

CEV EuroVolley 2023

Women

Candidature Application Guidelines



CEV EuroVolley 2019 Women



4 Host
Countries



76
Matches



17 040
Spectators
Finals



Event
#EuroVolleyW



24
Teams



234 316
Spectators
Total



Television

#EuroVolleyW

345M
Cumulative
Audience



156
TV Channels
Coverage



2 389
Broadcasting
Hours



Digital Media

2,1M
Minutes
watched on
YouTube



222M
Social Media
Impressions



4,5B
Reach online
Media



CEV
EuroVolley
2019 Women



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1 The President's Letter

Dear Volleyball friends,

In challenging times such as those we are currently living in, we still need to dream big and the European Volleyball family has continued to do so since the start of an unprecedented global health crisis.

We need to prepare ourselves for the return to a new 'normal' but we also have to use this time as an opportunity to work creatively on how we can innovate our sport and make sure it fulfils its mission to grow players but most importantly responsible citizens. Next to this, we continue to aim at delivering an exciting and entertaining experience for those who already follow Volleyball very closely and for those who may not know our sport so well just yet too.

With this in mind, I invite you to come forward with your plans and ideas on how we could join forces with your National Federation to host a memorable 2023 edition of our flagship event for national teams, EuroVolley Women. Many of you have witnessed the total 'revolution' initiated by the 2019 edition of this elite competition, which broke all records and united as many as four host countries and 24 participating teams in a true Volleyball party attended by more than half a million people on site and followed by many more through TV and online coverage.

Despite the current constraints and difficulties, we believe that it is the right time to dream big. We are ready to support you in every possible way as you devise your plans to play host to such a great sporting event as EuroVolley and join our efforts to inspire millions of people with the actions of the very best Volleyball players in Europe!

Do not hesitate to reach out to our staff working at the CEV headquarters for any assistance you may require and we invite you involve your national and local authorities in your plans as well to make sure that we work all together as one big Volleyball team!

Sincerely yours,

Aleksandar BORIČIĆ
CEV President

2 CEV EuroVolley 2023

2.1 General Information / Introduction

The CEV EuroVolley for men and women are the highlight of the European National Teams competition. Each tournament is hosting twenty-four European teams competing for the glory and the trophy of the European Champion. The EuroVolley events are scheduled to take place in August & September 2023.

The CEV would like to invite all interested National Federation to apply for the organisation of this Top Volleyball Event and to provide the home advantage during the exciting road to reach the European crown.

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

In this Candidature Application Guidelines, the CEV outlines the basic requirements for interested parties to become the Co-Organiser of the CEV EuroVolley 2023 and represents the key organisational processes to stage a successful event.

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

2.2 The Event Overview

The CEV EuroVolley 2023 are to be organised by the CEV in a collaboration with a maximum of four Co-Organisers simultaneously, while:

- two Co-Organisers shall host one Pool phase each,
- one Co-Organiser shall host Pool phase, four Eight Finals and two Quarter Finals
- one Co-Organiser shall host the Pool phase, four Eight Finals, two Quarter Finals, two Semi Finals, and the Finals.

2.3 The Event name

Official name of the Event is:

CEV EuroVolley 2023

2.4 The Event format and schedule

Number of teams: 24

Pool phase: 4 pools with 6 teams in each pool

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

Dates: Exact dates to be agreed with the Co-Organisers following the window allocated by the international calendar (currently August/September 2023)

2.5 Application Process

2.5.1 Application

The CEV invites the interested parties to apply for the organisation of the CEV EuroVolley 2023 (noted further in the document as "CEV EuroVolley"). The Application process is based on respect, fairness and honesty.

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

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

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

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

The CEV Office is ready to assist you with any questions regarding the application process, please contact events@cev.eu for any needs you may have.

2.5.1.1 Organisation Fee

The Applicants shall fulfil the Organisation fee of the CEV EuroVolley based on the stages hosted in the tournament as stated below:

- Pool phase: 650 000 EUR
- Pool phase + Eight Finals & Quarter Finals: 1 200 000 EUR
- Pool phase + Eight Finals & Quarter Finals + Semi Finals & Finals: 2 000 000 EUR

2.5.1.2 Candidature Application Deadline

The CEV must receive all original application documents to host the CEV EuroVolley by Friday 13 August 2021, before 18:00 CEST.

2.5.1.3 Candidature Application Delivery

The CEV expects Applicants to submit the following materials:

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

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

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

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

- Application Letter – as prepared at the end of this document
- Co-Organiser Agreement – to be downloaded here: <https://cloud.cev.eu/url/ev2023w>

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

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

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

All applications received after the date stated above will not be accepted by the CEV.

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

2.5.2 Evaluation

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

- Application's level of completion and detail.
- Unique and special candidatures that will allow further development of Volleyball in Europe.
- A proven track record and experience in delivering successful Volleyball events.

- Long-term commitments to organize future Volleyball events.
- Added value to increase the level of the CEV Event along with concrete plans and actions exceeding the requirements of the CEV National Teams Competitions Regulations.

2.5.3 Award

The CEV Board of Administration appoints the Co-Organisers at the end of the evaluation process.

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

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

2.6 Implementation Process

2.6.1 Execution

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

Each Co-Organiser will work with the CEV and all other Co-Organisers in full collaboration throughout the implementation process in order to deliver a high level, professional event for all involved stakeholders.

The CEV competition will be organised and prepared following a number of site visits, meetings and conference calls, following a detailed masterplan agreed with the Co-Organiser. For these purposes, the project management tool provided by the CEV will be used.

2.6.2 Cooperation and organisation documents

The CEV will support the organisation of the CEV EuroVolley and the Co-Organiser will be working closely with the CEV Team on the delivery of the Event.

