

Note: Each item should be discussed to confirm its usage, protocols, and understanding for all parties. All relevant details should be then discussed with the Referees who will officiate the television matches.

CHECKLIST FOR TV COORDINATION MEETING

ITEM	Discussed YES / NO	Applied YES / NO
(a) EQUIPMENT		
Camera Positions on court	<input type="checkbox"/>	<input type="checkbox"/>
Net camera	<input type="checkbox"/>	<input type="checkbox"/>
Cables inside free zone (hand held)	<input type="checkbox"/>	<input type="checkbox"/>
Cables inside free zone (net camera)	<input type="checkbox"/>	<input type="checkbox"/>
1 st Refs earpiece	<input type="checkbox"/>	<input type="checkbox"/>
Cables for earpiece	<input type="checkbox"/>	<input type="checkbox"/>
Microphone on refs stand	<input type="checkbox"/>	<input type="checkbox"/>
Other external microphones (free zone)	<input type="checkbox"/>	<input type="checkbox"/>
Boom / crane camera	<input type="checkbox"/>	<input type="checkbox"/>
Referee's media bio (available at referee database)	<input type="checkbox"/>	<input type="checkbox"/>
Referees assignments for TV matches	<input type="checkbox"/>	<input type="checkbox"/>
(b) PROTOCOLS		
Attaching earpiece of 1 st ref	<input type="checkbox"/>	<input type="checkbox"/>
Removing earpiece of 1 st ref	<input type="checkbox"/>	<input type="checkbox"/>
Sound check pre match	<input type="checkbox"/>	<input type="checkbox"/>
Position of LJ in relation to cameras	<input type="checkbox"/>	<input type="checkbox"/>
Position of 2 nd ref in relation to cameras	<input type="checkbox"/>	<input type="checkbox"/>
Position of BR in relation to cameras	<input type="checkbox"/>	<input type="checkbox"/>
Start time for TV purposes	<input type="checkbox"/>	<input type="checkbox"/>
Countdown to start of match	<input type="checkbox"/>	<input type="checkbox"/>
Ready for match/set to commence (START)	<input type="checkbox"/>	<input type="checkbox"/>
Stop the match for replay (HOLD)	<input type="checkbox"/>	<input type="checkbox"/>
Recommence the match after replay (GO)	<input type="checkbox"/>	<input type="checkbox"/>
Any other possible messages via earphone (i.e.: referee communication with the audience)	<input type="checkbox"/>	<input type="checkbox"/>
Backup solution for possible earpiece failure	<input type="checkbox"/>	<input type="checkbox"/>
Backup solution if the net camera needs repairing	<input type="checkbox"/>	<input type="checkbox"/>
Referees Hand signals	<input type="checkbox"/>	<input type="checkbox"/>
(c) OTHER		
Position of the TV staff esp.	<input type="checkbox"/>	<input type="checkbox"/>
Position of TV Floor Manager	<input type="checkbox"/>	<input type="checkbox"/>
Anti doping procedures (if held)	<input type="checkbox"/>	<input type="checkbox"/>
Interviews after the match	<input type="checkbox"/>	<input type="checkbox"/>
Ensure players availability for interviews	<input type="checkbox"/>	<input type="checkbox"/>
Ensure uniforms correct for interviews	<input type="checkbox"/>	<input type="checkbox"/>
Clear court for interviews	<input type="checkbox"/>	<input type="checkbox"/>
Pre-match short photo of players	<input type="checkbox"/>	<input type="checkbox"/>
Coin Toss (results, filming, 3 rd set etc)	<input type="checkbox"/>	<input type="checkbox"/>
Time between matches (i.e.: SF to SF or Bronze Final to Gold Final)	<input type="checkbox"/>	<input type="checkbox"/>