

BEACH PRO TOUR CHALLENGE GUADALAJARA



VOLLEYBALL WORLD  
**BEACH**  
**PRO TOUR**

11 – 14 APRIL 2024

EVENT PLAYBOOK

1<sup>st</sup> Feb. 24 - V1

# EVENT PLAYBOOK

## 1. Invitation Letter, Visa & Entry Documents

ITEM	DETAILS
Invitation Letter	<ul style="list-style-type: none"><li>• Contact Person:<ul style="list-style-type: none"><li>○ Name: Abihail Rosales</li><li>○ Email: abihail@moveo-lab.com</li></ul></li><li>• It takes approximately 5 days to issue the Invitation Letter.</li><li>• Information required for invitation letter:<ul style="list-style-type: none"><li>○ Country of passport</li><li>○ Passport number</li><li>○ Current country of residence</li><li>○ Date of birth</li><li>○ Full name (as in passport)</li><li>○ Gender</li><li>○ Email/Phone number</li><li>○ Role at event (i.e. Athlete, Coach, Official)</li><li>○ Embassy that the VISA will be issued</li></ul></li></ul>
Visa	<ul style="list-style-type: none"><li>• Participants are responsible for organizing their own Visa. See above information on the process to be followed to avoid issues upon arrival.</li></ul>
Entry Documents	<ul style="list-style-type: none"><li>• Please note that it is the responsibility of each participant to check and issue their entry documents (e.g. VISA) on time to participate in the event.</li></ul>

## 2. Event Info

VENUE NAME: Pan-American Tennis Complex

Address	Av. Ecónomos 6600, La Estancia, 45030 Zapopan, Jal.
Distance from hotel	20 min by car
Distance from training courts	22 min by car
Distance from airport	35 min by car

Layout & Render: Layout in process

## Accommodation

- Hotel accommodation will be provided to the Main Draw players only by the organiser.
- Athletes will be personally responsible for all extras at the hotel such as mini-bar, phone calls, etc. including any damage incurred to the room. Payments must be made upon checkout.
- Organisers are not responsible for reservations for coaches, team physiotherapists, guests or family members accompanying the participating athletes.

Official Hotel	Name: <b>TBC</b> Website: <b>TBC</b> Booking contact: Abihail Rosales Email: abihail@moveo-lab.com
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- Qualification Tournament athletes, Coaching Staff, Friend & Family will have a discounted rate as follows:

RATE CARD		
Item	Description	Cost
Accommodation	Single or Double Occupancy	TBC
Food	Meal service	TBC

## Transportation

- The official airport confirmed by the organiser is as follows:
  - **Airport : Guadalajara International Airport (GDL)**
- The organiser will provide transportation for main draw athletes only. This will include.
  - International Airport – Official hotel
  - Official hotel – Venue
- **If airport pickup is required, please share with the organising Event Operations contact no later than 1/04/2023.** If this information is received after the deadline, the organiser has no obligation to provide transportation from the airport to the official hotel. **Please communicate any changes or delays in real time to this email.**
- **Contact Person/Team: Abihail Rosales**  
**Email: abihail@moveo-lab.com**

## Accreditation

- Accreditation will be required by all athletes, FIVB officials, referees, VW staff, VIPs, media, technical staff, court personnel, volunteers, vendors, etc. by organisers, and will ensure that only those with appropriate accreditation can access the designated venue areas.
- **Coaches and Physiotherapists**
  - Accreditation forms for coaches and physiotherapists are available at the following link: <https://www.fivb.com/en/beachvolleyball/tools/forms>. All applicants must include a 3x4 cm portrait photo as part of their submission.

## Catering

- Organiser will provide all three meals for main draw athletes only and referees. Meals will be arranged by the organiser from dinner the day before the event starts (Main Draw) until breakfast the day after the team was eliminated from the event.

## Medical Services and Procedures

- During Competition & Training
  - During Competition & Training, there will be a first responders with an ambulance will be on standby at the venue
  - Doping control may be conducted, therefore, athletes are highly recommended to keep their passports and official ids of the players with him/her.
- Out of Competition & Training
  - For Out of Competition & Training there will be the option to arrange a first aid treatment in the hotel. If more treatment is necessary, local organiser will provide a transportation where needed.
  - Teams and all participants are requested to follow the hygiene protocol posted by the FIVB Medical Department. It is no longer mandatory to keep the face masks at this time. It is only recommended to wear it at hospitals and in public transportations.
- Hospital will be chosen depending on the injury
  - Emergency Services Number (Medical & Fire Department) 911
  - Emergency Services Number (Police): 066
- In the case of an emergency, organizer will provide first responders and transportation all the way to the hospital and back. The cost of treatment will be covered by the athlete concerned.
- Each individual athlete is obliged to have their own insurance as per FIVB Event Regulations – Chapter 17.

## Mixed Zones and Press Conferences

- Athletes are required to attend mixed zone interviews after each match, while still in competition uniform. The scheduling of press conferences will be communicated to athletes in advance. All athletes are required to attend the press conference(s), if requested.

