FIVB EVENT REGULATIONS 2024

ANNEX D GUIDELINES FOR OFFICIAL PHOTOGRAPHERS

D.1 D.2 D.3 D.4 D.5

All photos must be captioned (through the file info in Photoshop – see examples below – or by directly writing the caption in the VISASP Photo System).

All captions must include: full names of all principal players in the photo and their country/countries and what they are doing in the photo.

The photo caption must NOT include the photographer’s name.

The styles of photos required are: action photos, winning/celebration shots, wide angle of stadium, personality shots of players, coaches as well as the atmosphere of the event and the crowd (entertainment, etc.).

The Press Officer must also obtain a selection of quality, high resolution, captioned digital photos from the Official Photographer on a CD/DVD to be forwarded with the Press Report to the FIVB headquarters.

These are for use in FIVB publications and must also be FREE OF RIGHTS.

Quality of photographs

• The photographs taken must have a resolution of at least five megapixels.

• The files produced must be saved in JPG format with a minimum compression of eight.

• Except in special cases, the files must have a maximum exposure of 400 ASA.

• All photographs submitted to the FIVB by whatever means (photo gallery, website, e-mail, CD or print) must be print ready without any need for airbrushing or other modification.

• All photographs must include in the JPG file itself IPTC-standard headers listing the place, date, event, the names of people on the photograph and their relative position on the photograph.

• The photographer shall pay particular attention to framing the photographs to ensure, for example, that the players’ hands and the ball are visible in action shots and, in the case of low attendance, that no empty seats are seen in the photographs.

The photographer shall provide a selection of the following types of photograph:

• Action shots during games

• Photographs showing emotion

• The principle actions in volleyball (spikes, blocks, digs…)

• The winning team, the runners-up and the prize-giving ceremony

• Panorama shots (fish eye) if the venue is full, otherwise shots framed to show spectators

• Close ups

• Shots of side activities, entertainment etc. where applicable

• Photographs of the FIVB President if he is attending the event

• Shots of any other VIPs and dignitaries attending the event

• Photographs in which the FIVB sponsors are clearly visible

• The photographer should look for the opportunity to take a variety of photos of the spectators, personalities, children having fun, TV and journalists covering the event, etc.

• The photographer should take one or two panoramic photos of the stadium from outside the venue

D.6 D.7

In addition, the official photographer will pay particular attention to his/her position in order to take photos that include the sponsors and the public in the background.

Such photos should be suitable for advertising and marketing Volleyball. The photographer shall remain behind sponsors’ banners or rotating panels and shall pay particular attention to the FIVB sponsors.

FIVB EVENT REGULATIONS 2024 ANNEX C

MATCH DESCRIPTION AND PRESS CONFERENCE GUIDELINES

C.1 C.2 C.3 C.4

As soon as possible after the match is over, the Press Writer must upload the Match Description to the FIVB website.

The Match Description must:

• have a simple news-style headline in the present tense;

• be two hundred (200) to three hundred (300) words in length;

• must have up to three (3) short lead paragraphs explaining who won and lost and what happened overall during the match, following an English-language “inverse pyramid” style of journalism where the most important information is summarized at the beginning of the story;

• be spell-checked (English U.K.) before being uploaded; and

• be written in U.K. style (e.g. Brazil win, Tunisia are, Serbia down, etc.).

Example from previous FIVB tournaments of how to write the beginning two to three paragraphs of a Match Description: “Brazil crush Japan in straight sets Tokyo, Japan, August 12, 2007 –

World No. 2 Brazil extended their winning streak against sixthranked Japan to 19 games by beating the home team 3-0 in the FIVB World Grand Prix at Ariake Coliseum on Sunday.

Undefeated against Japan since November 2001, Brazil maintained their dominance with a performance of power and precision to win 25-15, 25-19, 25-13 in front of a 10,000 capacity crowd.

The victory improved Brazil’s win-loss record to 6-0 in the Grand Prix qualifying round while dropping Japan to 3-3 with three games remaining in which to book a place in the six-team final round in China from August 22-26.

” Important Match Description procedures to follow: a) b) c) Headline format Use a short and simple headline explaining who won, using a verb in the present tense, e.g. Brazil crush …, Guidara guides …, Spain get off mark … Dateline format Please note and follow the format for the dateline at the beginning of the Match Description: Tokyo, Japan, December 1, 2007 - (city, country, month-date, year, dash).

