

VICTORIAN AMATEUR VOLLEYBALL ASSOCIATION

GUIDE FOR THE RUNNING OF VICTORIAN COUNTRY CHAMPIONSHIPS

INTRODUCTION

1. The annual Victorian Country Championship is usually held in a different city each year and is usually run by the local Association.
2. This guide has been compiled in order to assist Associations in their planning. It cannot be expected to cover all circumstances in different cities, but it will help to ensure that the most important aspects are handled in similar fashion from city to city.

PURPOSE OF CHAMPIONSHIP

3. The Championship is for competition between Registered Association teams throughout Country Victoria. Its aim is to determine the Champion Country Team of Victoria.
This Championship is held simultaneously for both Men's and Women's teams.
4. At present, each country association enters one men's team and one women's team. All country associations enter their strongest combined team.

DRAW

5. The draw will depend on the number of courts available and the number of teams entering, but it should meet the following conditions:-
 - (a) No play on Saturday morning, only limited play on Sunday afternoon or Monday afternoon if on a long weekend, and no play on the final evening. Travel dictates this.
 - (b) No team should play 2 consecutive matches.
 - (c) All country teams must be given fair opportunity to win the Country Championship.

PLANNING SEQUENCE

6. Certain planning details must be attended to well in advance. An approximate guide now follows.
 - (a) 4 months in advance : Agree on date with V.C.V.C.
 - (b) 3½ months in advance : V.C.V.C. advises all Associations of date and place.
 - (c) 3 months in advance : Host Association commences detailed planning. V.C.V.C. calls for entries.

PLANNING SEQUENCE cont'd.

- (d) 8 weeks in advance : Application to Conduct Entertainment on Sunday submitted to Chief Secretary of Victoria, by host Association.
- (e) 6 weeks in advance : Deadline for entries to V.C.V.C.
- (f) 5 weeks in advance : Draw made and distributed by V.C.V.C.
- (g) 4 weeks in advance : Deadline for details for programme, if used.
- (h) 1 week in advance : Programme complete.

DETAILED PLANNING

7. No two cities and Associations are alike. Therefore, the planning details will always be different, and the following general check list and notes may be of assistance.

8. Venue.

The venue must be (a) Suitable,
(b) Available,
(c) Booked in time.

9. Court.

Check all lines (including attack line, centre line and service marks).
Check clearances.
Check lighting.
Check floor surface.

10. Net.

Check for conformity with rules.
Tension and height must be adjustable quickly. Height measuring pole must be available. Spare fittings, etc., must be on hand.

11. Balls.

Ensure that there is a suitable supply available. Note that sometimes there may be a delay of some months in supply of a particular brand..

12. Flags, Whistles.

13. Public Address System.

14. Announcers.

15. Floor Cleaning.

DETAILED PLANNING cont'd.

- 16 Dressing rooms.
Ensure hot water, etc., available.
- 17 Entrance
The following must be considered:-
 (a) Personnel to man entrance.
 (b) Chair, table, cash drawer.
 (c) Small change.
 (d) Tickets.
 (e) Local tourist information.
- 18 Canteen.
There are 4 good ways to handle this:-
 (a) Canteen run by host Association.
 (b) Mobile Canteen run by commercial firm.
 (c) Canteen run by local charity group.
 (d) Display of notices and advertisements
 as to where snacks can be bought nearby.
- 19 Referees.
Will be appointed by V.C.V.C. For this purpose,
a copy of the match draw must be sent to the V.C.V.C. Referees
Panel.
- 20 Net Umpires.
To be supplied from referees of host Association.
- 21 Scorers, Linesmen.
To be supplied by host Association. These
personnel should be appointed in advance and should be under
the control of an Arena Manager. Failure to appoint
personnel in advance usually leads to unsuitable personnel
being co-opted or co-erced at the last moment.
Suitable scoresheets, boards, pens, etc., must be
available. International scoresheets should be used.
- 22 Arena Manager
To be in charge of:-
 (a) All minor officials.
 (b) Equipment.
 (c) Keeping matches to the timetable.
The Arena Manager should be a man who carries
considerable authority.
- 23 Recording of Results.
 (a) One person in charge.
 (b) Display board for progressive results.