Uniforms

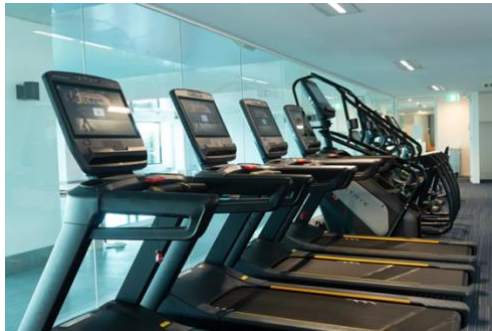
- Playing tops/tanks will be provided to all athletes (Main Draw) by the organiser. Shorts/bottoms and accessories are the responsibility of the players and/or their sponsors. If required by the FIVB Technical Delegate, other uniforms and accessories will be checked during the Preliminary Inquiry. Athletes of the same team must wear the same colour and style of shorts.

Team Video Service

- In collaboration with a service provider, Volleyball World will provide Team Video Services at all Challenge and Elite16 events. For the login information of the Team Video Service, please email the FIVB Beach Volleyball department – [beachvolleyball@fivb.com](mailto:beachvolleyball@fivb.com)

**Fitness Gym: TBC**

<b>Fitness Gym</b>	<ul style="list-style-type: none"> <li>• <b>Name:</b></li> <li>• <b>Address:</b></li> <li>• <b>Website:</b></li> </ul>
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Event Website and Social Media

Event Website	TBC
Instagram Facebook	Volleyball World (Beach) @beachvolleyballworld Mex Beach Volley @mexbeachvolley
YouTube	Volleyball World (Beach) <a href="https://www.youtube.com/channel/UCHQUWveEpeO1KTkwbDn6jNA">https://www.youtube.com/channel/UCHQUWveEpeO1KTkwbDn6jNA</a>
OTT Platform	Matches will be streamed on Volleyball World TV app or VolleyballWorld.tv
Hashtags	#BeachProTour #BeachProTourGuadalajara #BeachVolleyball #MexBeachVolley

### Contacts

Role	Name	Email Address
FIVB Technical Delegate	Paulo Vitor	<a href="mailto:paulovitor@voleysur.org">paulovitor@voleysur.org</a>
FIVB Referee Coach	Maria Amélia Villas-Boas	<a href="mailto:mavboas57@gmail.com">mavboas57@gmail.com</a>
VW Event Ops	Wendy Miranda Johnny Gardhouse	<a href="mailto:eventops@volleyball.world">eventops@volleyball.world</a>
FIVB Medical department	N/A	<a href="mailto:medical@fivb.com">medical@fivb.com</a>
FIVB Beach Volleyball department	N/A	<a href="mailto:beachvolleyball@fivb.com">beachvolleyball@fivb.com</a>

### 3. Competition

## Preliminary Inquiry Requirements & Schedule

- Attendance to the Preliminary Enquiry and Technical Meeting (if required) is mandatory for both team athletes. Athletes must bring their uniform, including any headgear, armbands or other pieces of uniform intended to be used during matches for approval of the Technical Delegate. The detailed schedule is as follows:

Preliminary Inquiry	
Qualification	<ul style="list-style-type: none"><li>• Date: 10 April</li><li>• Time: 15:00 – 17:00</li><li>• Location: Venue</li></ul>
Main Draw	<ul style="list-style-type: none"><li>• Date: 11 April</li><li>• Time: 15:00 – 17:00</li><li>• Location: Venue</li></ul>
Technical Meeting	N/A

## Training

- Training courts will be available, **for teams that arrive before 12<sup>th</sup> April**, at training facility name and address **x 2 Courts**. Transportation may be arranged if communicated 24h in advance.
- Please note that for official training at competition courts, as from the **(TBC)**, training session reservations can be made no more than 24 hours in advance. Each team is entitled to make one reservation per day (i.e. teams cannot reserve multiple training sessions for the week ahead). Additional training sessions may be possible only if the courts are available.
- **Athletes must register in the training booking platform at least 24 hours before the intended training session.**

Training Courts Address:	<ul style="list-style-type: none"><li>• Pablo Neruda N. 3232, Col. Providencia, C.P. 44260 Guadalajara; Jalisco</li></ul>
Availability Date for Training:	<ul style="list-style-type: none"><li>• 8th April</li></ul>
Number of courts available for training:	<ul style="list-style-type: none"><li>• 2</li></ul>
Training Booking:	<ul style="list-style-type: none"><li>• <a href="https://fivb.beachcourts.net">https://fivb.beachcourts.net</a> Email: <a href="mailto:eventops@volleyball.world">eventops@volleyball.world</a> for any assistance with the booking tool.</li></ul>

## Competition Schedule

- The detailed match-up schedule will be confirmed after the completion of the preliminary inquiry (per gender tournament) following the results progressed