
OFFICIAL REGULATIONS

Chapter 5: Media Regulations

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**CONFÉDÉRATION
EUROPÉENNE
DE VOLLEYBALL**

2013 CEV VOLLEYBALL EUROPEAN CHAMPIONSHIP

**Men
Women**

CHAPTER 5: MEDIA REGULATIONS

ARTICLE 1: LOCAL PRESS OFFICER & STAFF

Article 1.1

LOCAL PRESS OFFICER

- 1.1.1 Each National Federation organizing a match/tournament must appoint a local Press Officer for the whole duration of the event who should be a Volleyball expert and a professional journalist or media/public consultant. He/she must be fluent in English. For the final round the hosting NF has to hire the local Press Officer at least six months before the start of the competition. The contacts of the local Press Officer – including a personal email address – are to be included in the Organization Chart to be filled in by the concerned NF via the CEV online database.
- 1.1.2 The local Press Officer shall be in charge of all press related matters from the organizer's side and work in very close cooperation with the CEV Press Officer. Immediately after the match/competition he/she must send all necessary information to the CEV Communication Department as per the provisions described herewith.
- 1.1.3 The local Press Officer is obliged to strictly respect the specific guidelines related to CEV competitions.
- 1.1.4 The local Press Officer must set up all press & media facilities at the competition venue according to the conditions laid down in **Tables III and IV**.
- 1.1.5 The local Press Officer must keep a precise list of all accredited media representatives (names and references) of national press agencies, national and regional newspapers, radios and TV stations.
- 1.1.6 The local Press Officer must develop a professional national, regional and local media campaign before the start of the concerned competition.
- 1.1.7 The local Press Officer must be active for the whole duration of the competition.
- 1.1.8 The local Press Officer is in charge of the accreditation of all journalists attending the competition. He/she must distribute an official accreditation form to the press officers of the national federations participating in the event. He/she must check the accreditation forms returned by the journalists and have all accreditation cards ready before the journalists arrive at the competition venue. For the final round, the media accreditation shall be performed electronically, only and exclusively via the official website of the concerned Championship.

Article 1.2

PRESS STAFF & OFFICIAL PHOTOGRAPHER

- 1.2.1 The organizer must hire a sufficient number of staff assisting the local Press Officer to guarantee the smooth running of all press operations at the competition venue(s) (see **Table I**).
- 1.2.2 In case of several venues, the organizer shall appoint an Assistant local Press Officer who shall be in charge of all press related matters on behalf of the local Press Officer if the latter is not present.
- 1.2.3 For the final round, the organizers must appoint a Master of Ceremony in charge of running the press conferences taking place after the matches. As each press conference is carried out in English, the Master of Ceremony must be fluent in this language. Interpreters appointed by the local Press Officer shall assist the players and coaches if they are not fluent in English. For the prelims (1st, 2nd and 3rd round) the role of the Master of Ceremony is played by the local Press Officer or any assistant to whom this task has been previously assigned.
- 1.2.4 The organizer must appoint a professional photographer for the whole duration of the event who will provide the CEV with high quality pictures (minimum resolution 300 dpi, 4000 x 2500 px AT LEAST, format JPG with compression 10 AT LEAST, scale 1-12) of the competition free of charge and copyright. The pictures to be provided by the local professional photographer shall deal with the following topics:
- general view of the competition hall during the match (with spectators, celebrations etc.);
 - teams' line-up;
 - playing actions of both teams;
 - time-outs;
 - coaches in action;
 - eventual ceremonies and side events (featuring CEV officials, VIPs etc.);
 - children and fans.

An additional set of pictures – a total of 5 – should feature the competition hall before the start of the match/matches and namely a general view of the final court layout, the way banners and advertising panels have been installed, the flags, etc. Such pictures will not be conveyed to the CEV website and will be used solely for the post-event check-up the CEV Head Office will perform for all stages of the competition.

The CEV is allowed to use all pictures delivered by the local photographer for commercial and promotional purposes, including their use in CEV publications, on the CEV website and through any other media tool.