Essential information within the first three paragraphs:

• The name of the team that won the match (this has to be made clear in the first paragraph) and in how many sets (e.g. straight sets/3-0, four sets/3-1, five sets/32);

• The name of the team that lost the match; 128 FIVB EVENT REGULATIONS 2024

• The complete final score (e.g. 25-16, 25-19, 25-18);

• The day the match took place (e.g. Saturday);

• The full title of the competition (e.g. the FIVB World Grand Prix);

• The win-loss record (for the winners at least) as a result of the match (e.g. The victory improved Brazil’s win-loss record to 6-0), if applicable. d) e) C.5 Extra information needed: The Press Writer also should include as much of the following as possible, either following the opening paragraphs or in the opening paragraphs if considered newsworthy enough:

• Were there any great performances by any of the players? (Exceptional serving? Exceptional blocking? Clever setting, etc.?)

• Best Scorer?

• Most Valuable Player?

• Name of the arena (e.g. … at Ariake Coliseum)?

• When did the winning team start to take control? • Why did the winning team start to take control?

• Did the winning team come from behind?

• Were they always in the lead?

• Were there a lot of fans? • What was the atmosphere like?

• Which team do the winners play next? • Which team do the losers play next?

• Teams’ world rankings? Players’ names In the Match Description, as a general rule, players’ names should be written in full on first reference and then written with the family name from the second reference onwards. When a player uses their popular name/shirt name and is sufficiently well known (e.g. Brazilian players like Giba), then the popular name/shirt name can be used from first reference. The other option is to include the full name on first reference with the popular name/shirt name in brackets and on second reference use the popular name/shirt name (e.g. Egypt’s Hamdy Awad (Elsafi) scored 10 points. Elsafi played an excellent game.).

As soon as possible after the official Press Conference is over, the Press Writer must upload comments onto the FIVB website.

The Press Writer should strictly observe the following format for the text when doing so: Example (SIMPLE NEWS-STYLE HEADLINE) Setter Takeshita brought team together, says Japan coach (COMMENTS: Divided by team, using full names of coaches and players, no quote marks are needed) Japan coach Shoichi Yanagimoto: “… [quote] …” Japan captain Yoshie Takeshita: “… [quote] …” Japan player Saori Kimura: “… [quote] …” Chinese Taipei coach Jeng Fang Fann: “… [quote] …” Chinese Taipei captain Kou Nai Han: “… [quote] …” Note: Before uploading to the FIVB website, all Match Descriptions and Press Conference Reports text must be spell-checked.)

FIVB EVENT REGULATIONS 2024

ANNEX B OC PRESS OFFICER DUTIES

The OC Press Officer’s duties include:

B.1 B.2 B.3 B.4 B.5 B.6 B.7

Properly promoting the event to the press, ensuring the correct press infrastructure is installed and effectively managing all on-site media activities.

Preparing accreditation forms and implementing accreditation in collaboration with the FIVB Press Department.

Verifying accommodation and transportation for accredited press (if required).

Recruiting, training and managing press staff and volunteers including a photo manager who can control the movement and access of photographers and flash quote reporters.

Appointing and briefing an official press writer (English mother tongue professional journalist).

At least five (5) weeks before the start of the competition, submitting the following contact information to the FIVB Press Department (press@fivb.org) for publishing on the FIVB website – Name of Press Officer and his/her email and mobile phone number, telephone and fax numbers in the press working room. Overseeing the creation and successful running of the: - - - - -

B.8

Press Working Room Press Tribune Mixed Zone Press Conferences Photographer positions Jointly with the VIS Staff and FIVB Press Delegate, verifying the accuracy of statistical data and transmitting it to the press and TV networks.

B.9 B.10 B.11 B.12

Ensuring that the Press Writer supplies cohesive Match Descriptions and Press Conference Reports to the VIS.

The Match Description is to be written by a native-level English (writing) sports journalist in accordance with the terms mentioned in the section “Press Writer”. Preparing a final report on press operations after the tournament, including a detailed list of accredited press.

Hiring a professional national clipping service to deliver a compilation of all national and international press clippings daily to the FIVB Press Delegate and the VIP room.

Compile daily bulletin and ensure efficient distribution.