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

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

- CEV Volleyball Competitions Regulations
- Official Volleyball Rules,
- CEV Competition Hygiene Guidelines
- FIVB Volleyball Sports Regulations,
- FIVB Medical and Anti-Doping Regulations

3 The Co-Organiser

3.1 Organisation

The Applicant is invited to introduce its organisation and share its previous experience in delivering Volleyball or other sports' top international events, brief history as well as the outline of the team who would be delivering this project.

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

Please provide us back with the filled in table below.

BUDGET OUTLINE:

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

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

ORGANISATION CHART OUTLINE:

DECISION MAKING LEVEL

FUNCTION	NAME	E-MAIL
Political representative 1		
Political representative 2		

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

OPERATIONAL LEVEL

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

After the appointment, the 5 above mentioned roles (as a minimum) will follow up on the specific matters of the organisation. During the preparation time, the Co-Organiser will be asked to widen the Organisation chart with persons responsible for various aspects of the event (accommodation, transportation, accreditation, etc.).

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

3.2 Host City(ies)

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

The Co-Organiser can suggest to use multiple Host Cities / Venues within one Country, however, the Co-Organiser shall bear all the additional costs arising from the arrangements (e.g. the venue set up, accommodation & transportation, broadcasting requirements, and any other occurred cost)

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

Promotional videos of Host City
Photographs of the Host City
Maps of the Host City

3.3 Competition and Training facilities

3.3.1 Competition Venue

The Co-Organiser needs to ensure that the Competition Venue shall be exclusively **available for CEV access and use a minimum of 5 days prior** to start of the first match, while the Competition Venue shall be ready for **match conditions minimum 3 days prior** of the first match. The Co-Organiser shall respect these deadlines while taking into consideration needs for the technical venue set up and installation times asked by various suppliers.

The Competition Venue shall have the following standards:

Pool phase & 1/8 & 1/4 finals

- Minimum seating capacity: 5,000 seats.
- Minimum height: 12.5 meters
- Competition area: 35 x 26 meters

Semi-Finals & Finals

- Minimum seating capacity: 10,000 seats.
- Minimum height: 12.5 meters
- Competition area: 35 x 26 meters

Further to that, the Applicant shall fulfil and provide for the following requirements for **all competition phases**:

- Venue Lighting configuration: 2000 lux LED lights with immediate switch on/off possibility
- State of the art stage lights system and audio stereo sound system
- Minimum 2 Giant screens*
- LED advertising system around the Field of Play*
- Top class Hospitality area

* standards to be shared in the Event Handbook

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

The proposed Venue shall accommodate the CEV match technology and the necessary cabling set-up both under the synthetic flooring. Please see Match Technology chapter for additional information.

Warm-up hall / area is highly recommended to ensure best possible conditions for the participating teams to warm up before matches.

3.3.1 Training and Fitness Facilities

- The provision of a Training hall is mandatory starting from -2 days till the last day of the 1/8 finals. Training hall shall be a minimum category 5 with Volleyball synthetic flooring on the wood and with lines for Volleyball only.
- The provision of a Fitness facility for the participating teams free of any charge is mandatory starting from -2 days till the last day of the Event

* standards to be shared in the Event Handbook

REQUESTED VENUE INFO	
Venue proposal	
Venue blueprints - covering competition area, backstage, media zones, VIPs/officials area and broadcast sections.	
Seating map	
Lighting system technical set-up (technical set-up drawing, the measured lux value, etc.)	
Giant screen parameters (in pixels)	
Photographs and videos of the Venue	
A city map indicating the Venue localisation with regard to proposed hotels and accessibility	
Photographs of the Venue if used in the past for other sporting or cultural activities	

4 Event

4.1 Commercial rights

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

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

In particular, each, any and all of these rights shall be exploited so it does not, directly or indirectly, by any means and in any form, suggest or refer to a legal entity, its products, goods, services or brands or use content which are likely prejudicial to an individual's health and safety and/or harm any person due to its sex, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

In the aim to increase the overall value of the events and the commercial rights, the CEV Board of Administration has decided to centralise the commercial rights and market it by a professional European partner.

The CEV will support the ORGs with financial compensation for the Commercial rights. Further information will follow.

4.1.1 Commercial Court layout



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For all technical details and measurements see the official court layout



4.2 Promotion

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

The Co-Organiser shall appoint a person in charge of promotional activities who shall cooperate closely with the CEV to work out a detailed plan which will ensure the best possible promotion of the Event in their City and Country.

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

- Host city dressing and branding,
- European promotional campaign,
- Digital media promotion,
- Organise entertainment and side events (in and outside the Venue and in the Host city), before and after the Event
- Print advertising material,
- Co-Organiser's workforce (staff and volunteers) dress-up, excluding the Competition Court personnel
- Promotional stands,
- Venue branding according to the CEV EuroVolley Brand Guidelines

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

Provide a marketing / promotional plan outline

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

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

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

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

How do you plan to involve youth in order to promote Volleyball in the Host City and nationally?

Please provide a tentative calendar of the planned activities

4.3 Branding

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

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

4.3.1 Venue branding

Venue branding is an important tool to ensure a common corporate identity of the competition and to provide the same "look&feel" across all phases of the competition.