The files are to be delivered only and exclusively via the CEV Photo Gallery Management System; an account will be created once the photographer is officially appointed by the organizer and detailed instructions about the use of this tool are delivered in due time by the CEV Press Officer, with copy to the local Press Officer.

**TABLE I
LOCAL PRESS OFFICER & STAFF**

| Tournament | Local Press Officer | Assist. Local Press Officer | Master of ceremony Press Conf. | Inter-preters | Staff running Press Centre | Staff writing release | Staff for faxing & copying | Official Photo-grapher |
|---|----------------------------|------------------------------------|---------------------------------------|----------------------|-----------------------------------|------------------------------|---------------------------------------|-------------------------------|
| Men's Final Round * | 1 | 1 | 1 | If needed | 10 | 2 | 4 | Yes |
| Women's Final Round * | 1 | 1 | 1 | If needed | 10 | 2 | 4 | Yes |
| 1 st , 2 nd and 3 rd Round | 1 | No | No | If needed | No | No | No | Yes |

* Figures to be applied to each competition venue in case the event is staged contemporarily in different cities/countries

ARTICLE 2:

INFORMATION FLOW

Article 2.1

MEDIA ON SITE

- 2.1.1 The local Press Officer and the staff must provide the accredited journalists upon their arrival with a press kit containing all competition-related information, including the rosters of all participating teams, the match schedule as well as the official booklet.
- 2.1.2 The local Press Officer and the assisting staff shall distribute the required material as laid down in **Table II**.
- 2.1.3 The local Press Officer and the assisting staff shall keep the media constantly informed about any news concerning the competition, coming also from different competition venues.
- 2.1.4 The local Press Officer and the assisting staff must arrange pigeon boxes in the press centre where all written information (press releases, etc.) shall be deposited for immediate distribution. During the whole duration of the event previously dispatched and new information shall be continuously available in the pigeon boxes at each competition venue.

Article 2.2

MEDIA OFF SITE

- 2.2.1 The local Press Officer shall write a daily round up in the local language after the last match of each competition day. This release shall be distributed to all relevant national, regional and local media.
- 2.2.2 The local Press Officer is in charge of distributing the information as laid down in **Table II** and in accordance with the specific guidelines of the competition eventually dispatched by the CEV Press Officer.

**TABLE II
INFORMATION FLOW**

| What | When | To Whom | Form |
|--|--|--|-------------------|
| Match/Competition preview | 3 days before the start of the competition at the latest | 1. CEV News Management System | |
| General information | Before the start of the competition | 1. National Media 2. press@cev.lu 3. Press centre (pigeon boxes) | |
| Starting line-up and referee nominations | At least 10' before the start of the match | 1. Journalists on site 2. Speakers 3. TV commentators (if present) 4. Press centre (pigeon boxes) | |
| Team composition list | After the Preliminary Inquiry | 1. Journalists on site 2. Speakers 3. TV commentators (if present) 4. Press centre (pigeon boxes) | 05bis |
| Live score | From the start until the end of the match, through the E-scoresheet | | |
| Statistics | After each set and 15' after the end of the match at the very latest | 1. Journalists on site 2. Press centre (pigeon boxes) | |
| Official bulletin | Immediately upon completion of the daily match schedule | 1. Teams 2. CEV Officials 3. Press centre (pigeon boxes) | As per CEV layout |
| Ranking list (in case of tournaments) | Immediately upon completion of the daily match schedule | 1. Journalists on site 2. Press centre (pigeon boxes) 3. CEV Officials 4. Teams | |
| Overall statistics (if requested) | Immediately upon completion of the daily match schedule | 1. Journalists on site 2. Press centre (pigeon boxes) | |
| Match report (20 lines maximum, with full set scores, match description and quotes) | Upon completion of each match | CEV News Management System | |
| A set of high resolution digital photos (minimum 15 per match) | Upon completion of each match | CEV Photo Gallery Management System | |
| List of accredited media | Upon completion of the competition** | press@cev.lu | PR-01 |
| All official CEV Press Releases | Always available | Press centre (pigeon boxes) | |
| Special Information upon request of the CEV Jury or CEV Officials | Immediately updated | Press centre (information board) | |

