: the day after their elimination from the competition

### 5.3.2.2 Local transportation for CEV Officials & Event Team, CEV Commercial partners, International and Local Referees

For the CEV Officials & Event Team, CEV Commercial partners and Referees the Organiser shall provide and cover the following transportation standards:

- Car or Mini-van standard: modern air-conditioned
- When it takes more than 20 minutes to walk from the hotel to the venue (ski-lift time not included), the Organiser shall provide a shuttle service by car or mini-bus
- Availability:
  - Start: -2 days before the start of the competition (according to the arrival schedule)
  - End: the day after the end of the competition (according to the departure schedule)

### 5.3.2.3 Local transportation for VIPs

For the following VIPs the Organiser shall provide and cover the following transportation standards:

- CEV President & other selected authorities (can be requested also during event related duties):
  - Up to 3 dedicated luxury cars with a driver to be available during their entire stay all day long (e.g. Audi A6/A8, Mercedes E- class or similar executive sedan)
  - Transfers from/to the airport to/from VIP Hotel according to arrival and departure schedule

- Transfers from/to VIP Hotel to/from Venue/other location according to the activities schedule
- CEV BoA Members and CEV guests:
  - VIP standard car or VIP standard mini-van shall be used for the transportation needs
  - Transfers from/to the airport to/from VIP Hotel according to arrival and departure schedule
  - Bus or mini-van for up to 15 persons for the following transfers:
    - from/to the VIP Hotel to/from location for the official CEV activities
    - from/to the Venue to/from VIP Hotel for the matches

### 5.3.2.4 Ski lift passes

For Teams, CEV Officials & Event Team, CEV Commercial partners, Referees and VIPs the Organiser shall provide Ski Lift passes when the Competition Venue is only reachable via ski lift throughout the whole stay period of the respective delegation.

### 5.3.3 Visa requirements

The arrangement of any visas required for Teams is the full responsibility of the respective Team. The Organiser is required to issue the relevant invitation letters in due time.

The arrangement of any visas required for the CEV Officials & Event Team, CEV Commercial partners, International Referees and VIPs is the responsibility of the Organiser together with the appointed person. The Organiser shall bear any costs related to its issuing.

REQUESTED TRANSPORTATION & VISA INFO
Information about the official airport (name, website location, etc.) and distances from / to the proposed Venue and proposed hotel(s)
A map and information about the transportation system to ensure the above set standards.
A public transport concept for fans (how to reach the Venue etc.)
A guarantee letter from national authorities in charge of immigration and visa procedures confirming simplified visa procedures for all CEV Stakeholders

### 5.4 Per Diem

Per Diem costs for appointed CEV Officials & Event Team and International Referees, up to 14 persons shall be borne by the Organiser according to their stay period.

### 5.5 Accreditation & Security

The Organiser is requested to:

- Apply the CEV Accreditation Zoning Plan (details will be specified in the Event Handbook)
- Ensure monitored access to areas for accredited people only

- Access control for accredited and not accredited people
- Apply all necessary security measures for ensuring a safe event and to guarantee the safety of all CEV stakeholders
- Apply all precautions and security measures for all TV equipment within and outside the Venue (including commentary and studio positions), such as personnel, fences around the compounds etc.; the TV-compound area and the SNG-compound area shall be separated and secured from the general public.

#### REQUESTED ACCREDITATION & SECURITY INFO

Have you contacted the respective authorities in your country/city to discuss and ensure the necessary security measures?

Are there any specific national laws in place regarding security measures applicable to this Event?

Are there any special actions needed to ensure the safety of all participants?

Clear security plan and staffing proposal in accordance with the proposed Venue Zoning Plan

## 5.6 Match technology & In-game data collection

CEV Snow Volleyball matches are delivered using several technological solutions for which the Organiser is required to collaborate closely with the CEV in order to ensure a smooth and precise running of the Competition as well as organisational delivery of the Event.

The Organiser shall use the appointed CEV E-scoresheet and CEV Statistics applications to ensure the professional collection as well as distribution of live data and statistics for all matches in the Venue during the CEV Competition.

