

SVV MATCH-DAY SETUP & OPERATION CHECKLIST

Simple checklist for match-day preparation and operation

Match: _____

Venue: _____

Date: _____

Challenge Operators: _____

1. Equipment & connection

- ☐ SVV PC / workstation placed safely
- ☐ Monitor connected
- ☐ Keyboard and mouse connected
- ☐ Power connected
- ☐ All cameras placed in agreed positions
- ☐ Camera cables connected
- ☐ Cables secured and protected
- ☐ No cable under heavy tension
- ☐ No cable creating a safety risk
- ☐ Cameras physically stable
- ☐ System powered on

2. Software start-up

- ☐ SVV software opened
- ☐ Correct licence verified
- ☐ Correct match / event selected or created
- ☐ Teams / match details checked
- ☐ All required cameras visible in software
- ☐ Operator can access camera previews
- ☐ Storage space checked
- ☐ Recording / capture settings checked

3. Camera verification

- ☐ All required cameras detected
- ☐ Stable FPS confirmed on each camera
- ☐ Camera preview visible
- ☐ Image is sharp enough
- ☐ Image is bright enough
- ☐ Court lines visible
- ☐ Net / antenna area visible, if relevant
- ☐ No major obstruction in camera view
- ☐ Camera angle adjusted if needed
- ☐ Lighting conditions checked
- ☐ Test recording completed
- ☐ Playback checked

4. LED / video output, if applicable

- ☐ Output cable connected
- ☐ Correct input selected on LED / video system
- ☐ Test output displayed correctly
- ☐ Resolution / format confirmed
- ☐ Graphics / replay output checked
- ☐ Communication with LED / video operator confirmed

5. Pre-match test

- ☐ Test challenge performed
- ☐ Camera selection tested
- ☐ Playback tested
- ☐ Slow motion / frame-by-frame review tested
- ☐ Output workflow tested, if applicable
- ☐ Communication with referee / table / technical person confirmed
- ☐ Operator understands who gives the challenge signal
- ☐ Operator understands how the final decision is communicated
- ☐ Any issues noted and solved
- ☐ System ready for match use

6. During the match

- ☐ Software open and active
- ☐ Cameras not disconnected during the match
- ☐ Cameras not moved unless absolutely necessary
- ☐ Camera status / FPS monitored when possible
- ☐ Agreed challenge procedure followed
- ☐ Communication kept clear and calm
- ☐ Technical issues noted for post-match review

7. Challenge procedure

- ☐ Challenge request received
- ☐ Challenge type / situation confirmed
- ☐ Relevant rally / action opened
- ☐ Most useful camera angle selected
- ☐ Action reviewed carefully
- ☐ Additional camera angle checked if needed
- ☐ Replay / output prepared if required
- ☐ Result communicated according to match procedure
- ☐ Challenge closed and system returned to live match mode

8. Basic troubleshooting

- ☐ Camera not visible: cable / USB port / software visibility checked
- ☐ Low or unstable FPS: cable / connection / unnecessary applications checked
- ☐ Dark image: lighting / obstruction / camera position checked
- ☐ Software issue: error message noted, software restarted only if necessary
- ☐ Unresolved issue reported to SVV support with clear description

9. After the match

- ☐ Match data saved / closed according to procedure
- ☐ Recording / capture stopped, if applicable
- ☐ Software closed properly
- ☐ System powered down safely
- ☐ Cameras disconnected carefully
- ☐ Cables coiled properly
- ☐ All equipment checked before packing
- ☐ Technical issues noted and reported if needed

Final readiness confirmation

- ☐ System connected
- ☐ Cameras verified
- ☐ FPS stable
- ☐ Software ready
- ☐ Test challenge completed
- ☐ System ready for match

Notes / issues:

Confirmed by: _____ Date: _____