



# **AUSTRALIAN BEACH VOLLEYBALL TOUR**

# **EVENT SANCTIONING GUIDELINES**

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# Beach Volleyball ABVT State Open Sanctioning Guidelines



## 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

VARC – Volleyball Australia Referees Commission

VARS – Volleyball Australia Results System

## Introduction

These State Open Sanctioning Guidelines are designed to support Volleyball Australia, State Associations and the greater Beach Volleyball community by ensuring that all State Open Beach Volleyball events 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 for State Open events that States, 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 recognised by VA. Results from sanctioned events can be used for national ranking as well as qualify athletes for larger national and international events.
- Sanctioned events will be included in the VA online calendar and will be highlighted to distinguish them as sanctioned events.

By being granted a VA Sanctioned Event, the SSO or appointed event organiser will receive a host of benefits as outlined in the relevant MOU. Each event will have the access to the same benefits and may choose some optional additions to maximise their event. Refer to the MOU for these details.

In order to have a State Open event sanctioned, the event must comply with the following guidelines:





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## 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 the 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 and all costs associated with the delivery of their event and in line with their respective MOU developed with VA.
- 1.4 The relevant SSO must be a current member of VA.

## 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 (refer to item 6)
- 2.5 A set of Tournament Rules that adhere to and comply with the FIVB Rules of the game and VA By-Laws & Policies that govern the game of Beach Volleyball including all VA sponsorship deliverables.
- 2.6 Appropriate judiciary procedures to deal with circumstances or conduct requiring investigation and or decision. A copy of these must be accessible either at the event in hard copy or online at an advertised website.
- 2.7 The VA and ABVT logos including the phrase “Sanctioned by Volleyball Australia” must be included on all marketing materials including but not limited to registration forms, advertising and event websites once sanctioning is approved.
- 2.8 The event organiser must confirm all athletes competing in VA sanctioned events hold a full and current membership of VA through an affiliated SSO or hold valid international membership with written clearance from their national federation to play in Australia. As per Appendix 7, a documented list of all team nominations, memberships and clearances must be provided 3 days prior to the event start.
- 2.9 The event organiser is to provide VA with a promotional 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 ideally include:
  - 2.9.1 History of the event
  - 2.9.2 Where to stay
  - 2.9.3 Sponsors
  - 2.9.4 Event Format
  - 2.9.5 What to expect
  - 2.9.6 Event dates & times
  - 2.9.7 Where/how to enter
- 2.10 The event organiser must have a clear entry & pre-event process defined online for all athlete’s allowing for local, interstate and international team entries. This includes but not limited to:
  - 2.10.1 Entry forms (preferably online)
  - 2.10.2 Membership checks
  - 2.10.3 Collection of Biographical Information as per Appendix 6
  - 2.10.4 Preliminary Inquiry (athlete check in) & Technical Meeting



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2.11 The event organiser must complete and upload results from the event in to the VARS for inclusion into the ABVRS. ***This is a time critical FIVB requirement for sanctioning of the ABVT and must be completed by COB following the final day of competition.***

## 3 Refereeing

- 3.1 The Event Organiser working with VARC must appoint a Referee Delegate to each sanctioned event and be present for all days of Competition.
- 3.2 The Event Organiser must appoint a duty team to every game regardless of official Referee appointments.
- 3.3 The Referee Delegate must work with the Event Organiser regarding all official Referee appointments and is to appoint 1st referees to all semi-finals and finals as a minimum.
- 3.4 In addition, the refereeing pool (if available) may participate in any games as 1st Referee, 2nd Referee, Line Judge or Scorer as part of referee development.

