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INTRODUCTION

The Asian Volleyball Confederation (AVC) has prepared this handbook as a guide to the hosting of the Asian Beach Volleyball tournaments. This handbook and the AVC are governed by the following objectives:

- a. The objective of Asian Beach Volleyball tournaments is to promote the development of beach volleyball among member federations of the AVC.
- b. To provide the highest level of competitions for athletes representing their National Federations.
- c. To provide a consistently high level of event management and presentation.
- d. To maximize the television coverage of the sport across Asia and within each host country.
- e. To link tournaments that are sanctioned as part of the Asian Beach Volleyball Tour.
- f. To develop a series of tournaments with an associated Asian Championship that is recognized by the FIVB as a Continental Qualifier for the Olympic Games.

This handbook is modeled on the FIVB Beach Volleyball Handbook and Official Beach Volleyball Rules, and is intended to continue the management, organization and marketing structures established by the FIVB.

Member National Federations of the AVC are eligible to submit a proposal to host an AVC tournament. National Federations may appoint an independent Promoter to conduct the event, elect to host the event autonomously, or as most generally occurs an agreement reached between a Promoter and a National Federation to work together on the event. Generally the National Federation is responsible for the technical aspects of the competition and the Promoter is responsible for the marketing and promotion of the event. This Handbook is written to reflect a 3 way agreement between the AVC, the National Federation and its appointed Promoter.

Participation on an Asian Beach tournament is restricted to member National Federations of the AVC. The teams will be considered to be representing that National Federation.

Tournaments on the Asian Beach Volleyball Tour are preferably dual sex competitions, however recognizing the specific nature of the members of the AVC, single sex events may also be approved. It is however understood that there shall be equality of

conditions and prize money for dual sex tournaments .

The circuit of tournaments sanctioned by the AVC shall be called the “Asian Beach Volleyball Tour”. Asian Beach Volleyball tournaments shall be designated by AVC in one of following tiers:

1. Asian Championship
2. Asian Open;
3. Asian Challenger.

These tournaments may be part of qualification for a Continental Championship qualification for the Olympic Games and contribute to AVC Rankings for Beach Volleyball. The AVC can also sanction other Beach Volleyball events such as within Multi-sport events (Asian Games, Asian Beach Games, SEA Games etc). Additionally the AVC will work in conjunction with the FIVB on events such as Open, Challenger and Satellite tournaments.

Each of these tournaments will be governed by this Handbook and the rules and regulations in the Handbook will be revised and issued by the AVC from time to time.

DEFINITIONS:

“AVC”	Means the Asian Volleyball Confederation. The Secretariat is located in Beijing, China
“Asian Championship”	The highest level tournament held within Asia. Highest prize money, financial conditions and ranking points are allocated to this tournament.
“Asian Open”	A second level tournament within Asia which generally has medium level prize money, financial conditions and ranking points allocated. This level of tournament is the most common within the Asian Tour.
“Asian Challenger”	A third level tournament within Asia which generally has lower level prize money, financial conditions and ranking points allocated.
“Asian Tour”	Annual series of tournaments sanctioned by the AVC in any given year.
“Event or Tournament”	An individual beach volleyball tournament in one of the following three tiers of sanctioned events: Asian Championships; Asian Open; Asian Challenger, as defined in this Handbook
“FIVB”	The Federation Internationale de Volleyball
“Host Federation”	The National Federation approved by AVC to host one of the Asian beach volleyball events.
“NF”	A National Federation affiliated to AVC
“Participating Federation”	A National Federation who nominates a team to participate in one of the Asian tournaments.
“Promoter”	Means an organization appointed by a National Federation for the purpose of hosting independently or jointly a tournament on the Asian Tour which must be approved by the AVC.

1. Obligations of the Promoter

A National Federation may choose to appoint a Promoter or to host the tournament without this assistance. Accordingly the NF becomes the Promoter of that tournament and is responsible for the obligations as listed below:

- 1.1 The Promoter must fulfill all obligations in accordance with a written agreement signed between the AVC, the NF and the Promoter and respect all guidelines and procedures contained in the Asian Beach Volleyball Handbook.
- 1.2 The Promoter accepts that all commercial rights of the Asian Beach Volleyball Tour shall be the exclusive property of the AVC unless otherwise authorized in writing by the AVC.
- 1.3 The Promoter may not enter into any contractual arrangements (written or verbal) related to the exclusive properties of the AVC without the written authorization of the AVC.
- 1.4 The Promoter accepts that only the AVC may contractually designate sponsors with titles such as “International Sponsor”, “International Supplier”, “Tour Title Sponsor” or any other designation referring to the tournaments, teams or players of the Asian Beach Volleyball tournaments.
- 1.5 The Promoter must respect all rights reserved for the AVC and the International Sponsor(s) approved by the AVC.
- 1.6 The Promoter is responsible for the execution of all Local and International Sponsor benefits associated with the local tournament, with the exception of production of International sponsor flags and banners.
- 1.7 The Promoter shall include the name/logo of international sponsors in all printed promotional and press materials produced for the tournament and exclude any publicity or advertisements of competitor sponsors not authorized by the AVC. Artwork will be provided by the AVC for all international sponsors. The promoter shall take all steps possible to avoid ambush marketing of its own and the AVC’s sponsors.
- 1.8 The Promoter shall provide layouts of the stadium (with indications of all sponsored items), the player’s shirts and all printed materials to the AVC for approval at least two (2) months prior to the tournament.
- 1.9 The Promoter shall market and promote a tournament in a professional manner and in accordance with the rules and regulations of the tournament.

- 1.10 The promoter must clearly define in writing the obligations of the Host Federation in supporting the tournament, at least 60 days prior to the tournament and lodge the same with AVC 30 days prior to the tournament.
- 1.11 The Promoter must pay to the Host Federation any monies owing or specified in the contract within 7 days of the completion of the tournament.
- 1.12 The Promoter shall use the official match ball determined by the AVC.
- 1.13 The Promoter shall pay the prize money designated by the AVC for the respective tier of tournament. All prize money shall be paid in cash (\$USD) to the players on the final day of the event. Local taxation obligations may be deducted from the prize money, but an official tax certificate must be available to the players.
- 1.14 The Promoter shall provide meals, accommodation and local transportation for up to a maximum number of 32 teams (dependent on the tournament level) plus up to 2 AVC Officials and 3 International Referees,
- 1.15 The Promoter shall pay an allowance to each AVC Official and AVC International referee as approved by the AVC.
- 1.16 The Promoter shall be responsible for payment of roundtrip airfare for the AVC Supervisors and AVC International Referees.
- 1.17 The Promoter shall obtain national television broadcast of the tournament and be responsible for all costs and arrangement for the broadcast. In addition the Promoter shall provide to the AVC a highlights package of a minimum coverage of the two final matches and 5 minute highlights from all other matches on the final day for men and women. At least 3 cameras will be used in all coverage.
- 1.18 The Promoter shall attempt to secure coverage on the national host broadcaster of other events on the Asian Tour (4 x 30 minutes package per event) free of any rights fee.
- 1.19 The Promoter shall provide to the AVC a consolidated report on the event including all television and media coverage plus a list of all national sponsors within 60 days of the completion of the tournament.
- 1.20 The Promoter may provide the players in the tournament with playing tops if approved by the AVC.

2. Rights of the Promoter

- 2.1 The Promoter may seek local sponsors in product/service categories not reserved for AVC international sponsors. The Promoter must have written authorization from the AVC for commercialization rights to any products/service categories reserved for international sponsors.
- 2.2 The Promoter may designate a local sponsor as the “tournament title sponsor” of the local tournament. The “tournament title sponsor” must only be associated with the specific beach/city and country of the local tournament, and shall not falsely appear to be associated with the Asian Tour.
- 2.3 The Promoter may sell free to air terrestrial national television rights and retain 100% of the income. All international television rights and satellite and cable television rights remain the property of the AVC.
- 2.4 The Promoter may sell tickets, apparel, souvenirs or programs of the event and retain 100% of the income.
- 2.5 The Promoter shall receive from the Participating National Federation a per diem payment of US\$50 per extra person for every night of accommodation during the event.
- 2.6 The Promoter may sell merchandise of the official AVC licensees and retain a percentage of the income as agreed with AVC.

