



AUSTRALIAN BEACH VOLLEYBALL TOUR

EVENT SANCTIONING GUIDELINES

OCTOBER 28, 2015



The logo features a stylized beach volleyball in the center, with overlapping segments in red, orange, and yellow. The background is a textured, light brown surface. On the right side, there are curved, overlapping bands of red, orange, and yellow, suggesting a beach or sunset theme.

Beach Volleyball Event Sanctioning Guidelines

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Definitions

ABVRS – Australian Beach Volleyball Ranking System

ABVT – Australian Beach Volleyball Tour

FIVB – Federation Internationale de Volleyball

MOU – Memorandum of Understanding

SSO – State Sporting Organisation (aka State Volleyball Association)

State Open – The premier event on each state tour/series calendar for the season

VA – Volleyball Australia

VARS – Volleyball Australia Results System



Beach Volleyball Event Sanctioning Guidelines



Introduction

Event sanctioning ensures that all beach volleyball events, tournaments and matches played in Australia are conducted in a safe and professional manner, and comply with the respective FIVB rules of the Game, and Volleyball Australia policies.

Volleyball Australia have created the following guidelines in order to set a standard of competition that the athletes and sponsors can count on; provide a framework for conducting the event; honour athletes who expect rules to be followed; provide consistency in levels of execution, qualifying standards and records; increase the event rating in the ABVRS; and to increase credibility:

- An event sanction tells athletes that an event is being run according to competition rules and that the results will be recognized by VA. Results from certain sanctioned events can be used for national ranking as well as qualify athletes for larger national and international events. Sanctioned events should display the ABVT logo to promote the fact that VA has sanctioned the event.
- Event Promotion – Sanctioned events will be included in the VA online calendar and will be highlighted to distinguish them as sanctioned events.

In order to apply to have an event sanctioned. The event must comply with the following guidelines:

1 Event Organiser

- 1.1 All events, tournaments and matches must be organised and managed by either:
 - a. A Volleyball Australia affiliated SSO.
 - b. A private event provider affiliated to SSO.
 - c. A private event provider approved by SSO.
- 1.2 The Event Organiser must have minimum \$20m Public Liability Insurance, and must provide a valid Certificate of Currency with the Sanctioning Application. (Note: If the Event Organiser is an affiliate of Volleyball Australia you will already have public liability insurance provided under the VA Liability Insurance Scheme).
- 1.3 The event organiser remains solely responsible and liable for any prize pool on offer, except in the case of an MOU agreement between the event organiser and VA/SSO. In which case, refer to detailed information contained in the MOU agreement.

2 Requirements for sanctioning

- 2.1 Completed sanctioning application sent to VA by the due date set in Appendix 1.
- 2.2 A suitably experienced Event Organiser to ensure that the tournament can be run in a safe and competent manner.
- 2.3 A safe and suitable Event Venue(s) for all events.
- 2.4 Appropriate Medical and Safety Requirements are present throughout the duration of the event.
- 2.5 A set of Tournament Rules that adhere to, and comply with, the FIVB Rules of the game, By-Laws & Policies that govern the game of Beach Volleyball.
- 2.6 A documented list of Team and Participant Registrations for each Participating Team.
- 2.7 Insurance cover that provides adequate protection for all Participants, Officials, and Event Organisers.
- 2.8 Appropriate judiciary procedures to deal with circumstances or conduct requiring investigation and or decision.
- 2.9 Australian Beach Volleyball Tour Logo to be visible on all promotions and advertisement and include the phrase “Sanctioned by Volleyball Australia through the Australian Beach Volleyball Tour”
- 2.10 The VA and ABVT logos must be displayed prominently on marketing materials, registration forms, event websites and uniforms once sanctioning is approved and may not be utilised until the sanctioning application process is complete.



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- 2.11 Clearly and prominently acknowledge that the competition is sanctioned by VA on marketing materials, registration forms, and event websites.
- 2.12 All athletes competing in VA sanctioned events must be current members of VA or hold valid international membership with written clearance from their national federation to play in Australia.
- 2.13 The event organiser must provide VA with a 1 paragraph event overview for publication on the ABVT website. This overview is to be submitted prior to the event by the date outlined in appendix 1 and must include:
 - 2.13.1 History of the event
 - 2.13.2 Where to stay
 - 2.13.3 Sponsors
 - 2.13.4 What to expect
 - 2.13.5 Event dates & times
 - 2.13.6 Where/how to enter
- 2.14 The event organiser must complete and upload results from the event in to the VARS for inclusion into the ABVRS using the instructions in attachment 2.