## 4 Event venue

- 4.1 Each event will focus on a centre court facility consisting of:
  - 4.1.1 Field of Play (Refer to Appendix 2)
  - 4.1.2 Signage to define the free zone
  - 4.1.3 Spectator seating (permanent or temporary)
  - 4.1.4 Shaded & serviced VIP Area
  - 4.1.5 PA system with Production Manager to coordinate music, promotions, commentary etc
  - 4.1.6 Access to toilets & Showers
  - 4.1.7 Appropriate shaded rest area for athletes, referees, media, first aid and competition management
  - 4.1.8 Scorer's Table, Chairs & Shade
  - 4.1.9 Chairs & Shade for each player
  - 4.1.10 Recommend to have eskies (or similar) to each player area
- 4.2 For outer courts to ensure the health and wellbeing of players and officials, it is advisable to include the following:
  - 4.2.1 Scorer's Table, Chairs & Shade
  - 4.2.2 Chairs & Shade for each player
  - 4.2.3 Eskies (or similar) to each player area
  - 4.2.4 Signage to define the free zone
- 4.3 Field of Play area to all courts must be adequately prepared and safe for matches and include a flat playing area. (Refer to Appendix 2)
- 4.4 The venue must have access to adequate shower and toilet facilities to cater for all teams, staff, officials and the public.
- 4.5 If night matches are scheduled, appropriate venue lighting must be provided. It is recommended a LUX reading of a min of 1000 at 1m height evenly spread across the entire Field of Play (I.E. including the free zone).
- 4.6 Internet access and a computer/tablet is required at the venue if the event organiser is utilising live results entry via the VARS. (See item 9)
- 4.7 For event requirements matrix, see appendix 3.

## 5 Media & Photography

- 5.1 It is encouraged that the event organiser creates formal Media Releases for their event. To assist in this, the VA Media Manager will be made available for email correspondence and wider distribution. Appendix 4 shows a format to assist you gain the best information to achieve a maximum impact.
- 5.2 The title of the event must include ABVT. E.G. The ABVT South Australian Beach Volleyball Open.



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- 5.3 Each event is to appoint a photographer (professional or volunteer).
- 5.4 To assist each media release to gain maximum exposure, some photos will be beneficial. Ideally and in addition, VA would like to receive 6 photos per day (non-watermarked) and 1 photo of each awarding ceremony with the winners and the major sponsors (people or signage or both and include local and VA sponsors). These photos will be used to attract future support for Beach Volleyball.
- 5.5 To assist in following the media impact of each event, the event organiser is to complete a Media Report as found on the ABVT Website. This will be used to measure the exposure of the ABVT and attract future support.

## 6 Risk Assessment, Medical and Safety Requirements

- 6.1 The event organiser must provide a completed risk assessment. Examples & assistance can be provided if required.
- 6.2 Daily checks of the venue should be conducted as part of the risk management process. To assist, the VA Match Day Inspection Checklist is available on the ABVT Website.
- 6.3 The event organiser must provide appropriate medical support for all events, tournaments and matches including:
  - 6.3.1 Trained medical support (minimum qualified first aid certification or higher)
  - 6.3.2 First aid kit
  - 6.3.3 Ice for injuries
  - 6.3.4 Emergency contacts for nearest hospital, doctor etc.
  - 6.3.5 Access to a Telephone for use in emergency. Event staff personal mobiles are acceptable.
  - 6.3.6 Emergency vehicle access for Ambulance providing clear entry.
- 6.4 All serious injuries/incidents are reported to Volleyball Australia by phone as soon as practical after the incident/accident and an Incident/Injury Report form is sent to [baz.wedmaier@avf.org.au](mailto:baz.wedmaier@avf.org.au) within 24 hours of the conclusion of the event. These incidents include but are not limited to:
  - 6.4.1 Any head or neck injury that results in a player being treated at an emergency department, hospital or after-hours medical centre, or
  - 6.4.2 Any injury that results in the admission of a player into hospital, or
  - 6.4.3 Any incident of an abusive nature (physical or verbal)

## 7 Australian Beach Volleyball Ranking System (ABVRS)

- 7.1 Sanctioned State Open events will be included in the ABVRS.
- 7.2 Events included in the ABVRS will follow the ABVRS Overview available on the ABVT Website.