The following rights may be offered by the Promoter to local sponsors:

- 2.7 Exclusivity in Product, Service or Supplier Categories not reserved for international sponsors.
- 2.8 Televised exposure via On-court Signage:
 - a. All courtside panels (except 12 reserved for AVC sponsors in the positions specified in the court diagram)
 - b. Designated space on Player’s uniform (see diagram)
 - c. Designated space on scoreboards (see diagram)
 - d. Parasols/umbrellas
 - e. Designated space on court officials shirts (one side only)
- 2.9 On-site exposure:
 - a. Limited inflatable displays (maximum of 3)
 - b. Limited stadium flags
 - c. Limited signage on grandstands

- d. Space for sampling, sales or demonstration booths or tents
- e. Opportunity or distribute items with sponsor identification to spectators

2.10 Advertising in the official Tournament Program

2.11 Sponsor Name/Logo Identification in/on the following:

- a. Official Tournament Program
- b. Promotional materials
- c. Press materials
- d. Tickets
- e. Credentials

2.12 VIP Hospitality

- a. Access to VIP seating
- b. Access to hospitality areas
- c. Invitation to any social activities

2.13 Use of the AVC Logo and Asian Tour Logo for Promotional Purposes only

2.14 Rights of first negotiations for renewal of sponsorship agreement

3. Obligations of the Host Federation

National Federations are responsible for the technical operations of the tournament. A National Federation who wishes to host an Asian Beach Volleyball tournament must comply with the following obligations:

- 3.1 To secure a written agreement with a Promoter to host a tournament which ensures that all the conditions of technical operations and marketing / promotion of the event is fully documented. The AVC must be notified of the conditions of that agreement before a tournament can be approved.
- 3.2 Upon the request of the promoter, provide letters of support and direct representation to relevant government agencies, in order to secure bookings or agreement to use beaches or other sites as necessary for the Promoter to stage the tournament.
- 3.3 To provide invitation letters to all participating National Federations in order for them to secure entry visas for the teams and AVC officials.
- 3.4 To assist the Promoter, as required and as specified in the agreement, with the promotion and organization of the tournament.
- 3.5 To provide staff, as required and as specified in the agreement with the Promoter, for the efficient conducting of the tournament, including suitably nationally qualified referees.
- 3.6 To secure that all of the technical aspects of the competition are conducted in accordance with the AVC Guidelines.

4. Rights of the Host Federation

- 4.1 To nominate maximum 3 men's and 3 women's teams for an event staged in their country.
- 4.2 Other rights assigned to the Promoter may transfer to the Host Federation if there is no agreement between the Host Federation and a Promoter, upon approval of the AVC.

5. Obligations of the Asian Volleyball Confederation(AVC)

- 5.1 To assess the applications for hosting Asian Beach Volleyball tournaments and to approve each tournament and the dates for the Asian Tour Calendar each year.
- 5.2 The AVC shall nominate Two (2) Supervisors: one (1) Tournament Supervisor and one (1) Referee Delegate – and three (3) neutral International referees for each event.
The task of the Tournament Supervisor is to oversee and work in partnership with the Promoter and the Host Federation, in order to achieve a successful international standard event. (Details see 11.2).
- 5.3 All complaints / protests must be presented in writing to an AVC Supervisor within 30 minutes of the match in question finishing. Complaints about the result of a match must be accompanied by a deposit of US\$50 cash (or the equivalent in local currency) for each complaint / protest.
- 5.4 The Control Committee shall consist of the Tournament Supervisor, the Refereeing Delegate, the Promoter and a Host Federation Delegate. The neutral International Referees may be co-opted if necessary especially in issues related to the Rules of the Game and Refereeing

The role of the Control Committee is to investigate and rule on any matter or complaint brought before it by any party at the Event.

6. Rights of the Asian Volleyball Confederation (AVC)

- 6.1 The AVC has exclusive rights to engage international sponsors for the circuit.

The AVC may appoint international sponsor(s). The title “tour sponsor” may be associated with a series of tournaments of the entries to the Asian Beach Volleyball Tour.
- 6.2 The AVC has exclusive rights to international television broadcast and sales.
- 6.3 Any international sponsor rights that remain unsold up to and throughout the duration of any tournaments remains the exclusive property of the AVC and may not be sold by the promoter to local sponsors or supplier without the written authorization of the AVC.

The following rights may be offered by the AVC to International Sponsors in addition to the rights available to local sponsors

- 6.4 Exclusivity in product, service or supplier categories.
- 6.5 Official product, service or supplier designations.
- 6.6 Television exposure via on-court signage on twelve (12) panels (in accordance with the positions specified in court diagram).
- 6.7 Sponsor identification on the net bands and net posts.
- 6.8 Sponsor identification on the referee's uniform.
- 6.9 Use of the official AVC logo, Asian Beach Tour logo and other official marks, for promotional purposes only, through the duration of the season.
- 6.10 The international "Tour Title Sponsor" may incorporate its company name/logo with the AVC Beach Tour logo.
- 6.11 First option to buy advertising time in or surrounding the local broadcast of the tournament, as part of the local advertising package.
- 6.12 Option to negotiate additional on-court exposure with the promoter.
- 6.13 Right of the first negotiation to renew sponsorship agreement.

7. Obligations of the Participating National Federations(NFs)

- 7.1 To lodge the team nomination with the Promoter/Host Federation at least 60 days in advance.
- 7.2 To nominate the best available playing team(s).
- 7.3 To sign a commitment in order to accept the rights and duties of all parties.
- 7.4 To submit to the Promoter/Host Federation, 30 days prior to the tournament, for each team member the individual Player Nomination Form, the Player Profile Sheet, the Player Commitment Form, the Individual Player photograph and biographical information.
- 7.5 To obtain written approval for any team sponsorship at least 45 days in advance. It should be noted that there can be no direct sponsorship conflict with the local title or international title sponsor of the tournament.
- 7.6 To pay to the Promoter/Host Federation a fee equal to US\$65 per extra person per

day for each night to be spent at the event. This fee is to be paid to the Organizer upon their arrival.

If this payment is not received by the Promoter/Host Federation by the time of arrival of the team(s), the Promoter/Host Federation will request the team to sign an authorization form allowing the per diem to be deducted directly from the prize money won by team(s).

8. Rights of the Participating National Federations(NFs)

All Member National Federations are eligible to nominate teams to participate in an Asian Beach Volleyball tournament. The following are general entry parameters:

- 8.1 Each NF may nominate maximum 2 men's and 2 women's teams per tournament.
- 8.2 The Host National Federation may nominate maximum 3 men's and 3 women's teams per tournament hosted by that NF.
- 8.3 To seek written approval of the AVC, at least 45 days prior to the tournament, for sponsorship rights on the playing shorts of the team in accordance with AVC regulations.

If there is a conflict with the title sponsor, the right of the Promoter and the AVC prevail.

Any sponsor's logos must be approved by the AVC Supervisors at the Preliminary Enquiry.

- 8.4 The Participating National Federation may indicate on the nomination form that prize money be paid directly to the NF rather than to the player(s).

9. Obligations of the Player

- 9.1 To be registered members of a member National Federation of AVC.
- 9.2 To sign a Player's Commitment Form and provide all relevant information to the NF for nomination of player(s).
- 9.3 Attend the General Technical Meeting and Preliminary Enquiry prior to the commencement of the event.
- 9.4 To wear the official uniforms as supplied by the Promoter for the tournament.
- 9.5 To be ready to play when required by the Competition Organizers.