3 Event venue

- 3.1 Each Tour Event will focus on a centre court facility consisting of the following (see Appendix 2 for recommended court layout):
 - 3.1.1 Spectator seating
 - 3.1.2 PA system
 - 3.1.3 Access to toilets
 - 3.1.4 Athlete facilities
 - 3.1.5 Appropriate facilities for referees, media (if applicable), first aid and competition management
 - 3.1.6 Chairs for each player
 - 3.1.7 Protective umbrella/shade
 - 3.1.8 Eskies (or similar) to hold and cool athlete drink bottles
- 3.2 The event will also contain several outer courts which must consist of the following:
 - 3.2.1 Chairs for each player
 - 3.2.2 Protective umbrella/shade
- 3.3 The venue must be safe and suitable for the event, tournament and/or matches to be conducted and must be consistent with the FIVB Rules of the game “the playing area”. See item 6 for further detail.
- 3.4 The playing area is to be adequately prepared for matches to include the provision of field dressing (post pads, runoff space markings, court signage etc.) as a minimum.
- 3.5 The playing area must be clearly set out, including perimeter area not less than 4-5m, where practicable.
- 3.6 The playing surface must be clear of obstacles and safe for training & matches.
- 3.7 The event organisers are to complete a Match Day Inspection Checklist (which can be found on the VA & ABVT websites).
- 3.8 The venue must have adequate shower and toilet facilities to cater for the teams and match officials and public amenities for spectators.
- 3.9 If night matches are scheduled, appropriate venue lighting must be provided.
- 3.10 Internet access and a computer/tablet is required at the venue in the case of event organiser utilising live results entry via the VARS. (See item 9)
- 3.11 For event requirements matrix, see appendix 3.



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4 Media

- 4.1 The event organiser must submit the Volleyball Australia Media Release (Appendix 4) within 72 hours of the event completion.

5 Tournament Rules

- 7.1 The FIVB Rules of the Game must apply to the event. Any variation on these rules must be included in the sanctioning application.

6 Medical & Safety Requirements

- 6.1 The event organiser must provide appropriate medical support for all events, tournaments and matches including:
 - 6.1.1 Trained medical support (minimum qualified first aid certification or higher)
 - 6.1.2 First aid kit
 - 6.1.3 Ice for injuries
 - 6.1.4 Emergency contacts for nearest hospital, doctor, dentist etc.
 - 6.1.5 Telephone (for use in emergency)
 - 6.1.6 Emergency vehicle access for Ambulance providing clear entry.
- 6.2 All serious injuries/incidents are reported via the Volleyball Australia Incident/Injury Report form which must be sent to om@avf.org.au within 24 hours if the incident occurring. These incidents include but are not limited to:
 - 6.2.1 Any head or neck injury that results in a player being treated at an emergency department, hospital or after-hours medical centre, or
 - 6.2.2 Any injury that results in the admission of a player into hospital.
 - 6.2.3 Any injury that could result in an insurance claim.

7 Judicial Procedures

- 7.1 All matches must have appropriate judiciary procedures in place for dealing with the following:
 - 7.1.1 When a Player is Ordered Off the playing area.
 - 7.1.2 When a Player is cited for an act or acts of Illegal and/or Foul Play.
 - 7.1.3 When an act or acts of misconduct may have been committed by a participant, team official or other person/s.
 - 7.1.4 Any incidents where a participant, official, spectator or other person are found guilty of an offence and the opinion of the judiciary is that the offence warrants a penalty greater than exclusion for the remainder of the tournament, the matter is to be notified to VA.

8 Australian Beach Volleyball Ranking System (ABVRS)

- 8.1 Approved events in the VA sanctioning guidelines will be included in the ABVRS.
- 8.2 Events included in the ABVRS will follow the ABVRS protocol.

9 Submitting Results (Volleyball Australia Results System)

- 9.1 Event organisers must add their event to the VARS.
- 9.2 During the event, organisers may enter live results and utilise the VARS to manage the competition fixture and results. Alternatively, player/team final placings may be uploaded after the event (see instructions in attachment 2).

10 Prize Money

- 10.1 All sanctioned events are required to offer prize money as outlined in appendix 3.



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11 Sponsorship

- 11.1 Volleyball Australia reserves the right to sell sponsorship activation and court advertising panels at events under the following guidelines:
 - 11.1.1 Sponsor activation and signage allowed through individual MOU negotiation and agreement with event organisers.
- 11.2 In the case of a conflicting sponsor VA will work with the event organiser to find a solution.
- 11.3 Event organisers may not seek/display sponsorship from organisations deemed inappropriate or that will bring the sport/event into disrepute.

