

## EVENT PLAYBOOK

### 1. Pre-Event

#### ○ Visa, Invitation letter & Entry documents

- Point of contact from organiser: Aby Rosales – [abiroma.moveo@gmail.com](mailto:abiroma.moveo@gmail.com)

Documents for Visa and Invitation Letter:

- Copy of passport
- Embassy that the VISA will be issued

**It takes approximately 2 days to issue the invitation letter.**

Please bear in mind that is the responsibility of each participant to check and issue their entry documents (e.g. VISA) in due time to participate in the event.

Please check with your airline if a PCR test is required to fly.

No special entry requirement is needed to enter Mexico.

<https://embamex.sre.gob.mx/suiza/index.php/turismo/covid-19/english>

#### ○ Medical Services and procedures to be followed

**All participants will be required to present a negative PCR test result done 72 hours before flying upon arrival at the event.**

The complete Covid-19 Event Protocol can be found in the link below:

<https://en.volleyballworld.com/beachvolleyball/competitions/beach-pro-tour-2022/events/challenge/tlaxcala-mexico/competition/covid-19-protocol>

## 2. Event Introduction

### ○ Competition schedule

The detailed match-up schedule will be confirmed after the completion of the preliminary inquiry and accordingly updated at end of each day (per gender tournament) following the results progressed.

Date	time	Center Court	court 1	court 2	Warmup 1	Warmup 2	
<b>Qualification Tournament</b>							
Day 1 (Wed)	08:00	W-QT-R32	W-QT-R32	W-QT-R32			
	08:50	W-QT-R32	W-QT-R32	W-QT-R32			
	09:40	W-QT-R32	W-QT-R32	W-QT-R32			
	10:30	W-QT-R32	W-QT-R32	W-QT-R32			
	11:20	W-QT-R32	W-QT-R32	W-QT-R32			
	12:10	W-QT-R32	M-QT-R32	M-QT-R32			
	13:00	M-QT-R32	M-QT-R32	M-QT-R32			
	13:50	M-QT-R32	M-QT-R32	M-QT-R32			
	14:40	M-QT-R32	M-QT-R32	M-QT-R32			
	15:30	M-QT-R32	M-QT-R32	M-QT-R32			
	16:20	M-QT-R32	M-QT-R32	W-QT-R16			
	17:10	W-QT-R16	W-QT-R16	W-QT-R16			
	18:00	W-QT-R16	W-QT-R16	W-QT-R16			
		19:00 - 20:00 Preliminary Inquiry - MD - Women					
	18:50	W-QT-R16	M-QT-R16	M-QT-R16			
	19:40	M-QT-R16	M-QT-R16	M-QT-R16			
	20:30	M-QT-R16	M-QT-R16	M-QT-R16			
		20:30 - 22:30 Preliminary Inquiry - MD - Men					
<b>Main Draw Tournament</b>							
Day 2 (Thu)	09:30	W-MD-PP-R1	W-MD-PP-R1	W-MD-PP-R1			
	10:30	W-MD-PP-R1	W-MD-PP-R1	W-MD-PP-R1			
	11:30	W-MD-PP-R1	W-MD-PP-R1	W-MD-PP-R1			
	12:30	W-MD-PP-R1	W-MD-PP-R1	W-MD-PP-R1			
	13:30	M-MD-PP-R1	M-MD-PP-R1	M-MD-PP-R1			
	14:30	M-MD-PP-R1	M-MD-PP-R1	M-MD-PP-R1			
	15:30	M-MD-PP-R1	M-MD-PP-R1	M-MD-PP-R1			
	16:30	M-MD-PP-R1	M-MD-PP-R1	M-MD-PP-R1			
	17:30	W-MD-PP-R2 (W)	W-MD-PP-R2 (W)	W-MD-PP-R2 (W)			
	18:30	W-MD-PP-R2 (W)	W-MD-PP-R2 (W)	W-MD-PP-R2 (W)			
	19:30	W-MD-PP-R2 (L)	W-MD-PP-R2 (L)	W-MD-PP-R2 (L)			
	20:30	W-MD-PP-R2 (L)	W-MD-PP-R2 (L)	W-MD-PP-R2 (L)	Draw - Women		
Day 3 (Fri)	09:30	M-MD-PP-R2 (W)	M-MD-PP-R2 (W)	M-MD-PP-R2 (W)			
	10:30	M-MD-PP-R2 (W)	M-MD-PP-R2 (W)	M-MD-PP-R2 (W)			
	11:30	M-MD-PP-R2 (L)	M-MD-PP-R2 (L)	M-MD-PP-R2 (L)			
	12:30	M-MD-PP-R2 (L)	M-MD-PP-R2 (L)	M-MD-PP-R2 (L)	Draw - Men		
	13:30	W-R18	W-R18				
	14:30	W-R16	W-R16	W-R16			
	15:30	W-R16	W-R16	W-R16			
	16:30	M-R18	M-R18				
	17:30	W-R16	W-R16				
	18:30	M-R16	M-R16	M-R16			
19:30	M-R16	M-R16	M-R16				
20:30	M-R16	M-R16					
Day 4 (Sat)	11:00	W-QF	W-QF				
	12:00	W-QF	W-QF				
	13:00	M-QF	M-QF				
	14:00	M-QF	M-QF				
	16:00	W-SF					
	17:30	W-SF					
	19:00	M-SF					
20:30	M-SF						
Day 5 (Sun)	11:45	W-Bronze					
	13:00	M-Bronze					
	14:30	W-Gold					
	16:00	M - Gold					
	17:30	Awarding					