- 9.6 To provide details of all the team sponsorship to their National Federation at least 60 days before the event. If there is a conflict with the tournament title sponsor or the tour title sponsor, the rights of the Promoter and the AVC prevail.
- 9.7 If the participating National Federation has not paid the per diem payment to the Promoter/Organizer, the player will be required to sign a form before entering the hotel authorizing the deduction of the per diem payment from the prize money.
- 9.8 To participate in media and promotions with the Promoter and the AVC as reasonably required before and during the event.

10. Rights of the Players

- 10.1 Players may carry sponsor identification on the front and back of their shorts/bathing suit. They may be of any size and the number is not limited.

If there is a conflict of sponsor with the tournament title sponsor or the tour title sponsor, the rights of the Promoter and the AVC prevail.

- 10.2 The sponsor identifications on player accessories of the players may not exceed specified sizes.
- 10.3 Players are authorized to have sponsor identification on visors, drink bottles, sunglasses, footwear, knee pads or support braces, but is not to exceed 72 cm in total on any single item.
- 10.4 The commercialization rights of the players, as stated here, apply during the entire competition, including post-match interviews, press conferences and ceremonies.
- 10.5 To collect prize money from the Promoter before leaving the site according to the final placing of the team, unless specified otherwise by the Participating National Federation on the entry form or an authorization has been signed by the Player allowing a per diem deduction.
- 10.6 To video for private/tuition purposes only their own or other participating teams matches from an area designated by the Promoter.
- 10.7 To include the name of the player's sponsors in the program with the personal details and photo of the player if received within the specified timeframe by the Promoter.

11. Tournament Regulations

11. 1. Organizing Committee

Each AVC Event should have an Organizing Committee. The Organizing Committee is composed of the AVC Tournament Supervisor, the Promoter, the Host National Federation Representative or Beach Volleyball Coordinator. The AVC Referee Delegate, the AVC Press Delegate, the AVC TV Coordinator, the AVC Medical Delegate (if any), or other AVC representatives (if any), will advise the Organizing Committee in the respective area of their responsibility and may be requested to attend meetings if deemed necessary by the AVC Tournament Supervisor. The Organizing Committee gathers upon request of the AVC Tournament Supervisor to secure the smooth running of the event's operations and solve eventual contingencies. The AVC Tournament Supervisor is generally entitled to take a final decision on any matter within their jurisdiction. However they should keep the AVC Secretariat informed of any critical issues that may materially affect the smooth conducting of the tournament.

11.2 The Responsibility of the Tournament Supervisor:

- * He/she is nominated by the AVC and is the highest authority on site for the all AVC Beach Volleyball tournaments
- * To follow-up on the preparation of the tournament in collaboration with the AVC Secretariat, using the event's reports of the previous season (if any), the Handbook, the official AVC BVB forms, the tournament's regulations, the technical checklist, all relevant correspondence exchanged between the AVC and the Organizers, etc.
- * To collect from the AVC before the event all relevant information such as the tournament regulations, etc.
- * To check the fulfillment of the AVC Regulations as per the terms of the AVC/NF-Promoter agreement (incl. appendices) and as per AVC Handbook
- * To inspect and check the Tournament's Venues and all facilities
- * To check the international travel arrangements made by the promoter for all AVC officials.
- * To verify the correct distribution of the AVC uniforms (if approved) and the correct display of brandings, the proper use of the official match balls and the Sponsors' brandings, in accordance with the Marketing Regulations included in this Handbook
- * To carry-out the yearly inspection visit (if required) whenever requested by the AVC (approximately 2/3 months before the start of the event)
- * To coordinate with the AVC Referee Delegate on all activities related to the referees, court personnel, volunteers, etc.
- * To implement all necessary security measures to protect the integrity of the spectators, athletes, officials, media representatives, sponsors, etc.
- * To obtain from the local authorities concerned the enforcement of a professional security staff (e.g. police, army, etc.) to secure the venue, the surrounding areas

and the hotel from all appropriate security threats.

- * To coordinate with the TV Coordinator on any broadcasting matters or act as TV Coordinator whenever requested by the AVC;
- * To coordinate with the AVC Beach Volleyball Press Delegate or local Press Delegate to ensure the smooth running of the local and International press operations;
- * To collaborate with the AVC / Local Medical Delegate on medical issues and doping controls whenever carried out;
- * To collaborate with the official Competition Photographer whenever requested;
- * To check and ensure that the marketing of the event is in accordance with the AVC requirements;
- * To immediately report the AVC upon his/her arrival in a city about the status of preparation of an event in all respective items;
- * To conduct the Preliminary Inquiry and Technical Meeting; reminding players to submit the Player's Commitment Form; clearing any outstanding fines and updating accurately the AVC's records with relevant details (eg: biographies, etc)
- * To ensure the smooth running and operation of the event in cooperation with all the members of the Organization Committee, the AVC Officials, the referees, the court personnel, the volunteers, etc.;
- * To conduct the Organizing Committee meetings whenever necessary;
- * To help to optimize the competition schedule in accordance with the on-site attendance, media, Host Broadcaster and International Broadcasters needs;
- * To assign the courts in coordination with the Competition Director;
- * To anticipate upon his/her arrival on site the accurate leveling of the sand before the court and the grandstands are completely set-up, test the quality and the overall condition of the sand on all courts (i.e. main court and outside courts) before and during the event (at different time of the day and especially in case of rain, taking into consideration the players' feedback).
- * To control the accuracy of all information contained in the Players' or Tournament Handbooks upon his/her arrival at the event and guarantee that this publication is available to all players once on site (i.e. at the airport, in the Hotel upon check in, etc.)
- * To ensure that the personnel involved in the event fulfill all assigned duties thoroughly and efficiently;
- * To verify the local transportation plan, accommodations plan and meals services for the parties concerned;
- * To verify the condition and security of the Match balls delivered from AVC supplier are correct
- * To coordinate all aspects of the event and to take final decisions in case of protests or complaints about the organization, match results, referee, and medical issues, after consultation with the Promoter and the National Federation Delegate;
- * To represent the AVC during press conferences, meetings, interviews, etc., whenever required and feasible during his/her stay on site;
- * To ensure the proper running of the awarding ceremony;

- * To send to the AVC Secretariat the AVC Tournament Supervisor Report including a full list of match results. The Asian Tour Rankings will be updated by the AVC Secretariat within 48 hours of the tournaments completion.
- * To prepare the relevant reports (inspection, homologation of the stadium, final report, etc.) in accordance with AVC requirements and send them to the AVC Secretariat;
- * To organize a meeting at the end of the Event between the Promoter, the National Federation's representative, and the AVC Referee Delegate to summarise the key strengths and areas of improvement recommended from the tournament
- * To ensure that the AVC reports are conveyed to the National Federation and Promoter and sent to the AVC within ten days after the end of the event;
- * To communicate within 48 hours to the Referee Delegate the final report to be submitted to the AVC, including the summary remarks, comments, and any eventual fines applied to the parties concerned;