12 Direct Income and Expenses

- 12.1. The structural expenses of the event must be met by each event organiser and the balance of the event organiser budget is not the responsibility of VA.
- 12.2. Direct Expenses of VA.
 - 12.2.1. Creation, implementation and management of ABVRS and VARS.
 - 12.2.2. Administration of ABVRS & VARS and review/quality control of sanctioned events.
 - 12.2.3. Production and distribution costs of advertising panels for national sponsors and VA activation.
 - 12.2.4. State Open investment contribution (see attachment 1)
- 12.3. Direct Income of VA.
 - 12.3.1. Marketing rights of national sponsors.
- 12.4. Direct Expenses of each host.
 - 12.4.1. Prize money.
 - 12.4.2. Per Diem for Referees, Staff & Officials.
 - 12.4.3. Suitable arrangements and decoration of the venue and surroundings.
 - 12.4.4. Expenses concerning organisation, staff, auxiliary, refereeing officials, official ceremonies and press conferences.
 - 12.4.5. Publicity of the event on a local scale including the production costs of posters, tickets etc.
 - 12.4.6. Production costs of advertising panels around the playing court for local sponsors & partners.
 - 12.4.7. Medical expenses for first aid and medical assistance.
 - 12.4.8. All necessary insurances.
 - 12.4.9. Cost for VIP/Sponsors hospitality, including marquees, refreshments & catering.
 - 12.4.10. Relevant taxes and surcharges on purchases.
- 12.5. Direct income of each host.
 - 12.5.1. 100% sale of entrance tickets.
 - 12.5.2. 100% of advertising panels sales excluding national sponsor panels.
 - 12.5.3. 100% of the commercial exploitation of merchandising products within the state.
 - 12.5.4. 100% of the event entry fees.