## 8 Submitting Results (Volleyball Australia Results System)

- 8.1 Event organisers must add their event to the VARS.
- 8.2 During the event, it is recommended that organisers enter live results via VARS to manage the competition fixture and results. Alternatively, player/team final placings must be uploaded a maximum of 24hrs after the conclusion of the event (see instructions in attachment 2).

## 9 Awards, Prizes and Prize Money

- 9.1 Sanctioned events are required to offer prize money as outlined in appendix 3.
- 9.2 All Awards, Prizes & Prize money are the responsibility of the event organiser
- 9.3 All Awards & Prizes must be deemed appropriate for the recipient



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## 10. Sponsorship

- 10.1 Volleyball Australia reserves the right to sell sponsorship activation and court advertising panels at events. Any sponsorship or activations will be agreed through negotiation with the SSO or relevant promoter and will be included in their MOU.
- 10.2 In the case of a conflicting sponsor VA will work with the event organiser to find a solution.
- 10.3 Event organisers may not seek/display sponsorship from organisations deemed inappropriate or that will bring the sport/event into disrepute.

## 11. Direct Income and Expenses

### 11.1 Direct Expenses of VA.

- 11.1.1 Creation, implementation and management of ABVRS and VARS.
- 11.1.2 Administration of ABVRS & VARS and review/quality control of sanctioned events.
- 11.1.3 Production and freight costs of any supplied material from VA as per the MOU
- 11.1.4 State Open cash contribution as per the MOU

### 11.2 Direct Income of VA.

- 11.2.1 Marketing rights of national sponsors.

### 11.3 Direct Expenses of each host.

- 11.3.1 Prize money, Awards and Prizes.
- 11.3.2 All Refereeing pool, Staff & Officials costs.
- 11.3.3 Suitable arrangements and decoration of the venue and surroundings.
- 11.3.4 Expenses concerning organisation, staff, auxiliary, refereeing, officials, official ceremonies and press conferences.
- 11.3.5 Publicity of the event on a local scale including the production of promotional material
- 11.3.6 Production costs of advertising panels around the playing court for local sponsors & partners.
- 11.3.7 Medical expenses for first aid and medical assistance.
- 11.3.8 All necessary insurances.
- 11.3.9 Cost for VIP/Sponsors hospitality, including marquees, refreshments & catering.
- 11.3.10 Relevant taxes and surcharges on purchases.

### 11.4 Direct income of each host.

- 11.4.1 100% sale of entrance tickets.
- 11.4.2 100% of advertising panels sales excluding national sponsor panels.
- 11.4.3 100% of the commercial exploitation of merchandising products within the state.
- 11.4.4 100% of the event entry fees.

## 12. Reporting

12.1. As set out in appendix 5 at the completion of each sanctioned event, the event organiser is responsible for submitting the following to VA:

- 12.1.1. A brief report for VA containing an overview of the event, the challenges, the outcomes and any feedback for VA for planning of the 2017/18 ABVT.
- 12.1.2. All Media Releases [copy VA into all releases when they happen]
- 12.1.3. Information as to what media results were achieved E.G. Sunday, Article in the Sport Section of the paper. Include a copy of all printed media. [within the Post Event Report to VA]
- 12.1.4. Results - completed during the event using VARS or uploaded post event [must be done by the Monday following the event completion]



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## Appendix 1 – Important dates