The CEV is providing to the Organiser the necessary log-in credentials (including username & password) to access and use the CEV E-scoresheet and CEV Statistics applications during the CEV Competition.

The Organiser shall also provide free-of-charge the below facilities and resources during the CEV Competition to operate the CEV E-scoresheet and CEV Statistics in a professional manner:

- Adequate hardware including laptop or tablet that is running the CEV E-scoresheet and CEV Statistics applications – this according to the operating system & technical recommendations set by Genius Sports ([www.dataproject.com/cev](http://www.dataproject.com/cev))
- Ensure download and installation of the latest version of the CEV E-scoresheet and CEV Statistics applications – latest version can be retrieved from [www.dataproject.com/cev](http://www.dataproject.com/cev).
- Ensure stable and high-speed internet connectivity during the CEV Competition as well as necessary power supply to ensure a professional data collection and distribution to CEV and CEV Commercial partners.
- Perform testing of the CEV E-scoresheet and CEV Statistics applications in the Venue before the start of the CEV Competition – guidelines can be found on <https://volleyballsupport.geniussports.com/en/support/home>.
- Ensure appointment of experienced e-scorers and statisticians during the CEV Competition to collect data and statistics on all relevant courts during the CEV competition.
- For the CEV Statistics (Data Volley, Click & Scout or equivalent products), live match statistics shall be delivered throughout the match during the CEV Competition by connecting to the CEV Database, making use of the credentials provided by the CEV.

g. The Organiser shall prohibit any illegal or non-authorized collection, archiving and distribution of match related data and statistics during the live matches in the Venue of the CEV Competition.

The Organiser shall report any technical issues during set-up, testing or event via the reporting email address [volleysupport@geniussports.com](mailto:volleysupport@geniussports.com) and (in case present) shall contact the Genius Representative in charge for assisting the technology delivery for the event.

## 5.7 Medical, Hygiene & Anti-doping

The CEV is in charge of contracting a WADA Accredited Laboratory and its services. If not covered by NADA, the CEV will also cover the costs of the anti-doping controls. The Organiser shall only provide the necessary facilities.

Other Organiser's responsibilities are:

- Ensure first aid facility with medical doctor and physiotherapist at the Venue for the players and spectators are available at all times
- Ambulance should be at the entrance of the Venue; or available within 10 minutes
- Ensure first aid for players in the hotel and doctor on call
- Determination of hospital for possible hospitalization is mandatory. Contact details need to be provided
- Appoint a local doctor and a Hygiene Officer and share their contact details with CEV

The implementation of the hygiene requirements included in the CEV Competition Hygiene Guidelines and CEV Competition Hygiene Guidelines – Snow Volleyball specifications available at shall be meant as minimum standards for the organisation of the Event. The Guidelines shall be understood as temporary and strictly linked to the current situation and they will be updated periodically.

REQUESTED MEDICAL & ANTI-DOPING OPERATIONAL SERVICE
List of hospitals
Local Doctor
Ambulance attendance plans
First aid technical requirements
Any other operational medical service
Hygiene / COVID-19 protocols in force in the country

## 6 Sport Presentation / Fan Engagement

### 6.1 Expectations

Sport Presentation is a fundamental element of all CEV Snow Volleyball Events. It encompasses the look, sound and feel of the event and aims at creating an exciting and energetic atmosphere for both the onsite spectators and those watching at home – as well as for the teams.

Therefore, the CEV would like to receive a proposal for a potential Sport presentation plan for the Event, what kind of latest technology would be used, what kind of engaging solutions would the Organisers

plan (fan cams, interactive games on giant screens, Skydiving, fly over etc.) to use in order to deliver a truly top European event.

The Organisers shall prepare and propose a set of innovative solutions in the technical delivery as well as appoint professional and experienced personnel to the deliver the programme in order to take fan engagement at the event to the next level.

The Sport Presentation plan shall develop and implement all of the event production and entertainment elements in the Venue and on the field of play - control the entrance of the athletes, the music, the video wall / giant screen and scoreboard content, entertainment on and around the field of play, interaction with the fans and the Awarding ceremony.