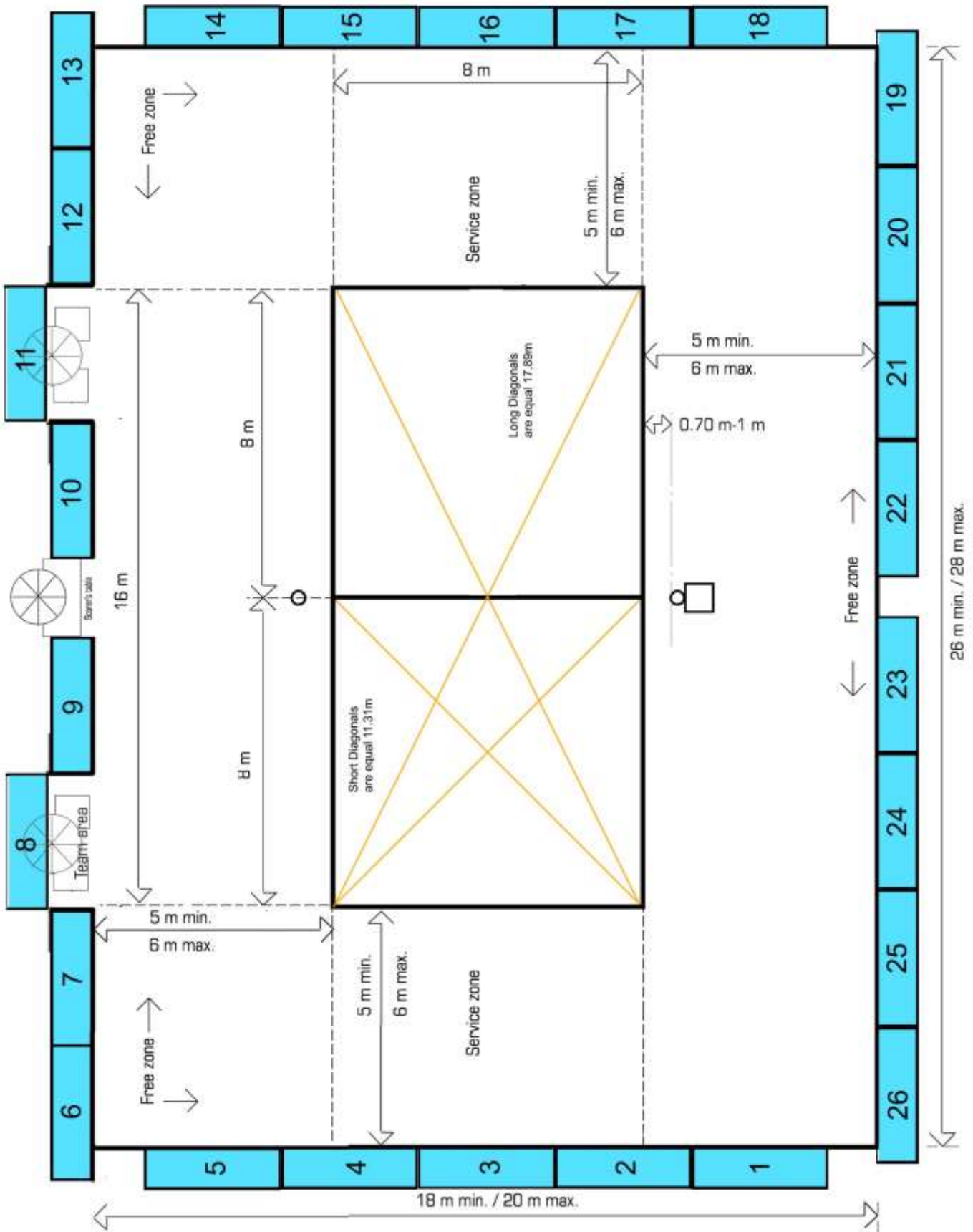
13 Reporting

- 13.1. Within 24 and 72 hours of the completion of each sanctioned event, the event organiser is responsible for submitting the following to VA:
 - 13.1.1. Media Release [within 24 hrs]
 - 13.1.2. Results - completed during the event using VARS or uploaded post event [must be done by the Monday following the event completion]
 - 13.1.3. Photos from the event.
 - 13.1.3.1. Minimum 6 per day of the event [within 48 hrs]
 - 13.1.3.2. Minimum 2 photos per national sponsor for proof of activation. [within 72 hrs]

Appendix 1 – Important dates

VA to advise of 2014/15 national sponsor arrangements	Ongoing in 2015/16
Due date for Event Sanctioning Application and supporting documentation	20 th November 2015
MOU Agreements signed by SSO & VA for State Open events	27 th November 2015
Event Overview to be send to verity.hanka@avf.org.au	11 th December 2015
Australian Championships (Surfers, QLD)	23 th – 25 th January 2016
Australian Beach Volleyball Tour Finals (Manly, NSW)	18 th – 20 th March 2016
Asian Beach Volleyball Championships (Manly, NSW)	24 th – 28 th March 2015
VA to Advise of 2015/16 national sponsor arrangements	30 th September 2016

Appendix 2 - Court Layout



Appendix 3 – Event Requirements Matrix

You will find in the matrix below the Volleyball Australia approved Summary of all sanctioned event requirements.

EVENT REQUIREMENTS MATRIX			
Venues	Grand Slam Events	Open Events	AAA Events
Grand Stand	Obligatory	Recommended	Optional
Min. prize pool	\$4000	\$2000 (or as per MOU)	Recommended
Post pads (all courts)	Obligatory	Obligatory	Obligatory
Entertainment	Grand Slam Events	Open Events	AAA Events
Court Announcer	Obligatory	Recommended	Optional
DJ/Live Music	Obligatory	Recommended	Optional
Other	Grand Slam Events	Open Events	AAA Events
Referees provided	Obligatory (min. crt 1)	Highly Recommended	Optional
Broadcast	Television Recommended	Webcast Recommended	Optional
Uniform provided by host	Obligatory	Recommended	Optional

Appendix 4 – Media Release

To be emailed to verity.hanka@avf.org.au including a minimum 6 photos per day within 24 hours of the completion of each event.

EVENT MEDIA RELEASE			
Contact details			
Name:		Date:	
Position at the event:		Date:	
Email address:		Phone number:	
Overview of the event:			
Quote from the Women's Teams (grand final):			
Player name:			
Quote:			
Player name:			
Quote:			
Quote from the Men's Teams (grand final):			
Player name:			
Quote:			
Player name:			
Quote:			
Next Event (<i>if applicable</i>):			
Comments:			

Appendix 5 – Sanctioning Application Checklist

The following documents must be completed and submitted to Volleyball Australia for sanctioning to be considered.

Before the event	
Read the Event Sanctioning Guidelines	
Submit completed Event Sanctioning Application form	
Submit copy of site map	
Submit copy of Certificate of Currency (min \$20m public liability insurance)	
Staff trained in first aid (or higher) or medical support group engaged for event	
During the event	
Match Day Checklist completed (daily)	
Submit results using VARS	
After the event	
Submit Match Day Checklists	
Submit Incident/Accident report form completed (as required)	
Submit Event Media Release (Appendix 4)	
Submit photos of the event (as per 12.1.4)	