VA to advise of 2016/17 national sponsor arrangements	30 <sup>th</sup> September 2016 - Beyond that, with consultation with each SSO.
Due date for Event Sanctioning Application and supporting documentation	4 <sup>th</sup> November 2016
MOU Agreements signed by SSO & VA for State Open events	4 <sup>th</sup> November 2016
ABVT Player Handbook released	28 <sup>th</sup> October 2016
Event Overview to be sent to <a href="mailto:baz.wedmaier@avf.org.au">baz.wedmaier@avf.org.au</a>	14 <sup>th</sup> November 2016
Australian U23 Championships (Coolangatta, QLD)	21 <sup>st</sup> – 22 <sup>nd</sup> January 2017
Australian Beach Volleyball Tour Finals (Manly, NSW)	10 <sup>th</sup> – 12 <sup>th</sup> March 2017
Volleyfest (Manly, NSW)	10 <sup>th</sup> – 19 <sup>th</sup> March 2017
ABVT Review (Venue TBC) inc release of Important dates for 2017/18	28 <sup>th</sup> April 2017 (TBC)
VA to Advise of 2017/18 national sponsor arrangements	30 <sup>th</sup> September 2017





# Beach Volleyball ABVT State Open Sanctioning Guidelines

## Appendix 3 – Event Requirements Matrix

EVENT REQUIREMENTS MATRIX		
Venues	ABVT Finals	SSO Open Events
Spectator Seating	Obligatory	Strongly Recommended
Min. Cash Prize Pool (total)	\$10,000	\$4,000
Entertainment	ABVT Finals	SSO Open Events
Court Announcer	Obligatory	Recommended
DJ/Live Music	Obligatory	Strongly Recommended
Other	ABVT Finals	SSO Open Events
Officials (Referees, Line Judges & Scorers)	Obligatory for all elimination games on Centre Court	Obligatory to all Medal Matches
FOP Staff (ball retrievers & court rakers)	Obligatory to Centre Court on Final Day (min)	Recommended
Broadcast	Television & Webcast Recommended	Webcast Recommended
Uniform provided by host	Obligatory	Recommended



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## Appendix 4 – Media Release

[baz.wedmaier@avf.org.au](mailto:baz.wedmaier@avf.org.au) to be included in any media releases being produced.

### EVENT MEDIA RELEASE TEMPLATE

#### Contact details

Name:		Date:	
Position at the event:		Phone number:	
Email address:			

Overview of the event/information for media:

#### Quote from a Women's Team:

Player name:  
Quote:

Player name:  
Quote:

#### Quote from a Men's Team:

Player name:  
Quote:

Player name:  
Quote:

Next Event (*if applicable*):

Comments:

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## Appendix 5 – Sanctioning Application Checklist

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

Before the event	Due	Complete
Read the Event Sanctioning Guidelines	ASAP	
Submit a completed Event Sanctioning Application form	4 <sup>th</sup> November	
Submit a copy of site map	4 <sup>th</sup> November	
Submit a copy of Certificate of Currency (min \$20m public liability insurance)	4 <sup>th</sup> November	
Submit a copy of the Risk Management Plan	4 <sup>th</sup> November	
Submit Event Media Release including Photos	Ongoing	
Submit Entry List including all International Clearances & Player Biographical Information Forms	3 Days Prior to event	
During the Event	Due	Complete
Submit Event Media Release including Photos	Ongoing	
Submit results using VARS (recommended)	Live at event	
After the Event	Due	Complete
Submit results using VARS if internet was not available onsite	By COB the day following the completion of event	
Submit Event Review including the Media Report	Within 5 days of event	
Submit Incident/Accident report form completed (as required)	By COB the day following the completion of event	
Submit Event Media Release including Photos	Within 72hrs of event	





# Beach Volleyball ABVT State Open Sanctioning Guidelines



## Appendix 6 – Player Biographical Information Form

This information may be used by VA for promotional purposes or by the venue or TV commentary team

Return to VA with entry list

Player Biographical Information Form			
Name:			
Playing Partner:		Age:	
Height:		Weight:	
Home Town & State:		Years Playing:	
Highest State Placing:			
Highest National Placing:			
Favourite Foods:			
Favourite Movie:			
Guilty Pleasure:			
What you do to relax:			
Other Sports:			
Personal Sponsors			
Any Other interesting information:			