11.3 The Responsibility of the Refereeing Delegate

- * To be appointed by the AVC and assumes all duties specified in the Referee Delegate's Manual and the referee aspects of the competition;
- * To be under the authority of the AVC Tournament Supervisor
- * To work in close collaboration with the AVC Secretariat and coordinates all required actions with relevance to the establishment of the requirements for the standard referee's clinic, for the extra clinic for local referees (if applied), for the extra clinic for auxiliary officials and key court personnel (if applied), and for the recruitment of the court personnel
- * To confirm the list of local referees as well as auxiliary officials and verifies the availability of the court personnel in accordance with the list approved by the AVC
- * To conduct the standard referee's clinic on the day preceding the tournament as well as the extra clinic for local referees and the extra clinic for auxiliary officials and key court personnel either these to be staged the preceding day whenever required by the AVC
- * To ensure that each official AVC match ball to be used during the competition fulfills the AVC requirements
- * To ensure the smooth running of the competition on the field of play with referees (neutrality), auxiliary officials (scorers and line judges) and court personnel (scoreboard keepers, ball retrievers, sand levelers, court athletes' attendants, etc.)
- * To observe the referees' work during the tournament, evaluates their performance and conducts daily referees' meeting(s) after the last match of the day and/or before the start of the first match of the day
- * To supervise that the necessary equipments will be provided to the first referee respectively for the communication with the audience and with TV Producer for the proper coordination of the slow motions
- * To inspect on a daily basis the courts and equipment and reports any discrepancies

to the Tournament Supervisor

- * To implement the match protocol in coordination with the court personnel;
- * To supervise the procedures for implementation of the Alcohol tests for Referees and Auxiliary Officials (if requested)
- * To review the score sheets
- * To report to the AVC about the tournament's refereeing issues and referees' overall performance;
- * To attend the meeting at the end of the tournament between the Promoter, the National Federation's representative, and the Tournament Supervisor to summarise the AVC reports of the tournament;
- * To ensure that the AVC Referee Delegate reports sent to the AVC within 10 days after the end of the tournament;
- * To communicate within 48 hours the summary remarks and comments of the respective tournament to the AVC Tournament Supervisor and then to submit final reports to the AVC.

11.4 Event Dates

- a. Each tournament shall generally consist of a combined arrival/training day, 3-4 days of competition, departure day(i.e. 6-7 days in total)
- b. All dates shall be approved by the AVC.
- c. The standard event schedule shall be:

Day 1	Arrival of AVC Supervisors
Day 2	Final inspection of site, Arrival of AVC Int. Referees
Day 3	Arrival of teams, training day, Referees Clinic, Preliminary Inquiry & Technical Meeting.
Day 4-6	Competition – 3 days
Day 7	Departure of teams, Referees & Officials:

11.5 Countries participating

- a. All member National Federations of the AVC shall receive notification of the opening of entries for the Asian Beach Volleyball tournaments at least two (2) months in advance.
- b. Member Federations may nominate a maximum of two (2) teams per men's and two (2) teams per women's competition, except the Host Federation who may nominate maximum three (3) teams to each tournament.
- c. Individual player registrations, team names, player photos must be submitted to the Promoter/Host Federation at least one (1) month prior to each tournament.

11.6 Teams participating

- a. Each participating NF shall be responsible for the international airfares of its nominated teams.
- b. Each participating NF shall be responsible for a per diem payment of US\$65 per extra person for each night they are accommodated in the host city. The per diem payments must be paid to the organizer in cash upon their arrival.
- c. The Promoter shall be responsible for accommodation on twin share basis, 3 meals per day and local transportation for all teams within the maximum number of teams allowed as per AVC regulations. The maximum number of teams is determined by the type and tier of the event.
- d. If the numbers of the teams are more than the recommended maximum, the Promoter and the AVC shall determine the best course of action.

11.7 Prize Money

The minimum prize money for an Asian Tour tournaments shall be as per AVC regulations. The prize money is based on the type and tier of the tournament (refer Prize money Appendix).

- a. International travelling teams finishing below 8th place for Asian Tour tournaments shall automatically receive a travel allowance of US\$200 per team in order to offset travel costs. Host Federation teams who finish below 8th place are not eligible to receive this subsidy.
- b. A Promoter may offer more prize money for an event than the minimum required. The total amount and the individual breakdown must be approved by AVC and be consistent with the AVC prize money distribution principles (see Prize Money Appendix).

11.8 Ranking System

Teams shall be allocated ranking points based upon their result in each AVC sanctioned tournament(s).

- a. The title of “Asian Tour Champion” shall be awarded to the team that has earned the highest number of ranking points at the end of the tour.

A team must have played in at least 65% of the Open tournaments on the tour to be eligible for the “Asian Tour Champion” title.

This is a team title and only events played as a “team” will count towards the Tour title ranking points.

11.9 Seeding System

- a. All teams shall be seeded according to their AVC seeding points which will be based on the best three finishes in their last four events in the last 365 days. It will be based on sanctioned events within Asia and will be combined with a scalar factor from the current FIVB WT rankings (seedings).
- b. In the case of a team not having any seeding points it will be seeded based on a drawing of teams with 0 points or may be allocated a Wild Card seeding between 3 and 8 depending on the number of pools and by approval of the AVC. A drawing of lots will be conducted to determine their exact seed position.

11.10 Competition System

The competition format shall generally consist of Pool play then single elimination involving 16 teams.

- a. The draw format is contained in the Appendices. Variants on this pattern are possible by permission of the AVC
- b. The Promoter, with the approval of AVC, may offer a different competition system as the result of specific marketing or space requirements.

11.11 Uniform Items

- a. As regards to the specific items not expressly foreseen in the present regulations, reference is to be made to the general rules and guidelines contained in the AVC Beach Volleyball Regulations.
- b. The AVC Tournament Supervisor is reserved the right to decide on any matters not provided in these Regulations and that decision shall be final.

11.12 Promoter Obligations

- a. Provision of local transportation for team members and officials
- b. Provision of twin share accommodation at 3-4 star hotel for each team

- c. Provision of 3 meals per day for each team member – from evening meal on the night of the Technical Meeting until breakfast on the morning after the conclusion of the event.
- d. Provision of prize money
- e. Provision of AVC regulation tournament court set-up
- f. Medical first aid
- g. Production of advertising panels on the court as per the approved layout (panel size: 1m high X 3.4 m long as one ad-panel). The Promoter must adhere to the contract obligations between the AVC and AVC official sponsors.
- h. Provision of the following for up to 5 appointed AVC officials at each event
 - single room accommodation, 3 meals per day (Supervisor & Delegates)
 - twin room accommodation, 3 meals per day (International Referees)
 - local transportation
 - payment of per diem as per AVC regulations to each Supervisor, Delegate & International Referee
 - International economy airfare of the appointed AVC officials.

12. Sanctions

12.1 Sanctions to the Participating Federations

- a. For the non remittance or incomplete remittance of the material and/or the information requested in these regulations by the due date, the National Federation may be fined with a minimum US\$100 up to US\$1,000.
- b. If a National Federation, or its team, withdraws a team already enrolled into the Event without a written communication of a documented “force majeure”, the enrolled National Federation may be fined US\$1,000.
- c. If the Sanction Fee is not paid within one (1) month of issue of the notice, the National Federation will be suspended until payment is made.

12.2 Sanctions to Players

- a. A player who does not comply with uniforms regulations will be penalized with by the AVC Tournament Supervisor. The severity of this fine / suspension shall be based on the phase of the tournament and the players conduct.

The AVC Tournament Supervisor will be responsible for notifying the players about the sanction.

In the event that the player, after prior notification, again violates the regulations, the player may be excluded from the tournament.

- b. Players not attending or late for the Preliminary Inquiry will be penalized up to US\$250. This fine will be directly deducted from the prize money.
- c. Teams not attending or late for the Technical Meeting without reason approved by AVC secretariat or the AVC Tournament Supervisor shall be excluded from the tournament and / or fined up to US\$500. This fine will be directly deducted from the prize money

13. Operational Standards

13.1 Venue

A venue may be set-up on the beach or inland. Stadium must have minimum of 500 seats (Challenger), 1,000 seats (Open) 2,000 seats (Championships) and facilities in accordance with the AVC requirements:

- a. VIP roofed section for between 50 people for Challenger tournaments and 300 people for the Asian Championships double gender event. The size of the roofed section will be agreed between the AVC Secretariat and the Promoter when the event is confirmed
- b. Press center/press work rooms, interview rooms, Photographer area,
- c. TV production requirements including TV camera platforms and commentary positions.
- d. Medical treatment rooms/area –Players, Officials, Staff & Public
- e. Match Officials and Competition management work rooms, meeting rooms & rest area including catering / lunch area.
- f. Player’s locker room, showers, rest area. toilets

Whenever the FIVB President and /or AVC President is attending an event, a seating area for minimum 20 people must be set up.