The Sport Presentation programme should provide an added value to the Event and help draw more spectators, sponsors, and commercial interest.

The CEV will support the Sport Presentation delivery with common graphics, jingles, match protocol, and other SPR items based on further discussions as well as on previous experience. The usage of the CEV mascot is mandatory for the whole Event.

## 6.2 Sport presentation staff requirements

Sport Presentation staff is required to run the programme effectively and carry out all entertainment elements of the event. The CEV will work closely on the development and delivery of the Sport Presentation with the Organiser. A professional crew responsible for Sport Presentation shall be appointed & hired by the Organiser (CEV may reinforce and support the Sport Presentation Team with its own personnel). This shall cover personnel responsible for the direct interaction with the fans – e.g. Speaker, DJ & Producer. The Organiser will be responsible for providing a professional mascot entertainer, and all technical staff such as giant screen operator etc.

## 6.3 The Finals

The Organiser is required to deliver state of the art sport presentation programme, including the “closing show” before the final matches as well as the Awarding ceremony. The Organiser shall propose innovative delivery of the highlight of the CEV EuroSnowVolley event and present an immersive plan combining latest technology, audio-visual effects and other elements delivering an unforgettable experience for all the CEV EuroSnowVolley stakeholders before, during and following the Final matches.

REQUESTED SPORT PRESENTATION INFO
Outline of Sport Presentation concept
What special effects do you plan to implement?
What Sport Presentation items would you use? (fan cam, interactive games, etc.)
What you are planning to additionally implement for Sport Presentation purposes?
What kind of show before the Final matches would you plan to deliver? What special effects do you plan to implement?
Which additional effects (fireworks, roof mounted fireworks, fume fountains, confetti, other show elements) do you plan to implement for the awarding ceremony?



## 6.4 Kid's day

To be organised 1 day prior to the competition in collaboration with local schools and clubs. The aim is to introduce Snow Volleyball to young people, show them what Snow Volleyball is about, provide them an opportunity to try this new winter sport with the help and instructions of experienced coaches, possibly involving some of the CEV EuroSnowVolley participating teams as well, and demonstrate the fun, passion and universality of the sport of Volleyball.

## 7 Media

### 7.1 Rights & Production

All media rights in relation to the CEV EuroSnowVolley are retained by the CEV for the exclusive exploitation by the appointed CEV Sport Media agency.

Notwithstanding the above, the CEV will make carve-out available to the Organiser for promotional content usage on its official digital platforms (further details will be indicated in the agreement).

The CEV Sport Media Agency will produce a professional World Feed signal for a maximum of eight (8) Matches from Semi-Finals to Finals and third-place Matches, i.e. four (4) Matches for Women and four (4) Matches for Men all played on the same day, and on the same court.

### 7.2 Broadcasting Facilities

The Organiser agrees to provide free-of-charge the following broadcast facilities to CEV and its Sport Media Agency in order to ensure a professional broadcast:

DESCRIPTION/ARE A	MINIMUM REQUIREMENTS
TV & SNG Compound	Upon Venue location and attributes, the necessary space immediately adjacent to the venue itself should be allocated for TV production & transmission vans.
Camera platforms	<ul style="list-style-type: none"> <li>-Main camera platform for one (1) or two (2) cameras centralised above the court and at the appropriate angle to produce the TV signal.</li> <li>-Necessary camera platforms including but not limited to short sides of the court and reverse angle, etc.</li> </ul>
Commentary positions	<ul style="list-style-type: none"> <li>- The Organisers shall prepare required number of commentary positions as per the demands of the CEV Sport Media Agency (based on TV interest). For informative and indicative purposes, the average numbers of commentary positions are indicated below:               <ul style="list-style-type: none"> <li>• Up to two (2) commentary positions per produced matches</li> </ul> </li> <li>-Adequate space for commentary positions for each match of the event to be located on the same side of the main camera and positioned based on Site visit agreement. Should the construction of commentary positions require more seats or the building of a platform due to venue specifications, the Organiser is responsible for such additional costs.</li> <li>-Each commentator position must be equipped with two (2) or three (3) seats and one (1) table, electricity, internet connection and telephone lines (the Organiser is only</li> </ul>