- **LOC Contacts**

Event Director: Gabriel Ramos – gabriel@moveo-lab.com

Event Operations: Ivan Yopez – ivan@moveo-lab.com

- **FIVB/VW Contacts**

FIVB Technical Delegate: Ed Drakich – ed.drakich@volleyball.ch

FIVB Referee Coach – Maria Villas-Boas (mavboas57@gmail.com)

VW Event Ops – roberto.pitta@volleyball.world

### **3. Competition – Technical points**

#### **3.1 Number of teams**

24 teams Main Draw for men and women, including 8 teams advanced from 32-teams Qualifier

No limit of country quota

Entry deadline: 9<sup>th</sup> February 2022 (-35 days prior to the tournament) with confirmed entry list published on 16<sup>th</sup> February 2022 (-28 days prior to the tournament)

#### **3.2 Competition format**

Qualification tournament: 32 teams in single elimination to qualify 8 teams per gender

Main Draw: 6 pools of 4 team in modified pool play, top 3 teams (a total of 18) advance to the 18-teams playoff and play single elimination format.

- **Preliminary Inquiry requirements & Schedule**

Mandatory attendance is required for both athletes of the team for the Preliminary Inquiry & Technical Meeting (if any). Athletes shall bring their uniform, including head gear, armband or any other piece of uniform intended to be used during matches for approval of the Technical delegate. The detailed schedule is as follows:

#### **Preliminary Inquiry**

Date: 15/03/2022 (QT) – Date: 16/03/2022 (MD)

Time: From 16:30 – 18:30 (for both genders)

Location: TBD

#### **Technical Meeting**

No Technical Meeting for this event

- **Training principles & availability**

Please note that training reservations shall only be made one day in advance for the next day only. Each team is entitled to make one reservation per day. Additional training sessions may be possible only if the courts will be available.

<b>Address of the training court</b>	<b>Plaza de la Constitución, Tlaxcala de Xicohténcatl, Tlax.</b>
<b>Availability Date</b>	<b>11/03/2022</b>
<b>Number of courts</b>	<b>3 competition courts + 2 warm-up courts</b>
<b>Contact person for booking</b>	Name: Ivan Yepez Email address: ivan@moveo-lab.com Mobile number: Location to book the training courts: Official hotel

- **Prize Money breakdown & taxes**

Beach Pro Tour – Challenge – Tlaxcala

<b>Rank</b>	<b># teams</b>	<b>Prize Money/team</b>	<b>Prize Money/rank place</b>
1st	1	\$10.000,00	\$10.000,00
2nd	1	\$8.000,00	\$8.000,00
3rd	1	\$7.000,00	\$7.000,00
4th	1	\$6.000,00	\$6.000,00
5th	4	\$3.750,00	\$15.000,00
9th	8	\$2.500,00	\$20.000,00
17th	2	\$1.500,00	\$3.000,00
19th	6	\$1.000,00	\$6.000,00
<b>Total</b>			<b>\$75.000,00</b>

The Prize Money of the event will be paid by the FIVB to the athletes via bank transfer as per the below chart:

Please ensure that the IBAN of your bank account is updated and available in your bank profile on VIS. You are kindly asked to reconfirm if your bank account is accurate and updated in your vis profile and should you need further assistance, please contact the Technical Delegate at the preliminary inquiry and email [beachvolleyball@fivb.com](mailto:beachvolleyball@fivb.com) if necessary.

Event	Date	Payment due date
<b>Beach Pro Tour Challenge - Tlaxcala</b>	<b>16-20<sup>th</sup> March 2022</b>	<b>4<sup>th</sup> April 2022</b>

Note:

The tax at source might be implemented as per the fiscal regulations/laws in the countries where the tournament is held.

The athlete is responsible for paying the relevant taxes for his/her earnings in his/her own country and he/she must update both his/her bank account details and his/her personal information at the beginning of the contract year through the VIS system. Please double check your personal profile and consult the FIVB Delegate at the Preliminary Inquiry should there be any questions.