Working rooms and lounges may be set up in existing permanent venue if adjacent to the courts.

The Promoters may use the hotels/structures in proximity as events facilities whenever possible and exploit permanent facilities which may offer all amenities and condition.

Sand courts and court equipment shall be set up for a minimum of 3 Courts per gender (2 Official match courts and 1 warm-up court).

Artificial Light system (min. 1200 lux on the centre court) for night matches (if any);

An inspection of the courts and equipment must be conducted by the AVC assigned officials upon arrival on site. Official homologation of the stadium and facilities will occur the day before the commencement of the Tournament.

13.2 PLAYING AREA (Diagram 1)

The playing area includes the playing court and the free zone.

13.2.1 DIMENSIONS

The playing court is a rectangle measuring 16 x 8 m, surrounded by a free zone with a minimum of 5 m wide and with a space free from any obstruction up to a height of a minimum of 7 m from the playing surface.

13.2.2 PLAYING SURFACE

- a. The terrain must be composed of leveled sand, as flat and uniform as possible, free of rocks, shells and anything else, which can represent risks of cuts or injuries to the players.
- b. The sand must be at least 40 cm deep and composed of fine loosely compacted grains.
- c. The playing surface must not present any danger of injury to the players.
- d. A tarp to cover the central court is recommended in case of rain.

13.2.3 LINES ON THE COURT

- a. Two sidelines and two end lines mark the playing court. Both side and end lines are placed inside the dimensions of the playing court.
- b. There is NO centerline.
- c. All lines are 5-8 cm wide.
- d. The lines must be of a color, which contrasts sharply with the color of the sand.
- e. Court lines should be ribbons made of a resistant material, and any exposed anchors should be of a soft, flexible material.

13.2.4 SERVICE ZONE

The service zone is the area behind the end line and between the extensions of the two sidelines. In depth, the service zone extends to the end of the free zone.

13.2.5 WEATHER

The weather must not present any danger of injury to the players.

13.2.6 LIGHTING

For official international competitions played during the night, the lighting on the playing area should be 1,000 to 1,200 lux measured at 1 m above the playing surface. The Tournament Supervisor, the Referee Delegate, and the Tournament director shall decide if any of the above conditions present any danger of injury to the players.

13.3 NET AND POSTS (Diagram 2)

13.3.1 NET

The net is 8.5 m long and 1 m (+/- 3 cm) wide when it is hung taut, placed vertically over the axis of the center of the court.

It is made of 10 cm square mesh. At its top and bottom there are two 7-10 cm wide horizontal bands made of two-fold canvas, preferably in dark blue or bright colors, sewn along its full length. Each extremity of the upper band has a hole through which passes a cord fastening the upper band to the posts to keep the top of the net stretched.

Within the bands, there are: a flexible cable in the upper one and a cord in the bottom one for fastening the net to the posts and keeping its top and bottom taut. It is permissible to have advertising on the horizontal bands of the net.

13.3.2 SIDE BANDS

Two color bands, 5-8 cm wide (same width as the court lines) and 1 m long, are fastened vertically to the net and placed above each sideline. They are considered part of the net.

Advertising is permitted on the side bands.

13.3.3 ANTENNAE

An antenna is a flexible rod, 1.8 m long and 10 mm in diameter. It is made of fiberglass or similar material. Two antennae are fastened to the outer edge of each side band and placed on opposite sides of the net (Diagram 2).

The top 80 cm of each antenna extend above the net and are marked with 10 cm stripes of contrasting colors, preferably red and white.

The antennae are considered part of the net and laterally delimit the crossing space (Diagram 3, FIVB Rule 14.1.1).

13.3.4 HEIGHT OF THE NET

The height of the net shall be 2.43 m for men and 2.24 m for women.

It is measured from the center of the playing court with a measuring rod. The two ends of the net (over the side lines) must both be the same height and may not exceed the official height by more than 2 cm.

13.3.5 POSTS

The posts supporting the net must be rounded and smooth, with a height of 2.55 m, preferably adjustable. They must be fixed to the ground at an equal distance of

0.7-1 m from each sideline to the post padding. Fixing the posts to the ground by means of wires is forbidden. All dangerous or obstructing devices must be eliminated. Posts must be padded.

13.3.6 ADDITIONAL EQUIPMENT

All additional equipment is in accordance with the FIVB regulations.

13.4 BALL

13.4.1 CHARACTERISTICS

The ball shall be spherical, made of a flexible material (leather, synthetic leather, or similar) which does not absorb humidity, i.e. more suitable to outdoor conditions since matches can be played when it is raining. The ball has a bladder inside made of rubber or a similar material. Approval of synthetic leather material is determined by FIVB regulations and homologation.

Color: bright colors (such as orange, yellow, pink, white, etc.)

Circumference: 66 to 68 cm (as per FIVB international competitions)

Weight: 260 to 280 g

Inside pressure: 171 to 221 mbar or hPa (0.175 to 0.225 Kg/cm²)

The AVC Events will be played with a FIVB homologated ball.

13.5 Facilities

13.5.1 Showers and toilets for the players must be located close to the courts and should be private and secure.

13.5.2 A relaxing area for the players should provide seating, shade, access to refreshments and privacy from official and public.

13.5.3 An area for the referees for relaxing and meeting should be provided. It should contain seating, shade, proximity to courts.

13.5.4 An working area should be provided for the AVC Supervisors, Promoter, Host Federation representatives for meeting and administration that is private and shaded. This should also have telecommunication facilities.

13.5.5 The Competition Director and associated workers should operate from an area at courtside that is equipped with tables, chairs, shade, loudspeaker system and drinking water.

13.5.6 Players should be provided with massage facilities free of charge and emergency medical treatment during all training and competition days.

13.5.7 Press Centre must be equipped with working tables and chairs, shade, tournament board and results, telephone and fax facilities, plus computer,

printing and copying facilities. Ideally this should be located as close to the courts as possible.

13.5.8 Interviews area should set aside either in the press centre or at courtside, which is decorated with event and sponsor logos and is used for all pre and post match press interview.

13.5.9 VIP area should provide seating, shade, access to refreshments and good viewing of the main court area.

13.6 Uniform

13.6.1 EQUIPMENT

- a. A player's equipment consists of shorts or bathing suit. A jersey or "tank-top" is optional except when specified in Tournament Regulations.
- b. Player's uniforms must be clean and each team member must have identical shorts or bathing suit including jersey or "tank-top" if worn.
- c. Players must play barefoot except when authorized by the Match Referees.
- d. Player's jerseys (or shorts if players are allowed to play without shirt) must be numbered 1 and 2. The number must be placed on the chest (or on the front of the shorts).
- e. The numbers must be of a contrasting color to the jerseys and a minimum of 10 cm in height. The stripe forming the numbers shall be a minimum of 1.5 cm wide.
- f. Players are authorized to have sponsor identification on visors or hat or headband, drink bottles, sunglasses, footwear, knee pads or support braces, but is not to exceed 72 cm in total on any single item. A total of two items consisting of temporary tattoos or arm bands are permitted which can be both worn on one arm or one on each arm.

13.6.2 AUTHORIZED CHANGES

- a. If both teams arrive at a match dressed in jerseys of the same color, a coin toss shall be conducted to determine which team shall change.
- b. The first referee may authorize one or more players:
 - a) to play with socks and/or shoes,
 - b) to change wet jerseys between sets provided that the new ones also follow tournament regulations.(as per FIVB Beach Volleyball Rule 5.1.5).
- c. If requested by a player, the first referee may authorize him/her to play with undershirts and training pants. These must be tight fitting and if worn by both players must be identical. Tops may only contain a manufacturers logo of a maximum 20 cm. Pants worn by men must not contain any sponsors logo's as they are worn under shorts. Women's pants may contains logos as per normal regulations. (Any number and size).