DETAILED PLANNING Cont'd

24 Trophies

Arrangements must be made to ensure the timely return of perpetual trophies from previous winners.
Arrangements for presentation must also be made.

25 Signs.

Some bold signs will always be necessary.
Examples are COURT 1, COURT 2, LADIES, GENTS, DRESSING ROOMS
LIGHT SOLED SHOES PLEASE, MATCH RESULTS, etc., plus several bold arrows.
Possible team names for the scoreboard may be required.

26 First Aid

Ensure kit available and its location known.

27 Sunday Entertainment.

The Sunday Entertainment Act 1967 prohibits charging admission to sport on a Sunday unless permission is first gained from the Chief Secretary of Victoria.

To gain this permission, one member of the host Association (preferably a senior member who will be present throughout the Sunday period concerned) must apply on Form 1 relating to the Sunday Entertainment Act 1967, to the Chief Secretary, Old Treasury Building, Spring St., Melbourne. 3000.

The application must be accompanied by the correct fee (which in 1975 is \$10 for one Sunday).

Three copies of the Form 1 must be obtained, one to go to the Chief Secretary, one to the local municipal authority, and one for retention.

Note that permission is not granted for commencement before 1.30 pm unless special circumstances exist. The Championships may be regarded as special circumstances, and appropriate application should be made.

Note also that it is sensible to obtain the Chief Secretary's permission before making up and distributing a draw involving matches on Sunday morning.

28 Secretarial Duties.

These will be higher than normal and will involve:
(a) Correspondence with V.C.V.C. and other Associations.
(b) Production of duty rosters.
(c) Production of programmes.

It is suggested that a special Championships Secretary be appointed within the host Association.

29 Publicity.

(a) Local press.
(b) Local radio.
(c) Local TV
(d) Programmes.
(e) Posters.

Publicity Cont'd

Posters need preparation well in advance for distribution to V.C.V.C. and to other Associations. However, only a few posters should be displayed early locally. A local deluge of posters only a few days prior to the event is very effective. Planning of distribution is as important as preparation of a Poster.

(f) V.A.V.A. Publicity Officer *should be fully* informed.

30 Programmes.

This involves a lot of preparation and is best regarded as a separate project than as just another aspect of publicity or secretarial duties.

It is desirable that a programme includes:-

- (a) List of previous winners.
- (b) List of competing teams.
- (c) Draw.
- (d) Referees panel.
- (e) Details of teams including
 - (i) Uniforms.
 - (ii) Names and numbers.
 - (iii) Captain and Coach.
- (f) Space for results of matches.
- (g) List of office bearers in host Association, and of any

personnel appointed for specific duties in the Championship.

31 Overall Co-ordination.

It is highly desirable that all planning and preparation be co-ordinated by one person who is kept free from any other task at all. It is his job to check that all preparation is running smoothly and not falling behind time. Where extra action becomes necessary, he should avoid getting involved himself or he runs a serious risk of failing to notice other areas where extra action may also be necessary.

32 Liason.

It is usually desirable that a delegate from the host association attends all or most of the V.C.V.C. Meetings for the few months prior to the Championship. This can save a lot of correspondence, delay and uncertainty.

33 V.C.V.C. Meeting.

This Championship presents another occasion each year when representatives of the V.C.V.C. and representatives of V.A.V.A. are together at the same place. A meeting is therefore most valuable, and time for this should be included in the timetable. Two hours should suffice.

34 Conclusion.

The running of a major championship is not a fearsome project. It is very easy when prepared well in advance. Always allow more time than you think is necessary. Spread tasks and responsibilities around, but not so far that co-ordination becomes a real problem. Common sense is all important. Even so, minor things can sometimes be overlooked and it is hoped that this check list will reduce this risk. If further advice is required, don't hesitate to consult V.C.V.C.