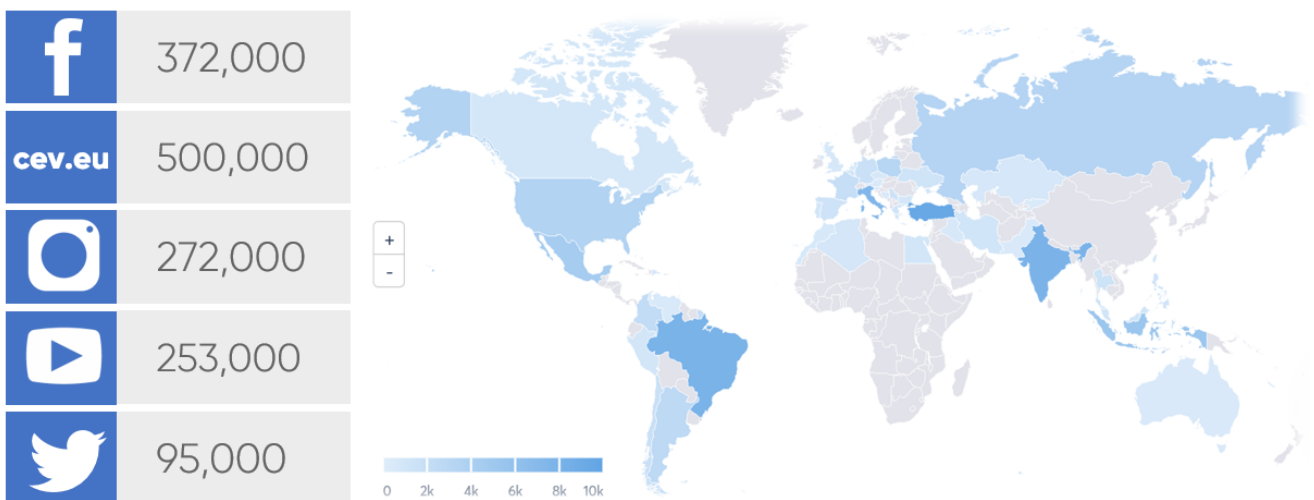
	responsible to provide technical assistance in relation to telephone lines to be booked and paid by visiting broadcasters).
Connectivity (LAN & WLAN)	Venue to have sufficient internet connectivity must be ensured throughout the production relevant areas and infrastructure.
TV Graphics Implementation	Minimum of three (3) seats and one (1) table, electricity and internet connection should be provided for the graphic operator (if requested) and must be positioned on the court level next to the data/statistics operators.
Power supply	Provided that it is not provisioned by the appointed Host Broadcaster, the sufficient and uninterrupted supply of electricity including a Twin-Pack Power Generator 100 + 100 KW fully redundant power plant (i.e. two (2) power generators always working at the same time with one (1) functioning as emergency back up to the first one)

Further information on the facilities that the Organiser shall provide to the attending media can be found under Art. 5.1 Venue set-up (see Media Working Room).

### 7.3 Promotion

The CEV will promote the event on its official digital and social media platforms as shown below.

## CEV Digital Platforms – Audience & Markets



\*Average total number of users per year  
Period: April 2022

REQUESTED MEDIA INFO
An outline media/editorial content plan including key milestones, target audience and highlighting relationship with regional and national media
Detailed budget for domestic media operations
An outline plan for how the Organiser will utilise social media to create awareness and interest around the event, the brand and the athletes
Number of personnel responsible for media relations, digital media and public relations (and their level of experience)
Number of volunteers dedicated to media services

# 8 Sustainability & Development

## 8.1 Expectations

The organisation of the CEV EuroSnowVolley event shall bring benefits to the Organiser’s country, host city and the Volleyball community. The CEV is determined to actively contribute to the “European Green Deal” by raising the bar of the CEV EuroSnowVolley organisation and by assisting the Organiser to take action for a more environmentally friendly delivery of their activities.