13.6.3 FORBIDDEN OBJECTS AND UNIFORMS

- a. It is forbidden to wear any object that may cause an injury to a player, such as pins, bracelets, casts, etc.
- b. Players may wear glasses at their own risk.
- c. It is forbidden to wear uniforms without official numbers (as per FIVB Beach Volleyball Rule 5.1.5).

Promoter may supply the player's shirts, according to the standard specifications indicated on the uniform diagram. The number of playing shirts should be four (4) per player.

The Promoter may supply the court officials and administrative workers with sponsored shirts, shorts, visors or other apparel.

13.7 Accommodation & Meals

13.7.1 Accommodation should be on a twin share basis in a hotel of at least 3 star quality. The standard of accommodation should be modern and clean. Proximity to the competition courts is the priority.

13.7.2 Buffet style meals should be provided for all 3 meals, or the Promoter may offer a meal allowance in lieu of catered meals. The amount of the allowance and the access to meals must first be approved by the AVC.

13.8 Local Transportation

13.8.1 The Promoter is responsible to provide airport transfers for those players who notify the Promoter of their arrival/departure details.

13.8.2 The Promoter is responsible to provide transportation between the hotel and the competition site for all training, competition matches, and to/from official hospitality and social function.

13.8.3 The Promoter is responsible to provide transportation and driver for the AVC Officials (TS, RD and Referees), the AVC Medical Delegate (if any), the AVC Photographer (if any), the TV Highlights Producer (if any) during their stay.

13.8.4 The Promoter is responsible to provide local transportation for AVC Sponsors, Partners, and Media Representatives (Journalists, Photographers, etc.), including from and to the nearest international airport;

13.8.5 The Promoter is responsible to provide limousines for celebrities, politicians, sponsors, etc.

13.9 International Transportation:

The Promoter is responsible to provide International transportation for all AVC Officials (Maximum of 5 including Neutral International Referees): 1 Tournament Supervisor, 1 Referee Delegate, 1 Press Delegate (if any), 1 Medical Delegate (if any), and 3 Neutral International Referees.

13.10 Personnel

The responsibility for recruiting, training and organizing of the event personnel is to be determined between the Promoter and the Host Federation in their agreement. The following personnel are required to make the event run effectively:

13.10.1 A key official who acts as the liaison between the AVC Supervisors and the Promoter/Host Federation.

13.10.2 Work crew for set up and take down. The competition areas must be ready for play at least one day before the arrival of the teams.

13.10.3 Sufficient staff to organize the administration of the entries and the ongoing communication with the teams, coordinate the hotel bookings, meet and greet the teams, organize local transportation and take care of the ongoing administrative and hosting responsibilities.

13.10.4 Sufficient technical staff to provide referees, scorers, line duty officials, ball carriers, court sweepers, and general court attendants.

13.10.5 Medical and message personnel with following responsibility:

- a. To work in collaboration with the AVC Tournament Supervisor / Medical Delegate (if any) in order to provide the players and officials with the necessary on-site assistance, as well as 24-hour assistance at the player and officials hotels;
- b. To check the nutritional aspects of the food and beverages on site as well as at the hotel, and the environmental aspects such as the sun exposure, the hydration status and the safety for players, officials, volunteers, spectators, etc.;
- c. To coordinate the medical and physiotherapy services for players;
- d. To coordinate the first aid assistance for spectators and staff;
- e. ensure that the medical staff is available at the venue from at least one hour before the start of play in the morning until the end of play to assist athletes, staff, spectators, etc.;
- f. To supply the address of the closest hospital(s) and verify that these hospitals are available to provide emergency specialist care in all relevant medical areas;

- g. To verify that an ambulance and equipment for advanced cardiopulmonary resuscitation (including defibrillator) are always available at the venue;
- h. To verify that equipment and qualified personnel is always available at the venue to assess and provide emergency treatment for dehydration and hyperthermia (including equipment for intravenous treatment);
- i. To be responsible for keeping accurate medical records of all assessments and treatment provided by medical staff during the event, in accordance with national medical regulations;
- j. To assist the AVC Tournament Supervisor / Medical Delegate and national anti-doping organization in preparing anti-doping controls, including the preparation of the Doping Test section (if required);
- k. To assist the relevant AVC official in running the alcohol test for referees and auxiliary officials, when requested.

This medical and massage personnel and contact information must be received by the AVC 1 month before the event and he/she must be certified in sports medicine.

13.10.6 Experienced announcer(s) with the following responsibility:

- a. To collect general information about the competition and the athletes from the Press Director;
- b. To call the teams for matches whenever requested by the Competition Director;
- c. To provide constant information about the score on each court;
- d. To interview athletes and VIPs;
- e. To be responsible for playing music, announcing, etc. during the competition and the awarding ceremony;
- f. To coordinate any entertainment activities on the Center Court, aiming to create an enjoyable environment;

It is recommended to hire 2 announcers, 1 for local language and 1 for English for the international on-site audience.

13.10.7 An experienced Press Director with the following responsibility:

- a. To liaise with the AVC Tournament Supervisor / Press Delegate(if any) on historical data, players' biographies, players' earnings, etc.;
- b. To collaborate with the Tournament Director, Promotion Director and PR Director to prepare a detailed and effective marketing press plan,
- c. To prepare and circulate information from the Organizers to the local press, TV broadcasters, radios, etc, and the AVC and FIVB Press Department;
- d. To collect all information on athletes, etc. (biographies, pictures, etc.) from the AVC and on site from the AVC Press Director;
- e. To provide the AVC and Press Officer with a tournament presentation article whenever requested detailing the venue information, tournament's history, and points unique to the tournament;
- f. To ensure that the press center is set-up in accordance with the AVC requirements;

- g. To organize the press conferences in accordance with the marketing regulations;
- h. To invite local and foreign journalists to the press conferences and the event itself and organize for them an accreditation
- i. To write the press releases in the local language for local press and partners (and in English whenever requested);
- j. To ensure that the Daily Bulletin and press releases are sent to local media (via fax or e-mail);
- k. To provide daily information, notes, and results to the AVC Press Officer (in the requested/appropriate format) to allow him/ her to elaborate press releases for the international media list;
- l. To coordinate interviews with the athletes and VIPs attending the event;
- m. To coordinate the work of the photographer(s) to ensure that high quality pictures are circulated to the media and sent to the FIVB and AVC;
- n. To ensure that results are constantly updated in the AVC website;
- o. To collect local press cuttings, finalize the media report, and send them to the AVC.

13.10.8 Official photographer to provide pictures for the Press Director and the AVC website (whenever needed) and to satisfy the AVC, sponsors, media, city, and promoter's needs;

13.11 Accreditation

The Promoters/Organizers must provide the AVC President (when required), AVC Sponsors (as per agreement), AVC officials, referees, athletes, spectators, Organizing Committee members, staff, AVC sponsors and partners, media representatives, athletes' coaches, physiotherapists, VIPs, guests, technical staff, court personnel, volunteers, Medical Staff, Journalists, etc. with an official ID card and ensure that only people with appropriate accreditation are allowed to access certain areas of the venue. An accreditation plan must be developed by the Promoters/Organizers with regard to seating and parking availability as well. It is very important to clearly indicate the different areas for the various categories of accreditations and issue ad hoc cards/tickets. A well identified accreditation area with an efficient service should be set-up at the stadium and possibly at the hotel.

ID cards are also needed for the grandstand section reserved for athletes taking part in the competitions, guests, family members etc. While Promoters/Organizers must provide vests to all accredited photographers and TV crew authorized to access reserved court areas, all court personnel must wear their respective official uniform.

Individuals' photo with the name of the persons concerned should possibly be integrated on the ID cards in order to prevent cards abuse.

Promoters must grant the AVC and each of its Sponsors the opportunity to purchase, if any, at face value, first class category tickets for each day of the tournament, provided that all these tickets are granted or sold to the parties concerned for promotional purposes only and not for resale.