The Co-Organiser shall deliver a clean Venue, its duties include but are not limited to the following:

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

4.3.2 Outside branding

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

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

4.3.3 Online branding

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

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

4.3.4 Use of the Event Logo and Marks

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

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

4.3.5 Mandatory branding items

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

PRE-EVENT ITEMS:

- City billboards
- City posters

VENUE ITEMS:

- Outside venue branding
- Accreditation centre
- Pre-match interview backdrop close to the arrival of team busses
- Wayfinding
- Teams' changing rooms
- Coin toss backdrop and table
- Floor stickers
- Players' benches
- Referee chair
- Net poles

- Sport presentation table
- Media tribune (table branding incl. commentators' positions)
- Tier branding
- Mixed zone (Host Broadcaster, TV/Radio – primary RH, TV/Radio – secondary RH, Other Media)
- Transparent backdrop for flash interviews
- Other branding spaces in the main camera views
- Challenge system area
- One colour carpet filling the space between the tribunes and the court LED perimeter

HOSPITALITY AREA:

- Welcome desk
- Branded VIP area
- Branded VIP bracelets

HOTEL ITEMS:

- Welcome desk
- Media meeting branding (only for Teams Hotel)
- I-zone (only for Teams Hotel)

OTHER BRANDING ITEMS:

- Bus branding for transportation of the Teams
- Car branding for transportation of the Officials
- Airport welcome desk
- Volunteers' clothing
- Accreditation cards and lanyards
- TV camera stickers
- Photographer/cameraman bibs

AWARDING CEREMONY MATERIAL:

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

4.4 Ticketing

The CEV has launched a centralised ticketing platform for all CEV Top Events. In order to optimise the sales and marketing processes, CEV has named a CEV Ticketing Partner (leading ticketing provider in Europe), through which all available tickets of the Event shall be managed and sold. This includes not only public ticketing but also all other ticket contingents such as VIP, Commercial partners' tickets, complementary tickets, etc. The usage of this system is mandatory for the CEV EuroVolley 2023.

The CEV grants the right for the ticketing income to the Co-Organiser (after coverage of the system fees and with the exception of the pre-define number of seats for the CEV and participating teams).

By usage of the system, the Co-Organiser will be supported by a European campaign promoting the Event using promotional channels of the CEV Ticketing Partner. Furthermore, the CEV will support the Co-Organiser with the set-up of the ticketing system and its implementation for this event.

The CEV and the CEV Ticketing Partner reserve the right to provide a centralised ticketing system that includes online sales channels as well as retail channels and the Co-Organiser shall ensure the implementation of this system for delivery of the ticketing solution.

Interested Applicants can contact the CEV Events department (events@cev.eu) and ask for any other information regarding the ticketing arrangements (e.g. the financial conditions). In order to respect the trade secrecy, such information will be provided only after signature of the confidentiality agreement.

The seating maps creating as well as the ticketing strategy and start of the sales will be coordinated among the CEV, the CEV Ticketing partner and the Co-Organiser, while the CEV reserves the right for final decisions on these matters.

4.4.1 Reserved tickets

The Co-Organiser shall provide free of charge the following tickets:

CEV & Commercial Partners

- Up to 150 VIP category tickets with full hospitality and car passes per match for Group Stage and 1/8 and 1/4 Finals
- Up to 200 VIP category tickets with full hospitality and car passes per match for Semifinals, Bronze and Gold medal matches
- VIP category tickets with full hospitality for all Congress attendees in case it is organised in conjunction to the Finals
- 150 normal category tickets per each match

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

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

Participating Teams tickets

The Co-Organiser shall make available the following tickets for the participating teams' matches:

a. For the Pool Phase venues:

- 10% of the total seating capacity for normal tickets;
- 14 VIP (4 free of charge and 10 at preferred rate);
- 30 tickets with normal access free of charge for the family of the players;

Two (2) months before the start of the CEV competition, unused reserved tickets for the Preliminary round may be used by the Co-Organiser at its sole discretion. The deadline for tickets for the family of players is two (2) days before the start of the match.

Minimum 80 seats for the team delegations participating in the Preliminary phase (for teams not currently playing the match as well as team delegation members of the teams currently playing the match but not seated on the bench)

b. For the 1/8 finals and 1/4 finals venues:

- 200 normal tickets that the Co-Organiser shall propose at preferred rate;
- 18 VIP tickets (8 free and 10 at preferred rate);
- 30 tickets with normal access free of charge for the family of the players.

At the end of the last match of the Preliminary pools of the CEV EuroVolley the Co-Organiser shall inform the qualified teams about the availability of the above mentioned tickets and the deadline – 16:00 local time on the day before the start of the respective match in which the Team delegation participates – to purchase them. After such deadline, unused reserved tickets may be used by the Co-Organiser at its sole discretion.

60 seats for the team delegations participating in the 1/8 finals and 20 for the ¼ finals (for teams not currently playing the 1/8 final match as well as team delegation members of the teams currently playing the match but not seated on the bench for both ¼ final and 1/8 finals).

c. For the semi-finals, Bronze medal and Gold medal matches:

- minimum 100 normal tickets that the Co-Organiser shall propose at preferred rate;
- 30 VIP tickets (15 free and 15 at preferred rate);
- 30 family tickets for each participating team- 30 tickets with normal access free of charge for the family of the players.

At the end of the last match of the quarter-finals of the CEV EuroVolley, the Co-Organiser shall inform the qualified teams about the availability of the above mentioned tickets and the deadline – 16:00 local time on the day before the start of the respective match in which the Team delegation participates – to purchase them. After such deadline, unused reserved tickets may be used by the Co-Organiser at its sole discretion.

20 seats for the team delegations participating (for team delegation members of the teams currently playing the match but not seated on the bench)

Ticketing strategy

The Co-Organiser is requested to present an outline of the planned ticketing strategies and price levels to ensure successful ticket sale, including ticket categories as well as discounts for various groups (children, students, people with disabilities, volleyball clubs, etc.)