The Organiser shall seek assistance and team up with local authorities and sponsors in order to achieve the goal of making the organisation of the CEV EuroSnowVolley beneficial for the society.

## 8.2 Implementation

### 8.2.1 Sustainability

Environmental awareness is a very important topic in today’s world as well as for the CEV. The CEV would therefore invite the Organiser to step up their efforts and present Snow Volleyball as a role model sport. The Organiser is expected to respect the initiatives set below by the CEV and to propose ways how to make the CEV EuroSnowVolley environmentally friendly and sustainable.

The Organiser is expected to present proposals how to tackle and deliver solutions on the follow action areas:

AREAS	ACTIONS
Transportation & Accommodation	Choose transportation modes that use zero or low emission technologies. Offer accessible public transportation Support sustainable accommodation and eco-friendly hotels
Recycling / Waste Management	Streamlining waste management and recycling programmes No acceptance for single-use plastics (bottles, plastic straws, disposable cups/plates/cutlery, etc.) Separated trash bins in all venue areas. Effective waste food management (e.g. implementing food donation)
Energy Efficiency	Promote the saving of energy and water solutions (e.g. LED lighting) Maximise digital space and electronic files usage instead of print materials Choose sustainable materials for uniforms (i.e. bamboo, organic cotton, etc.)
Services & Product Sourcing	Cooperate with local suppliers providing sustainable products and services
Green Initiative	Make an initiative, which will be linked to the event promoting green practices (e.g. planting a tree for every set won by the home team, etc.)

The Organiser is further encouraged to propose other sustainable concepts and shall introduce their own initiatives and plans focusing on reduction of the environmental impact of the Event.

## 8.2.2 Legacy

A long-lasting legacy should be achieved by the organisation of the CEV EuroSnowVolley Event. The Organiser shall therefore focus on supporting and developing the Snow Volleyball community in their host country. The Organiser is also encouraged to use creative means to reach various social groups in the region in order to inspire and grow the next generation of Snow Volleyball players.

The Organiser shall furthermore target the general public while improving the relationship with them and bringing new fans to Snow Volleyball. Hosting of the CEV EuroSnowVolley Event shall create positive impact on the Host City / Ski resort community and the residents should feel proud about such organisation in their region.

REQUESTED INFO
How can you use the staging of the CEV competition to further develop Snow Volleyball?
What kind of direct social benefits can it bring to the Community?
What activities will you plan to engage the general public (timeframe, targeted population, investment, goals, etc.)?
How do you plan to work with the Host City on reaching various social groups?

## 9 Site visit

Site visit(s) will be conducted by the CEV in collaboration with CEV Partners in order to help the Organiser deliver the Event standards.

During these site visit(s), the Organiser is responsible for providing the local transportation, accommodation and catering to the visiting CEV team.

The CEV shall take care of the international transportation and per diem.

## 10 Drawing of Lots

Hosting the Drawing of Lots is a responsibility of the Organiser. The DOL will take place on site after the Preliminary Inquiry to allocate Teams in the pools.

The Organiser shall provide the following minimum requirements:

- Meeting room with chairs and podium, minimum size of 50 m<sup>2</sup>
- Cladding & branding to ensure a common corporate identity
- Equipped with beamer/large video screen, audio stereo sound system
- Organising complementary events to the Drawing of Lots for all invited guests:
  - Cocktail / Reception service

Detailed Drawing of Lots Handbook will be shared at later stage including all requirements for hosting of the Drawing of Lots.

# Letter of Organisation

Dear President,

The ..... herewith applies for the hosting of the following event as per the Candidature Application submitted to and confirmed by CEV :

CEV EuroSnowVolley 2024

To be held in the city and country of .....