If Prize Money is paid by the FIVB or promoter via bank transfer, in case of unsuccessful payment, the FIVB Finance Department will send an official letter (to the NF and to the athlete) to inform them of the money transfer to the respective NF that will be debited within the following 5-10 days. In case of no response, the athlete's VISASP account is then debited and the FIVB Finance Department informs the FIVB IT Department to book the payment in VISASP.

#### 4. Event Site Info

##### o Competition Venue

Adress: Plaza de la Constitución, Tlaxcala de Xicohténcatl, Tlax.

Number of courts: 3 competition courts + 2 warm-up courts

##### o Accreditation

Organisers will provide to all athletes, FIVB Officials, referees, VW staff, VIPs, journalists, technical staff, court personnel, volunteers, vendors, etc. with official accreditation and will ensure that only people with appropriate accreditation will access the designated venue areas.

The appropriate forms (for coaches and physiotherapists) are available at the following link and should be sent to [abiroma.moveo@gmail.com](mailto:abiroma.moveo@gmail.com).

<https://www.fivb.com/en/beachvolleyball/tools/forms>

## o Accommodation

Organiser will provide the Main Draw teams with hotel accommodation (double room) in the event official hotel and also meals from the evening before the start of the event until the day after the elimination of the teams from the event, breakfast included.

Athletes will be personally responsible for all extras at the hotel such as mini-bar, phone calls, etc. to be paid upon checkout.

Organisers will not be required to make reservations for coaches, guests, teams' physiotherapists, friends, or family members accompanying the participating athletes.

- Athlete's Hotel: Hotel San Francisco

Address: Plaza de la Constitución 17, Centro, 90000 Tlaxcala de Xicohtécatl, Tlax.

Website: <https://www.hotelsanfranciscotlaxcala.com>

- Referee's Hotel: Hotel La Loma

Address: José Ma. Morelos 11, Centro, 90000 Tlaxcala de Xicohtécatl, Tlax.

Website: <https://hotelalifer.com.mx>

- Local staff Hotel: Hotel Alifer

Address: Av. Vicente Guerrero 58, Centro, 90000 Tlaxcala de Xicohtécatl, Tlax.

Website: <https://www.hoteldelaloma.com.mx>

All official hotels are walking distance to the competition venue.

Main contact person: Ivan Yopez – [ivan@moveo-lab.com](mailto:ivan@moveo-lab.com)

Booking contact and policy: Diana Arciga – [diana.arciga1204@gmail.com](mailto:diana.arciga1204@gmail.com)

- Athletes will be personally responsible for all extras at the hotel such as mini-bar, phone calls, etc. or any damage incurred to the room, to be paid upon checkout.

### ○ Ground transportation

The official airport confirmed by the organiser is as follows:

- Name of the airport: Benito Juarez International Airport (CDMX)
- Distance from the airport to official hotel: 136km
- Distance from the airport to venue: 136km

Organiser will provide the airport transfer for Main Draw athletes only.

The travel information should be shared by each Main Draw athlete with the organiser no later than 02/03/2022.

If received after the deadline, the organizer has no obligation to provide transportation from the Airport to the official hotel.

All official hotels are walking distance to the competition venue.

Qualification tournament athletes and coaches can use the following contact to arrange their transportation from the airport to Tlaxcala.

- Alberto Borbon
- Email: betoborbon94@hotmail.com

### ○ Catering

Organiser will provide all three meals for Main Draw athletes, being breakfast, lunch and dinner at the hotel. Meals will be arranged by the organiser from dinner the day before the event starts until breakfast the day after the team was eliminated from the event.

### ○ Mixed Zone and Press Conferences

Athletes are required to attend mixed zone interviews after every match played. They shall be wearing their competition uniform.

Press Conference will be communicated to the athletes in advance and participation is mandatory for all athletes, when requested.

### ○ Uniforms

The playing tops/tanks will be provided by the organizer for all Main Draw and Qualification players. Shorts/bottoms and accessories must be provided by the players and/or by 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.

- **Fitness gym**

Fitness gym will be available. There will be fixed working hours. More information to follow.

- **Event website and social media**

Event website

- <https://en.volleyballworld.com/beachvolleyball/competitions/beach-pro-tour-2022/events/challenge/tlaxcala-mexico/>

Event Social media accounts

- @mexbeachvolley (Instagram) – Organiser
- @beachvolleyballworld (Instagram/Facebook) – Official VW
- Beach Volleyball World – YouTube  
<https://www.youtube.com/channel/UCHQUWveEpeO1KtkwbDn6jNA>

OTT Platform

- All matches will be streamed for free on Volleyball World TV app or VolleyballWorld.tv

Hashtags

- #BeachProTour

- **Event Covid-19 Protocol**

<https://en.volleyballworld.com/beachvolleyball/competitions/beach-pro-tour-2022/events/challenge/tlaxcala-mexico/competition/covid-19-protocol>