Requested info:

TICKETING CATEGORIES & PROPOSED PRICES	
Category	Price
Category 1	
Category 2	
Category 3	
Category 4	
VIP	

GROUPS & PROPOSED DISCOUNTS	
Group	Discount %
Children (define age)	
Students	
Elderly people (define age)	
People with disabilities	
Volleyball clubs	
Any additional group	

4.5 Hospitality

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

Commercial rights in the hospitality area:

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

Hospitality area standards:

- Location shall be easily accessible to VIP tribune for VIP guests
- Hospitality and catering services shall start 1 hour before the start of the 1st match and end 1.5 hour after the last match of the day, while continuously providing varied offering of warm & cold meals as well as alcoholic and non-alcoholic drinks throughout the indicated times in sufficient amounts
- CEV is entitled to a dedicated hospitality area; its exact location shall be approved during the site-visit.

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

5 Technical

5.1 Venue set-up

ROOMS/AREAS		MINIMUM REQUIREMENTS
Team rooms	changing	<ul style="list-style-type: none"> - no. 4 - size: 30 m2 - showers & toilets - massage tables: 1 - lockers: 15 - chairs and benches: 20 - ice Machine: 1
International referee rooms	changing	<ul style="list-style-type: none"> - no. 2 (1 per gender) - size: 20 m2 - showers & toilets - lockers: 6 - tables: 1 - chairs: 5
Line Judges and scorers		<ul style="list-style-type: none"> - no. 2 (1 per gender) - size: 20 m2 - showers & toilets - lockers: 6 - chairs: 10
Ball retrievers & floor moppers		<ul style="list-style-type: none"> - no. 1 - size: 20 m2 - toilets - chairs and benches: 15
Entertainment	changing room	<ul style="list-style-type: none"> - no. 1 - size: 20 m2 - toilets: 1 - chairs and benches: 15
Medical room		<ul style="list-style-type: none"> - no. 1 - size: 25 m2 - massage tables: 1 - tables: 1 - chairs: 4 - phone: 1 First aid equipment and basic medication: <ul style="list-style-type: none"> - Defibrillator, oxygen and ice machine - Alcohol Test equipment - Material for Referee Health controls(a calibrated weight scale, height rod, Snellen vision chart and blood pressure monitor)
Doping room	control	<p>WAITING ROOM:</p> <ul style="list-style-type: none"> - size: 25 m2 - tables: 1 - chairs: 6 - fridge: 1 <p>SAMPLING ROOM:</p> <ul style="list-style-type: none"> - size: 15 m2 - tables: 1 - chairs: 4 - phone: 1 - toilet size: 5m2
CEV Commercial partner storage		<ul style="list-style-type: none"> - upon request - locked & secured
Media room	working	<ul style="list-style-type: none"> - capacity: to be provided in the Event Handbook based on the Event phase - High-speed Internet (Wi-fi & cabled) - PC: 1 (connected to the laser printer & wired internet) - laser and high-capacity printer: 1 - TV monitors showing live matches of the tournament (local and other venues) - tables equipped with two power plugs/sockets per person - lockers - event branding - pigeonholes (set of shelves) for information distribution
Accreditation points		<ul style="list-style-type: none"> - no. 2 (Media, Teams & Officials) - event branding EQUIPMENT <ul style="list-style-type: none"> - printers - laminating machines - computer

OFFICES	MINIMUM REQUIREMENTS	
CEV Jury room	<ul style="list-style-type: none"> - no. 1 - size: 24 m2 - tables - chairs 	<ul style="list-style-type: none"> - PC: 1 - Wi-Fi & cabled internet
CEV Event Team room	<ul style="list-style-type: none"> - no. 1 - size: 24 m2 - tables - chairs 	<ul style="list-style-type: none"> - PC: 1 (connected to the laser printer) - high speed photocopier and laser printer: 1 - Wi-Fi & cabled internet
CEV Sport Media Agency room	<ul style="list-style-type: none"> - no. 1 - size: 24 m2 - tables - chairs 	<ul style="list-style-type: none"> - PC: 1 - Wi-Fi & cabled internet - TV sets with the international signal (Venue feed): 2

COMPETITION AREAS	MINIMUM REQUIREMENTS	
Mixed Zone	<ul style="list-style-type: none"> - Located between the exit of the court and the players' changing rooms - Easily accessible from the Media Tribune - Length: 12/15 m 	
Media Tribune	<ul style="list-style-type: none"> - Unobstructed view to the FoP not close to the LED Perimeter - Capacity: to be provided in the Event Handbook based on the Event phase - Tables equipped with two power plugs/sockets per person - High-speed Internet (Wi-fi & cabled) 	
Technical seating area	<ul style="list-style-type: none"> - Short side (in the media tribune if applicable) - ca 20 seats - tables equipped with two power plugs/sockets per person 	<ul style="list-style-type: none"> - High-speed Internet (Wi-fi & cabled)
Commentary Positions	Requirements will be specified in the Event Handbook	

5.2 Accommodation

5.2.1 General requirements for Teams

- 4/5 star hotel of recent interior decoration (max 15 years old)
- Distance from the Venue – up to 30 min drive
- High-speed internet free of charge (common areas, rooms and meeting rooms)
- Necessity of early check-in (starting from 12:00) and late check-out according to the teams' arrival/departure schedule
- Dedicated and efficient check-in and check-out to be ensured for the teams
- The Official Team delegation may consist of up to 21 persons (up to 14 players and up to 7 team officials) at the cost of the Co-Organiser and maximum 5 extra team officials at the cost of the Team

5.2.1.1 Room requirements for Teams

- Stay period:
 - Arrival: -2 days
 - Departure: +1 day
- No. of participating teams: Based on the Event phase
- 8 double rooms (twin beds) for each team to be covered by the Co-Organiser
- 5 single rooms for each team to be covered by the Co-Organiser
- 3 extra rooms for each team to be covered by Teams for a maximum of 5 extra team officials
- All members of each Team to be accommodated on the same floor
- Rooms for the teams to be preferably fit with a shower (not bath tub) and bed extension for the comfort of the players

5.2.1.2 Meal requirements for Teams

- Breakfast
- 3-course lunch with sufficient still water quantities
- Snack in the afternoon
- 3-course dinner with sufficient still water quantities
- Separate dining area for each Team

The meals shall be served according to the teams' arrival and departure time and following the competition schedule. In case of late practice/match, the hotel needs to ensure late dinner. Meals Guidelines and menu example will be shared in the Event Handbook.