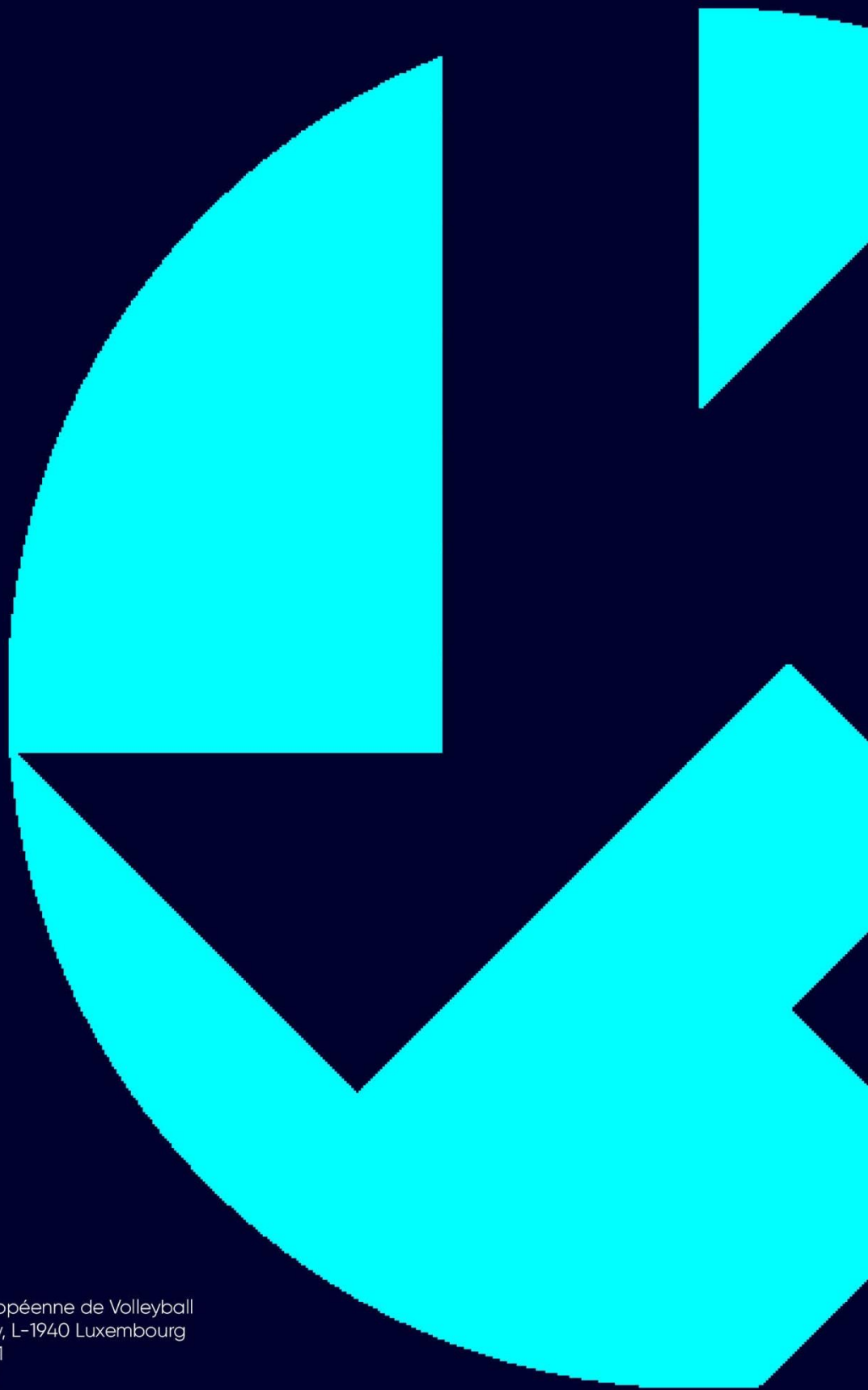
To be held in the ..... (Venue)

Enclosed please find the duly signed Organiser agreement. We herewith confirm that we have taken due note of all contents of this Organiser Agreement – which form an integral part of this Letter of Organisation – and we guarantee that we will comply with all requirements and obligations as set out therein. Furthermore, we acknowledge and agree that any rights granted by the CEV to us and the Organising Committee as well as any undertakings of the CEV contained in this Organiser Agreement are valid only upon acceptance of our Letter of Organisation.

We look forward to receiving your acceptance.

Date  
Place:  
(Name, signature and seal)

Date:  
Place:  
(Name, signature and seal)



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