**To be submitted to the CEV Press Officer on a weekly basis before the start of the final round; the CEV Press Officer will validate the inquiries and allocate the seats to be placed around the court to top journalists/media

ARTICLE 3:

FACILITIES

Article 3.1

COURT AREA

- 3.1.1 The court area must be in accordance with the official CEV regulations and specific requirements related to the competition (see **Table III**).
- 3.1.2 The organizer must reserve a convenient number of seats alongside the court (A seats) for the most important journalists attending the competition. These seats have to be equipped with chairs, tables and power sockets.
- 3.1.3 Besides the courtside seats the organizer shall add some additional seats (B seats) in the competition hall at disposal of the remaining journalists. The total number of press seats to be provided shall depend on the number of accredited journalists.
- 3.1.4 The organizer must provide TV and radio booths according to the accredited number of TV and radio stations attending the competition.
- 3.1.5 If the competition is covered by a host broadcaster, the organizer must install the TV cameras according to the official CEV court layout related to that specific competition.
- 3.1.6 The organizer shall reserve an area exclusively for the photographers to be located in-between the publicity panels and the stands of the three free sides around the playing area. Photographers should be also allowed to move in the competition hall to shoot pictures from different angles and perspectives, including from the tribunes.
- 3.1.7 The organizer shall provide a mixed zone located in one of the four corners of the playing court outside of the free zone. All players as well as the team officials must leave the court via the mixed zone according to the disposition fixed in **Table V**. The official backdrop of the competition must be installed there as per the layout delivered and approved by the CEV Marketing Department.
- 3.1.8 The areas reserved for the media shall only be accessed by journalists. The organizer must provide strict security at each access gate in order to keep these areas free from intruders.

TABLE III
COURT AREA

| Tournament | A seats | B seats | Photo Area | TV Booths | Radio Booths | Mixed Zone |
|---|-----------|-----------|------------|-----------|--------------|------------|
| Men's Final Round | > 100 | > 50 | Yes | Yes | Yes | Yes |
| Women's Final Round | > 100 | > 50 | Yes | Yes | Yes | Yes |
| 1 st , 2 nd and 3 rd Round | Around 20 | If needed | No | If needed | If needed | Yes |

Article 3.2

PRESS CENTRE

- 3.2.1 In accordance with the dispositions laid down in Chapter 2 - Technical & Logistics – and in **Table IV** the organizer shall install a fully equipped press centre at the competition venue(s). This provision is mandatory only for the final round.
- 3.2.2 Only accredited journalists and CEV Officials shall be granted access to the press centre. The press centre shall open two hours prior to the start of the first match of the day and close approximately two hours after completion of the last press conference of the day.
- 3.2.3 The organizer must install a working room within the press centre which provides sufficient working space for the journalists. Each working place must be equipped with a chair, a table and a power socket.
- 3.2.4 In the press working room the following facilities must be installed:
- Computers with Internet access and printer(s);
 - Pigeon boxes;
 - Information boards;
 - TV monitors showing the matches in progress, especially in case of multiple competition venues (only for the final round).
- 3.2.5 In the press centre the organizer must also install telephones and fax machines for international use.
- 3.2.6 A wi-fi Internet network, with a restricted log-in for the media, is also mandatory; the password-based network is recommended in order for the journalists to be able to surf quite quickly through the Internet and send easily out all their stuff (articles, pictures, etc). Multiple wireless networks – including a back-up option – are recommended for the final round, taking into account the massive number of journalists accredited for this event.

**TABLE IV
PRESS CENTRE FACILITIES & EQUIPMENT**

| Tournament | Working Room Seats | Computers | Pigeon Boxes | Telecom Room | Phones or Faxes | Press Lounge | PC Room |
|---|---------------------------|------------------|---------------------|---------------------|------------------------|---------------------|----------------|
| Men's Final Round | 100 | 10 | >50 | Yes | > 5 | Yes | Yes |
| Women's Final Round | 100 | 10 | > 50 | Yes | > 5 | Yes | Yes |
| 1 st , 2 nd and 3 rd Round | 10 | No | 10 | No | 1 | No | No |

ARTICLE 4:

PRESS CONFERENCES

Article 4.1

PRESS CONFERENCE ROOM

4.1.1 A press conference room shall be arranged and be located as close as possible to the press centre. This room must be equipped with:

- Chairs reserved for the journalists;
- A podium with a minimum of six seats, a covered table and soft drinks for the coaches, the team captains, the Master of Ceremony and the interpreters;
- The official backdrop of the tournament according to the layout provided by the CEV Marketing Department;
- The official CEV flag;
- Microphones plus a portable tool for the Master of Ceremony.