5.2.2 General requirements for CEV Officials & Event Team

- 4/5 star hotel of recent interior decoration (max 15 years old)
- Distance from the Venue – up to 30 min drive
- High-speed internet free of charge (common areas and rooms)
- Necessity of early check-in (starting from 12:00) and late check-out according to the arrival/departure schedule of the officials

5.2.2.1 Room requirements for the CEV Officials & Event Team

Stay period:

- Arrival: starting from -5 days (detailed arrival/departure plan to be shared at later stage)
- Departure: +1 day

No. of persons:

- 25 single rooms to be covered by the Co-Organiser
- Additional needs to be communicated at later stage and to be covered by CEV
- Single Rooms to be equipped with a working table

5.2.2.2 Meal requirements for the Officials & Event Team

- Breakfast
- 3-course lunch
- 3-course dinner
- The hotel shall have a reserved table for the officials at the hotel's restaurant
- All meals shall be served including drinks and sufficient still water quantities

The meals shall be served according to the Officials' and Event Team arrival and departure time and following the competition schedule. In case of late meeting/match, the hotel needs to ensure late dinner. The Co-Organiser is responsible to provide the CEV Officials and Team members food in the hotel as well as in the Venue based on the working schedule of the delegation.

5.2.3 Rooms and areas for Teams hotel

Availability: for the whole stay period

- Welcome desk
- I-zone
- 2 meeting rooms:

- Capacity: 30 persons
- Equipment: beamer/large video screen and flipchart
- Media meeting room:
 - Min size: 80 m2 (only for specific dates based on the program)
 - Equipment: event branding material

The Co-Organiser shall ensure the set-up for different meeting purposes and shall ensure the needed set-up changes according to the meetings schedule that will be shared in due time.

5.2.4 Rooms and areas for Officials hotel

- Availability: for the whole stay period
- Welcome desk
- 1 meeting room:
- Capacity: 30 persons
- Equipment: beamer/large video screen and flipchart
- Equipment: event branding material

5.2.5 CEV President's stay

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

REQUESTED ACCOMMODATION INFO
Fact sheet of the proposed Teams Hotel
Fact sheet of the proposed Officials Hotel
Distances from relevant venues (Competition Venue, Training & Fitness facilities, Airport)

5.3 Transportation & Visa

5.3.1 International transportation before and after the Event

International transportation is arranged by each participating team. Teams are required to arrive 2 days before the start of the competition and depart the day after the end of their participation in the competition.

The Co-Organiser shall arrange and cover the international travel expenses for CEV Officials and Event Team for a maximum of 25 persons in Economy class of regular airlines company to and from the Host City. Low-cost airline companies are not to be used according to the CEV Regulatory Framework.

5.3.2 Transportation during the Event

The Co-Organiser is responsible for all internal transportation for teams, CEV Officials and Event Team:

- from arrival airport to the hotel
- from/to the Training facilities and Competition Venue to/from Hotel
- from hotel to departure airport
- between cities in case of multiple Venues per country
- between countries after a certain phase of the Competition is over; exclusively by charter flight if distance longer than 3 hours by bus / train connection
 - The flights shall not depart earlier than 11 am
 - The flights shall not arrive later than 4 pm

The Co-Organiser must welcome the participating teams, CEV Officials and Event Team at the airport upon arrival, organise their local transportation, confirm the return flights of the delegations and clearly indicate the departure time from the hotel for the return flight, or the flight to the country where the next phase is being played.

N.B. The Co-Organiser is responsible for international transportation services for all involved CEV stakeholders that shall change the host country after a certain phase of the Competition (Team delegations, CEV Officials, CEV Event Team and Match Officials). The split of such costs shall be agreed among all Co-Organisers of the Competition.

5.3.2.1 Local transportation for Teams

The following transportation services need to be guaranteed for the teams:

- Bus standard: modern air-conditioned busses
- The busses shall be branded according to the event identity; template to be provided together with the full Co-Organiser's brand package
- Number of busses required: dedicated branded bus per team (based on Event phase)
- Bus capacity per team: minimum 30 persons
- Availability:
 - Start: -2 days (according to the arrival schedule of each Team)
 - End: +1 day (according to the departure schedule of each Team)

5.3.2.2 Local transportation for Officials & Event Team

For the CEV Officials and Event Team the Co-Organiser shall provide and cover the following transportation standards:

- Mini-van standard: modern air-conditioned
- Availability:
 - Start: -5 days

- End: +1 day
- Transfers:
 - from arrival airport to the hotel according to the arrival schedules
 - from/to the Venue to/from hotel according to the official activities
 - from hotel to departure airport according to departure schedules
 - The services shall be organised with sufficient shuttle services in order to allow the attendance of all involved people to the official Event activities.