13.12 The Insurance

All athletes must have their own liability and medical insurance. The AVC/Promoters/Organizers are not responsible for any medical expenses incurred while competing in a tournament.

13.13 The Alcohol Tests for Referees and Auxiliary Officials

During the competition, the AVC will be entitled to randomly select Referees and Auxiliary Officials to undergo alcohol tests at a given moment before each session. The medical control for the Referees and the Auxiliary Officials must be performed at each event in a separate room (if possible in the referee's locker room). It is responsibility of the promoters/organizers to provide the test device such an electronic breathalyzer as well as any disposable equipment needed to perform at least 30 tests during the competition. The alcohol tests are run by the Medical Director of the events under the supervision of the AVC Medical Delegate (if present) or AVC Referee Delegate. However, in case of absence of an AVC Medical Delegate on site, the Medical Director of the events will run the daily alcohol test procedure.

13.14 Security

The AVC requires each promoter to ensure the correct implementation of all needed security measures to preserve the integrity of the AVC President (when required), AVC officials, referees, athletes, spectators, Organizing Committee members, AVC Sponsors and partners, media representatives etc at the venue and at the Official hotels. The Tournament Supervisor must check that before the start of each event, the local authorities have been informed by the Promoter about the need to secure the venue and the hotel with a dedicated task force. The security staff hired by the promoter is responsible for the best possible security arrangements and facilities at the site before, during, and after the event.

Organizers must inform the local police well in advance about the organization of the event in order to successfully face any security and/or traffic problems at the venue and the parking site. A strict policy must be implemented since the first day of the competition to regulate the flow of the people in the restricted areas.

Security personnel must also be present in sufficient numbers at the venue parking, the entrance, and other areas to maintain order and guarantee assistance, surveillance, and adequate security. The security staff must be professional and well trained, and must be on duty at least one hour before the start of the competition each day. The staff should hold a briefing meeting at the end of each competition day to discuss and fix any possible problems.

Special security must be provided day and night during the event to sponsors signage and AVC Sponsors' material as well.

All security people must be identified by uniforms different from the other Organizing committee members, technical personnel or court personnel, in order to be easily identified and to facilitate their intervention whenever needed.

The people managing the different areas must be familiar with the different accreditation categories and the numbering system of the stands in the stadium. A walkie-talkie system must be used to intervene in case of contingency.

Finally, the necessary security measures must also be studied and arranged in due time to keep spectators outside the playing area at the end of the final match as well as during the awarding ceremony.

13.15 Anti-doping

All athletes are subject to in-competition testing by the AVC, the athlete's national federation, and any other anti-doping organization responsible for testing at the Asian Beach Volleyball event in which they participate. All athletes are also subject to out-of-competition testing at any time or place, with or without advance notice, by the AVC, WADA, the athlete's national federation, the athlete's national anti-doping organization, or the IOC during the Olympic Games. All controls must strictly follow the FIVB Medical Regulations and World Anti-Doping Code. The procedures for anti-doping controls are detailed in the FIVB Medical Regulations. The controls should, whenever possible, be conducted under the supervision of the AVC Medical Delegate and/or the AVC Tournament Supervisor.

The AVC will follow the FIVB Medical Regulations, the World Anti-Doping Code and the WADA List of Prohibited Substances. The Code and Prohibited List in force are available online at the WADA website (www.wada-ama.org).

13.16 Medical Assistance

During the competition Organizers must provide medical assistance for athletes, including:

- a. A medical services area at the venue with at least two medical doctors on duty

- whenever there is training or competition (the medical services area must be equipped with all necessary instruments and medication to provide immediate medical care for injuries and illnesses);
- b. For events with more than one venue, it is required to have at least one doctor and physiotherapist at all court locations;
 - c. A medical doctor on 24-hour call at the athlete hotel with necessary first aid medical supplies;
 - d. Assigned hospitals near the venue for emergency specialist care and hospitalization, if needed;
 - f. Massage room with at least 1 physiotherapists for single gender events and 2 physiotherapists for double gender events located close to the athletes' lounge;
 - g. An ambulance equipped for advanced cardiopulmonary resuscitation (including defibrillator) must always be available, parked as close as possible to the venue.
 - h. First aid room at the venue with a medical doctor and a nurse on duty (the first aid room must be equipped with all necessary instruments and medicine);
 - i. Tables for first aid as close as possible to the playing area with a red cross sign and a medical doctor on duty;
 - j. Immediate medical assistance to be provided to players on court, whenever a medical time-out is called.

First aid and ambulance must also serve officials, referees, spectators, organizing committee members, AVC Sponsors and partners, as well as media representatives whenever needed.

The AVC Medical Delegate (if any) must have a "walkie-talkie" in order to be reached at any moment during the event.

13.17 Preliminary Inquiry and Technical Meetings

- a. The Preliminary Inquiry shall be held on the official arrival and training day, immediately before the Technical Meeting.
- b. A Technical Meeting one day before the Main Draw. Only accredited persons will have access to the Technical Meeting. These Meetings are conducted by the AVC Tournament Supervisor in collaboration with the Organizers. The Technical Meeting must take place at the Main Draw athletes' hotel and be scheduled to last no more than 30 minutes.

The AVC Tournament Supervisor chairing the meeting provides athletes with technical information about the competition and gives the floor to one promoter representative, one host National Federation Delegate, and the AVC Referee Delegate. The AVC Tournament Supervisor may allow sponsors, Host TV Broadcaster, journalists, authorities, etc. to attend the Technical Meetings as observers upon request. In principle, neither local

authorities nor sponsors' representatives should intervene during the Technical Meeting.

Athletes who do not attend the Technical Meeting may not be allowed to participate in the competition by the AVC. Under special circumstances, exceptions may be considered by the AVC Tournament Supervisor, if the respective National Federation/athletes sent in writing and in due time valid documented reasons related to the non-attendance to the AVC Secretariat.

At the end of the Technical Meeting, the match schedule must be available at the hotel Information desk a maximum of 1 hour from the end of the Technical Meeting.

- c. The agenda and structure for this meeting is as below:
- * welcome by the AVC Tournament Supervisor, National Federations, and promoter's representative;
 - * athletes' list of attendance;
 - * report on the results of the Preliminary Inquiry;
 - * drawing of lots;
 - * technical aspects of the competition;
 - * competition program;
 - * lay-out of the stadium and athletes' access to the facilities;
 - * training schedule;
 - * board and lodging;
 - * meals;
 - * transportation;
 - * accreditation (ID cards and security procedures);
 - * uniforms' distribution procedure;
 - * media activities;
 - * eventual involvement of players in special promotional programs;
 - * information on doping controls (when applied) and court medical assistance;
 - * ranking criteria;
 - * prize money and bonus pool breakdown and payment procedure;
 - * match protocol;
 - * awarding ceremony protocol;
 - * information on the Rules of the Game, refereeing instructions, interpretation of the Rules;
 - * any other useful information;
 - * any eventual communications from the AVC to the athletes;
 - * questions from the athletes.

13.17 The Drawing of Lots

The drawing of lots must take place during the Technical Meeting and must be conducted by the AVC Tournament Supervisor. The drawing of lots will determine the seeding of some of the teams having a tie and of the host country teams.

13.16 Awarding Ceremonies

The awarding ceremony is part of each AVC event that athletes, spectators, officials, media, sponsors, celebrities, volunteers, etc., may share to celebrate the winning teams and the tournament itself. It shall be conducted immediately after the final match of the tournament on the centre court.

The awarding ceremony should last no more than 15 minutes not taking into consideration the preparation phase. This latter phase should be shortened as much as possible aiming to ideally allow the Host Broadcaster and eventual international TV right holders to transmit live the awarding ceremony.

The program and material used for the awarding ceremonies must be presented well in advance to the AVC Tournament Supervisor for his/her approval. The Tournament Supervisor must check before the start of the competition that all materials for the ceremonies are available and duly stored in a secured facility at the venue.