This room must be isolated in order to prevent any outside noise disturbing the ongoing press conference and be large enough to host a few TV crews, especially during the final round of the Championship.

4.1.2 The set up of a press conference room is mandatory only for the final round, while during the prelims (1st, 2nd and 3rd round) press conferences may be skipped to get quotes from the players as they pass through the mixed zone.

The provision of a press conference room in the preliminary rounds is therefore not mandatory, but still recommended in case quite many media are attending the event and the operations in the mixed zone risk becoming pretty chaotic. Any final decision about this item is entirely delegated to the local Press Officer and the local organizers.

Article 4.2

ORGANIZATION

4.2.1 All press conferences must be organized in accordance with the specific dispositions fixed in **Table VI**.

4.2.2 The procedure for press conferences reads as follows:

- The Master of Ceremony requests a statement from the captain of the losing team followed by the captain of the winning team;
- Floor is given to the media for questions to both captains;
- Once there are no more questions to the captains, they are permitted to leave the press conference;
- The Master of Ceremony requests a statement from the head coach of the losing team followed by the head coach of the winning team;
- Floor is given to the media for questions to each coach;
- Once there are no more questions, the coaches are permitted to leave as well;
- End of the press conference.

4.2.3 Coaches and players are expected to cooperate with the media attending the competition. The attendance of coaches and team captains to the press conferences has to be considered as mandatory whenever the local Press Officer calls for the organization of a press conference upon completion of the match. Additional players might be invited to the press conferences upon special requests coming directly from the media attending the event.



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TABLE V
MIXED ZONE AND PRESS CONFERENCES

| Time after match | Action | Description |
|------------------|---------------------------|---|
| 00.00 minutes | End of the match | Players stay on the court for five minutes whilst the host TV takes pictures and interviews |
| 05.00 minutes | Start of the mixed zone | Players and coaches move to mixed zone. Media are able to make interviews there. |
| 15.00 minutes | End of the mixed zone | Players and coaches move to dressing rooms whilst journalists prepare for the press conference. |
| 20.00 minutes | Start of Press Conference | Attendance of head coaches and captains is compulsory. |

TABLE VI
PRESS CONFERENCE

| Tournament | After the finals | After the semifinals | After the preliminaries/the various matches on schedule | Upon request |
|---|------------------|----------------------|---|--------------|
| Final Round | Yes | Yes | Yes | - |
| 1 st , 2 nd and 3 rd Round | - | - | No | Yes |

ARTICLE 5:

TOOLS

Article 5.1

Tools

As laid down in Table II, all editorial feeds – previews and match reports – are to be delivered by the local Press Officer via the CEV News Management System which is strictly interconnected with the CEV website. As soon as they are appointed by the respective organizer, all local Press Officers will be provided with an account to access this tool as well as with detailed instructions describing the tasks to be performed via this interface.

Match preview/reports will have to stick to the general guidelines previously provided by the CEV Press Officer.

The same applies to the CEV Photo Gallery Management System whereby the local photographers will have to upload photos to be displayed on the CEV website. Accounts will be created upon their nomination and detailed instructions will be dispatched by the CEV Press Officer in order to guarantee a smooth running of all operations.

In order to ease up the management of the above operations, the local organizer shall appoint – as early as possible – the local Press Officer and Official Photographer whose contacts – including a personal e-mail address – will have to be included in the Organization Chart delivered by the concerned NF via the CEV online database.

ARTICLE 6:

CASES NOT FORESEEN

All cases not foreseen in these regulations shall be settled by the CEV Executive Committee.