5.3.2.3 Local transportation for VIPs

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

- CEV President & other selected authorities (can be requested also during event related duties):
 - Up to 3 dedicated luxury cars with a driver to be available during all stay period for all day (e.g. Audi A6/A8, Mercedes E- class or similar executive sedan)
 - Transfers from/to the airport to/from VIP Hotel according to arrival and departure schedule
 - Transfers from/to VIP Hotel to/from Venue/other location according to the activities schedule
- CEV BoA Members and CEV guests:
 - VIP standard car or VIP standard mini-van shall be used for the transportation needs
 - Transfers from/to the airport to/from VIP Hotel according to arrival and departure schedule
 - Bus or mini-van for up to 50 persons for the following transfers:
 - from/to the VIP Hotel to/from location for the official CEV activities
 - from/to the Venue to/from VIP Hotel for the matches

5.3.3 Visa requirements

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

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

REQUESTED TRANSPORTATION & VISA INFO

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

5.4 Accreditation & Security

The Co-Organiser is requested to:

- Use the CEV Accreditation System
- Apply the CEV Accreditation Zoning Plan
- Ensure monitored access to areas for accredited people only
- Access control for accredited and not accredited people
- Apply security measures for ensuring a safe Event
- Apply all necessary security measures to guarantee the safety of all CEV stakeholders in the Venue, training facilities and at the official hotels
- Apply all precautions and security measures for all TV equipment within and outside the Venue (including commentary and studio positions), such as personnel, fences around the compounds etc.; the TV-compound area and the SNG-compound area shall be separated and secured from the general public.

Requested areas in the Venue according to the CEV Accreditation Zoning Plan:

1. Field of Play
2. Competition Backstage Area
3. Organisation
4. Media Centre
5. Media Tribune
6. Mixed Zone
7. Broadcast Area
8. Doping Control Area
9. VIP Area
10. Spectator Area

REQUESTED ACCREDITATION & SECURITY INFO

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

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

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

A proposal of the Venue Zoning Plan in accordance with the CEV Accreditation Zoning Plan

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

5.5 Match technology

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

5.5.1 Field of Play

The Co-Organiser needs to ensure the following technology solutions and usage on/around the Field of Play:

- CEV E-scoresheet and CEV Statistics applications and video-sharing
- Licenses (user name and password) will be provided by the CEV
- Co-Organiser shall provide for the necessary hardware (including tablets), stable connectivity in venue and experienced staff to operate the data collection applications

5.5.2 Video Challenge System

The CEV shall select and provide for the technical solution of the Video Challenge system. Co-Organiser shall provide for the accommodation and local transportation of the personnel operating the Video Challenge system.

5.5.3 Other technical equipment to be provided by the Organiser:

- Referee Communication System with 6 headphones
- Communication system for the Events delivery team
- Litescore

Usage/appointment of technology providers needs to be approved by CEV in order to guarantee the best and most innovative technological solutions for Volleyball. The Co-Organiser shall support the CEV in data collection strategy and in finding innovative solutions to help in the development of the sport and a high profile event. More details on Match Technology will be available in the Event Handbook.

5.6 Medical, Hygiene & Anti-doping

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

Other Co-Organiser's responsibilities are:

- Organise first aid for teams and for spectators during the Event and trainings (nurse, medical supplies).
- Ensure first aid facilities, medical doctor and nurse in the Venue for the players and spectators are available at all times.
- Ambulance is highly recommended in front of the Competition Venue; should the national legislation not allow that, the time to get an ambulance should be less than 10 minutes.
- Ensure first aid for players in the hotel or doctors on call.
- Determination of hospital for possible hospitalization is mandatory. Contact details need to be provided.
- Appoint a local doctor and a Hygiene Officer and share contact details with CEV.

Given the current pandemic situation, the implementation of the hygiene recommendation and the requirements included in the CEV Competition Hygiene Guidelines and CEV Competition Hygiene Guidelines – Volleyball specifications available at <https://inside.cev.eu/en/covid19/> shall be meant as minimum standards for the organisation of the Event. The Guidelines shall be understood as temporary and strictly linked to the current situation and they will be updated periodically.

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

6 Sport Presentation / Fan Engagement

6.1 Expectations

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

Therefore, the CEV would like to see a proposal for a potential Sport presentation plan for the Event, what kind of latest technology would be used, what kind of engaging solutions would the Co-Organisers plan (fan cams, interactive games on giant screens, etc.) to use in order to deliver a truly top European event.

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

The Sport Presentation plan shall develop and implement all of the event production and entertainment elements in the stadium and on the field of play – control the entrance of the athletes, the music, the video and scoreboard content, entertainment on and around the field of play, interaction with the fans and the opening show and awards ceremony.

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

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

6.2 Lighting systems

The lighting system installation is crucial for the sport presentation possibilities & implementation in the Competition Venue.

Following the lighting requirements as stated in chapter 3.3 Venue & Technical standards, the Co-Organiser shall implement rich set-up with vast number of stage & gobo lights for Sport presentation purposes in order to create a buzzing atmosphere in the Venue during the Event.

N.B. Technical proposal of both match lights as well as stage and gobo lights system shall be provided to the CEV for approval. The Co-Organiser shall add or adjust the quality and quantity of the match lights as well as the lights systems used for Sport presentation based on the feedback of the CEV.

6.3 Sport presentation staff requirements

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

6.4 The Final

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

REQUESTED SPORT PRESENTATION INFO	
Outline of Sport Presentation concept	
Do you plan to implement a show for the opening day? What special effects do you plan to implement?	
What Sport Presentation items would you use? (fan cam, interactive games, etc.)	
What is the lights set up in the hall? Would you install additional lighting systems?	
What technology is available in the hall and which technology will you additionally implement for Sport Presentation purposes?	
For the Co-Organiser of the Final:	
What kind of show before the Final match would you plan to deliver? What special effects do you plan to implement?	
Which additional effects (fireworks, roof mounted fireworks, fume fountains, confetti, other show elements) do you plan to implement for the awarding ceremony?	

7 Media

7.1 Domestic media coverage

Public awareness and media coverage of the CEV EuroVolley both in the build-up and during the event is a key measure of its success.