Moreover, it is the responsibility of the AVC Tournament Supervisor to check well in advance before the rehearsal the lay-out of the court featuring all materials and personnel.

It is also his/her responsibility to agree with the Organizer concerning the dignitaries who must participate to the awarding ceremony.

The material for the awarding ceremony:

- * a complete set of medals for the winners (2 gold, 2 silver and 2 bronze per gender);
- * 3 cheques indicating the event's earnings for the three teams;
- * the award table and the necessary cushions or trays to display and present the medals;
- * the cup for the winners and the trophy cups for the 2nd and 3rd place teams (whenever awarded) offered by local sponsors or Organizers;
- * any cups or trophies offered by the city, promoters, local sponsors, etc.;
- * the national anthem of the winning team;
- * the national flags of the first three teams
- * 3 name boards (0.70 m x 0.30 m) with the name of the country of the winning teams (letters minimum 10 cm high) for the parade;
- * a raised platform with microphones connected to a public speaker system;
- * one table (2 m x 1 m) to display the cups and/or trophies and the medals;
- * rope and poles to cordon off the photographers' area;
- * carpets or walkways for the dignitaries;
- * the dedicated form to designate the dignitaries;

- * possibly one orchestra (or fanfare/music) plus appropriate musical recordings;
- * walkie-talkie with earphone for the key staff members such as the Master of Ceremonies, Assistant Master of Ceremonies, Tournament Supervisor and the Court Manager to coordinate all actions of the program.

14.Promotional Standards

14.1 Promotional Material

- a. The Promoter is responsible for supporting the local tournament with promotional material prior to and during the event. Such materials will be produced at the cost of the Promoter and may include, but not be limited to, the following:
 - i) Posters
 - ii) Brochures, pamphlets, flyers
 - iii) Newspaper ads or inserts
 - iv) Street banners
 - v) Merchandise
- b. All printed promotional material must include the official AVC Beach Tour logo, Tournament Title, AVC logo, and international sponsor logos.
- c. The Promoter must send layouts of all promotional material one (1) month prior to the event and samples of all items (3 of each item) produced for the tournament.

14.2 Official Tournament Program

- a. The Promoter is responsible for producing an Official Program for the tournament.
- b. The Promoter is responsible for production costs, but may sell the Official Program to the general public and retain 100% of revenue.
- c. The Program should be professionally printed and in full colour. Sufficient copies should be printed to distribute to sponsors, press agencies and general public.
- d. The Program cover shall include the Official Tour logo, the tournament Title, dates, site (beach, city, country), the AVC logo and the international sponsors. It may also include the local sponsors.
- e. Local sponsor advertisements may be included in the Program and the

Promoter may sell advertising pages and retain 100% of the revenue, providing there is no conflict with the international sponsors.

- f. International sponsors are entitled to a full page advertisement per sponsor and the Tour Title Sponsor also has the right to a message from their company president.
- g. Players/teams who provide their photos and profiles on time are entitled to have their individual sponsors listed with their personal data in the Program. The Promoter will publish this information only if provided freely by the players.

14.3 Promotional Campaign

- a. The Promoter is encouraged to engage in promotional activities prior to and during the tournament to draw spectators to the tournament.
- b. Host TV broadcasters and radio stations should be encouraged to promote the broadcast of the tournament with on air promo sports.
- c. The Promoter should be encouraged to stage the tournament as a popular entertainment, utilizing local acts or supporting performances to enhance the enjoyment of the public. Beach volleyball is a spectacle of fun and entertainment and this should be an important part of the staging of the event.

14.4 Media

Satisfying and maintaining sponsors and media interest in Beach Volleyball both at national and international level is vital. Therefore, the Promoter/Organizer is required to involve a wide spectrum of media outlets, both local and international, prior to and during the event. At least one (1) Press Conference should be conducted, involving high profile players and event sponsors, including international sponsors.

A Press Centre should be established at the competition site, staffed and equipped to handle all media enquiries, distribute results and coordinate press interviews.

The Promoter must commit to:

- a. hire an experienced, professional Press Director to allow the AVC to send instructions and start preparing the tournament while other press staff shall be hired at least one (1) month before the event;
- b. promote the event to all local media (press, TV, radio, internet etc.) well in advance and keep them regularly informed. An effective marketing plan must be realized by each Promoter and submitted to the AVC for its approval at least

2 months before each event. This should include the following media related matters:

- * event press facilities and press staff;
 - * list of invited media;
 - * comprehensive media plan for the event including press conferences, distribution of press information, printed materials, website, press kit, promotion on radio and TV etc.
 - * establish accreditation facilities for the international press and invite domestic and international media to the event;
 - * provide international standard facilities to the accredited media by setting up a functional, comfortable and appropriately equipped Press Center for journalists;
- c. Promoters must hire a professional photographer for each day of the event.

The photographs must be produced using a professional digital camera. The initial use of the photographs will be in the event's photo gallery on the AVC website, with subsequent colour printing. The photographs must meet the following criteria:

- * The digital camera used to produce the photographs must be a professional camera which creates files of at least five megapixels.
- * The files produced must be saved in JPG format in the Adobe Photoshop programme (minimum of eight on a scale from one to twelve).
- * The size of the files must be at least 2,200 pixels (longest side).
- * Except in special cases, the files must have a maximum exposure of 400 ASA.
- * The focus, contrast, and levels must be of print-ready standard.
- * The photographs posted in the photo gallery must be of print-ready quality.
- * The photographs required include action shots, panoramic photographs of the venue, photographs showing excitement, photographs of the audience, photographs of the entertainment, photographs of VIPs, etc.

When taking photographs, the photographer should wherever possible ensure that sponsor signage and the spectators are visible in the background so that the photographs can be used for promotional material. If the stadium is full, the photographer should take panoramic shots. If the stadium is not full and there are few spectators, the photographer should take close-ups so that the empty seats are not visible. When the FIVB and / or AVC President(s) are present, the photographer should pay attention to his requests for photographs of ceremonies with VIPs, of meetings, etc. The photographer should look for the opportunity to take a variety of photos of the spectators, personalities, children having fun, TV and journalists covering the event, etc. The photographer should take one or two panoramic photos of the stadium from outside the venue. The photographer should avoid uploading pictures to the website of players wearing long sleeves and long shorts, unless completely unavoidable.

At least three times per tournament day, the photographer should upload digital photographs to the AVC website. The photographer will provide the following photographs:

- * A minimum of 20 digital photographs of matches to be uploaded to the AVC website for each day of the tournament.
- * A minimum of 20 digital photographs of the prize-giving ceremony to be uploaded to the AVC website.
- * After the event, CDs containing a selection of at least 100 of the best maximum resolution digital photographs of the event by courier to the AVC Secretariat in Beijing.

Should the AVC so request, the photographer will also take photographs using standard colour film. The photographer will not give or sell the photographs produced to third parties, except with the AVC's prior agreement. The photographer waives his/her copyright to all of the photographs he/she provides to the AVC.

14.5 Results

The Promoter/Host Federation will send Daily Bulletin to the AVC Secretariat and all participating federations, starting one day before the start of the competition (after the Technical Meeting of the Country Quota Play-Off). The Daily Bulletin is distributed on-site to officials, Organizing Committee members, sponsors, Host Broadcasters, Athletes and accredited press. An electronic copy of the Daily Bulletin must be sent to the AVC once the competition is over. In general, the daily bulletin contains:

- a. one day before the start of the competition: cover, press release, participating teams, match schedule, bracket/pools, and any eventual communication of the Organizing Committee;
- b. at the end of each competition day: cover, press release, match schedule, match results, bracket/pools, event's ranking, any eventual communication of the Organizing Committee;
- c. on the final day: cover, press release, match results, final bracket, final event's ranking, any eventual communication of the Organizing Committee