Volleyball athletes and teams should also be placed at the centre of any media activities proposed by the Co-Organiser, offering sport fans the unique opportunity to know not only their national athletes but also the international stars' athletes of the sports.

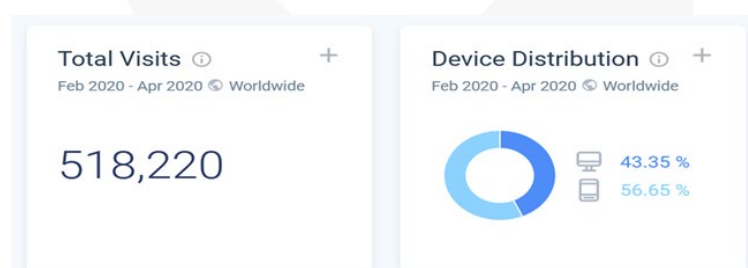
Typically, communication activities at domestic level should feature a combination of both traditional and digital media elements. The Co-Organiser shall implement in close cooperation with CEV a comprehensive content and editorial plan diversifying the match related content with behind-the-scenes stories, interviews and social media live sessions with players.

The Co-Organiser may use and/or create their own social media pages for editorial and informative purposes. It must inform the CEV of their social media accounts. Such media are an excellent tool to reach national audiences, target the young generation and communicate the CEV EuroVolley brand.

Cross-promotional activities on social media will be performed between CEV and the Co-Organiser before and throughout the tournament. The Co-Organiser is requested to provide a copy of all press releases in relation to the Event.

7.2 International media coverage

Alongside a global TV coverage, The Event will receive exposure on cev.eu via news stories, photo galleries and match results. Matches will also be streamed on a live basis on CEV digital platforms at CEV's discretion.



Source: <https://www.similarweb.com/>

The Event will be promoted via market oriented content on the following CEV Social Media platforms including Facebook, Instagram, Twitter and TikTok or any other new social media platform. Matches will also be live streamed on CEV Digital Platforms at the convenience of CEV and subject to media rights exclusivity in relevant markets.

The CEV Media Team will distribute on a regular basis content via major international media outlets. As support to the Co-Organiser, the CEV Media Team will provide access to CEV's in-house technology to create social media graphics.

7.3 Media rights

The Co-Organiser does not hold any media rights in relation to the CEV EuroVolley event. Such rights are exclusively managed and distributed by the appointed CEV Sport Media Agency on a global basis.

Notwithstanding the above and subject to restrictions from its Sport Media Agency, the CEV will make available to the Co-Organiser selected media rights on a non-exclusive basis for promotional purposes on its owned and operated digital platforms (including match highlights and near live clips)

7.4 TV Production

Television production of the CEV EuroVolley matches is the sole responsibility of the CEV appointed Sport Media Agency but the Co-Organiser agrees to provide free-of-charge the following broadcast facilities to CEV and its Sport Media Agency in order to ensure a professional broadcast:

DESCRIPTION/AREA	MINIMUM REQUIREMENTS
TV & SNG Compound	Venue to have adequate space for up to 10 parking spaces immediately adjacent to the venue itself for TV production & transmission vans.
Camera platforms	<ul style="list-style-type: none"> -Main camera platform for one (1) or two (2) cameras centralised above the court and at the appropriate angle to produce the TV signal. -Necessary camera platforms including but not limited to short sides of the court and reverse angle, etc.
Commentary positions	<ul style="list-style-type: none"> -Adequate space for commentary positions for each match of the event to be located on the same side of the main camera and positioned based on Site visit agreement. Should the construction of commentary positions require more seats or the building of a platform due to venue specifications, the Co-Organiser is responsible for such additional cost. -Each commentator position must be equipped with two (2) or three (3) seats and one (1) table, electricity, internet connection and telephone lines (the Co-Organiser is only responsible to provide technical assistance in relation to telephone lines to be booked and paid by visiting broadcasters). - The Co-Organisers shall prepare required number of Commentary positions as per the demands of the CEV Sport Media Agency (based on TV interest). For informative and indicative purposes, the average numbers of Commentary positions very previously as below: Pool phase – 3 to 7 positions ¼ and 1/8 Finals – 2 to 4 positions Semifinals and Finals – 6 to 15 positions
Connectivity (LAN & WLAN)	Venue to have sufficient internet connectivity must be ensured throughout the production relevant areas and infrastructure.
TV Graphics implementation	Minimum of three (3) seats and one (1) table, electricity and internet connection should be provided for the graphic operator (if requested) and must be positioned on the court level next to the data/statistics operators.
Power supply	Provided that it is not provisioned by the appointed host broadcaster, the sufficient and uninterrupted supply of electricity including a Twin-Pack Power Generator 100 + 100 KW fully redundant power plant (i.e. two (2) power generators always working at the same time with one (1) functioning as emergency back up to the first one)

CEV Sport Media Agency Office	Located in the vicinity of CEV's office, it is fully furnished and equipped with WLAN, broadband Internet connection, printer, two (2) TV-sets with the TV signal.
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NB. The Co-Organiser is responsible for covering any additional costs in case of appointment of more than one host venue per country. (e.g. cost of additional human resources needed to cover the various venues, provide additional technical solutions and needs, etc.)

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

8 Sustainability & Development

8.1 Expectations

The organisation of the EuroVolley event shall bring benefits to the Co-Organisers' country, host city and the volleyball community. CEV is determined to actively contribute to the "European Green Deal" by raising the bar of the EuroVolley organisation and by assisting the Co-Organisers to take action for a more environmentally friendly delivery of their activities.

The CEV will require implementation of several action plans (please see below) and will further provide support to the Co-Organisers on how to address sustainable growth (more details will be provided in the Event Handbook). The Co-Organiser shall seek assistance and partner with local authorities and sponsors in order to achieve the impact which will make the organisation of the CEV EuroVolley benefiting for the society.

8.2 Implementation

8.2.1 Environmental

Environmental awareness is very important topic in today's world as well as for the CEV. The CEV would therefore invite the Co-Organisers to step up their efforts and present Volleyball as a role model sport. The Co-Organisers are expected to respect the initiatives set bellow by the CEV and to propose ways how to make the EuroVolley environmentally friendly and sustainable.

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

AREAS	ACTIONS
TRANSPORT & ACCOMODATION	Choose transportation modes that use zero or low emission technologies Provide smart-driving guidelines and education Offer accessible public transportation & bike parking, Support sustainable accommodation and eco-friendly hotels
RECYCLING / WASTE MANAGEMENT	Streamlining waste management and recycling programs No acceptance for single-use plastics (bottles, plastic straws, disposable cups/plates/cutlery, etc.) Separated trash bins in all venue areas. Effective waste food management (e.g. implementing food donation)
ENERGY EFFICENY	Promote the saving of energy and water solutions, (e.g. LED lighting) Maximise digital space and electronic files usage instead of printed materials Choose sustainable materials for participant and volunteer t-shirts (i.e. bamboo, organic cotton, etc.)
SERVICES & PRODUCT SOURCING	Cooperate with local suppliers providing sustainable products and services
GREEN INTITATIVE	Make an initiative which will be linked to the event promoting green practices (e.g. planting a tree for every won set of the home National Team, etc.)

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

8.2.2 Social

A long-lasting legacy should be achieved by the organisation of the EuroVolley Event. The Co-Organisers shall therefore focus on supporting and developing the volleyball community in their host country. Each Co-Organiser is also encouraged to use creative means to reach various social groups in the region in order to bring the next generation of Volleyball players to our beloved sport.

The Co-Organisers shall furthermore target the general public while improving the relationship with them and bringing new fans to Volleyball. Hosting of the EuroVolley Event shall create positive impact on the Host City community and the residents should feel proud about such organisation in their region.

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

8.2.3 Economic

Demonstrating a success of the organisation is crucial especially for the cooperation with local authorities. International as well as local (out of Host City) fans bring substantial economic benefits to the Host City by using local gastronomy, transportation and accommodation. Further positive impact for the Host City can also be in the increase of prestige and interest in the Host City as a touristic destination due to the EuroVolley organisation.

Sustainability and environmentally friendly initiatives are also interesting activities for the Sponsors, which the Co-Organisers can take advantage of not only by the delivery of such activities, but also by bringing extra financial benefits to the organisation.

REQUESTED INFO
How do you plan to cooperate with the Host City on increasing its status as touristic destination?
Which sponsors can be involved in your environmentally conscious activations?

8.2.4 Monitoring of Success

The Co-Organiser shall secure an independent, objective and accurate evaluation of the impact of the organisation. Securing an Economic Impact Study and gathering the relevant data and information about the Environmental and Social impact shall help demonstrating the success of the organisation towards all stakeholders and shall increase the value of future Volleyball events. The CEV will expect delivery of thorough impact evaluation after the Event delivery.

REQUESTED INFO

Who would you plan to appoint for the measurement and delivery of the Environmental, Social and Economic Impact case studies?

Which aspects of these three main areas would you measure?



9 Site visits

Various site visits will be conducted by the CEV Team in collaboration with CEV Partners in order to help the Co-Organiser deliver the Event standards.

During these site visits, the Co-Organiser is responsible for providing the local transportation, accommodation and catering to the visiting team.

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

10 Drawing of Lots

One of the first major events which are part of the CEV EuroVolley is the Drawing of Lots. Hosting of the Drawing of Lots is a responsibility of the Co-Organisers. The Co-Organisers will be invited to discuss the organisation of this prestigious event among themselves and to propose a City and Venue of the organisation to the CEV.

The following organisational cost connected to this event shall be covered by the Co-Organisers:

- providing a prestigious venue with a state of the art stage, equipment and event show elements with the usage of latest technology
- accommodation and transportation for the CEV Representatives and Event Team
- welcoming and ensuring local transportation for a limited number of CEV Honorary Guests and participating National Federations
- organising complementary events to the Drawing of Lots for all invited guests:
 - Coctail / Reception service
 - Official lunch / dinner

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

11 General Assembly

The CEV shall organise a General Assembly connected to one of the EuroVolley Final weekends. The Applicant for the final stage shall take into consideration the organisation of this high profile CEV event. The Board of Administration will select the organiser of the General Assembly from the EuroVolley Finals Co-Organisers.

Upon the official selection of the host of the General Assembly by the CEV, the selected Co-Organiser shall appoint a dedicated General Assembly responsible, who will follow up and oversee all the preparations processes.

The selected Co-Organiser commits to financially cover various costs and expenses related to organisation of the General Assembly. The exact split of costs will be agreed with the CEV upon appointment.

Furthermore, the Co-Organiser of the General Assembly shall ensure provision of a VIP ticket to each of the General Assembly guest and their accompanying person for Semi-final, Bronze and Gold medal matches. (This allocation is extra to the CEV ticketing requirements as mentioned in the chapter 4.4 Ticketing)

NB: Full Operational requirements and standards for the General Assembly organisation can be requested by contacting events@cev.eu.

Letter of Organisation

Dear President,

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

CEV EuroVolley

To be held in the city(ies) and country of

To be held in the venue(s)

Phase(s) to be hosted / organised:

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

We look forward to receiving your acceptance.

Date Date:

Place:

Place:

(Name, signature and seal) (Name, signature and seal)



CEV Publications
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