

PROCEDURE AND REPORT ON V.C.V.C. CHAMPIONSHIPS 1977

First step is to take a pencil Booking on the Stadium required for the Championships. In this case 4 Courts required and the Corio Leisure Centre was booked.

Application was then made at the 1976 meeting to allow Geelong to stage the event. This was agreed to and the Stadium was formally booked.

The next requirement is to form a select committee for the sole purpose of planning the activities. Ideal membership is President of Association as co-ordinator -

A Booking Officer	-	Accommodation etc.
A Publicity Officer	-	Press, printing, preadvertising.
A Technical Officer	-	Check availability of equipment, arrange layout of Hall and cleaning and maintenance.
A Social Activities Officer	-	hosting and planning of Off Court activities
A Funding Officer	-	Sponsorship, admissions, budget con
A Manpower Officer	-	Supply willing workers to above offices as requires.
A Program Officer	-	assist with draw starting and co-ord. with Tech. Check suitable doctor for ankle injuries.

A list of each officers activities is annexed.

A Budget of all known expenditure and expected income is now required in order to assess extent of activities.

Equipment should then be brought up to best conditions, tested and spare nets, whistles, balls, scoresheets and biros stored away. N.B. Screwdrivers, spanners, tape, knife and tape measure must be kept on hand throughout as maintenance on the wire is impossible without them. First Aid Kit essential - 4 twisted ankles at Geelong. Floor lines should be checked and fixed where necessary. Motel accommodation should be booked as a pencil booking at least 6 months prior to the event - earlier if possible. This will hold good up to 6 weeks prior to the event when it is up to the visiting Associations confirm with the Motel. Travelodge, the ideal Motel for Geelong purpose. All Associations should be then notified of the arrangements in relation to the venue - (by supplying a tourist map) and the accommodation together with any social and/or fund raising schemes that will be held in conjunction with the program. The earlier the better as it will enable the visiting associations to plan ahead and bring extra money to cover the added items that may appeal.

The final entries in regard to the round robin are not under our control as to who enters but it is up to the host association to prepare a draw as to playing times, starting times and in this regard Geelong decided to start all 4 Courts at 9.00 a.m. Saturday with balance of games spread at 1½ hour intervals.

As it turned out all the first games started on time and continued that way most of the weekend. The system has a real drawback in that any one game if it takes more than 1½ hours to complete can throw out two and maybe 3 of the following matches due to Duty teams and players being required on two Courts at once. The only way this can be overcome is to widen the gap between games to two hours and/or make provision for a supply of extra non playing officials. It should be made a rule as the associations progress that each association supply a full set of Officials in addition to players.

The advertising department, having been supplied with the entrants, is now able to promote the activity. Letters to all major newspapers and the four T.V. Stations sent in plenty of time to allow them to program. Photos and lead up articles in local press. Advertising cards in as many shop windows and industry notice boards as possible.

Scoresheets and programming next part of preparation as the events are now ready to commence. A separate supervisor is essential for each Stadium.

A noticeboard is necessary in a prominent place to display clearly the starting times, Court identification, teams involved, Duty team. On a separate notice a Result Sheet should be placed and as the games are completed scoresheets should be collected and the scores marked on the master board. This has two advantages -

- (1) Unless it is done immediately, time may run out.
- (2) The players are keenly interested in the progress of all matches. The notice area should not be cluttered with untidy or unimportant notices.

The Stadiums were cleaned each evening before the teams left which was a big help. Thank you to those concerned. The Co-operation of all Associations in relation to the No Smoking Rule was far in excess of our expectations and it was noted by the management which is really the main and most important factor.

Finding people to present the shields and trophies is a problem as it is better to introduce the players prior to the start of the final game and present the trophies immediately after the game before the players disperse. At Geelong it was felt to be a highlight of the finals and it is hoped that the practice will continue and improve. Remember that a large part of the audience is not aware of the teams or the individual players and it is important that every effort be made to improve audience participation. Because of the long gaps between games finishing it is unfair to expect a visiting dignitary to stay so where possible a separate presenter for each division should be found. At Geelong we were able to have Sir Roy Fidge present at the Under 17 Girls and Under 17 Boys, Cr. M. Parks the Womens and Mr. George Russell (the new GABA Administrator) the Mens.

In relation to the collection of admission fees at the Stadium this was not part of our terms of reference but it became obvious that better planning is essential in this department in future planning of similar events.

The weekend is over but to make it complete letters of thanks should be sent to all of the groups, papers, T.V., Hall Management, Presentor Sponsors that made it possible. This is essential to good public relations and will assist future Committees. Thank you for the opportunity of helping.

T. B. CAREY
CONVENOR

BOOKING OFFICER:

1. Attend to Hall booking making sure to get a written confirmation of the booking.
2. Arranging Motel, Caravan or other forms of accommodation by obtaining prices and making pencil bookings to be confirmed one month before the event.
3. Hire cars if required.
4. Public address equipment if not available.

PUBLICITY OFFICER:

1. Advise local paper and radio station as early as possible in order that they can assist with sponsored programs leading up to event.
2. Collecting all possible information that will assist media.
3. Arranging for a photographer to be present.
4. Distribution of advertising material.
5. Printing of Program.
6. Looking after trophy presenter if President not available.

TECHNICAL OFFICER:

1. Check all essential equipment, nets, wires, lights and have replacements available if required.
2. Attend to tools needed plus balls, pressure guage, pumps, whistle biros etc.
3. Rule Books on hand and Playing Regulations displayed.
4. Mops and sweepers with towelling an advantage.
5. A group of assistants to handle changes of nets (at least 4 is be

SOCIAL ACTIVITIES:

1. Book necessary Halls well in advance.
2. See that all visitors are aware of the activities before they arrive so they can bring extra clothing and money as required.
3. Have a fairly large subcommittee but be sure that the job allocation is clear e.g. person looking after band, person looking after drinks.
NOTE a bad subcommittee finishes up having some essential item missing because everyone believed that someone else had that item under control.
4. Regular meetings are essential.

FUNDING OFFICER:

1. Work in close co-operation with Publicity Officer.
2. Look for Sponsors for
 - (a) Trophies
 - (b) Printing costs of programs
 - (c) Supply of First Aid Equipment.
3. Arrange Door Collections making sure that a reasonable roster is worked out.
4. Attend to any preliminary raffles and fund raising schemes to help offset the hall hire.

MANPOWER OFFICER:

1. Select this person with great care. This Officer has to be a Pi Piper that is respected as voluntary help can not be treated rough.
2. Prepare a list of all sources of possible help -
 - (a) Junior teams
 - (b) Schools
 - (c) Families of players
 - (d) Scouts and Guide Groups.
3. Gather at least 8 to 10 assistants to help share the load on a roster system.
4. Co-operate closely with Program Officer and Fund Officer.
5. Many meetings needed to be certain of details and have clearly

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4. Co-operate closely with Program Officer and Fund Officer.
5. Many meetings needed to be certain of details and have clearly printed rosters prepared (if their name is in print they are at least recognized as part of the event).

6. Most important that a tangible thanks is shown to the helpers after the event (this is all too often overlooked). The Committee should arrange for a supper or gathering to show appreciation.

PROGRAM OFFICER:

1. If two separate rooms are used then a Deputy is essential.
2. Even with two Courts it is ideal to have a Deputy.
3. Arrange the draw in accordance with the rules listing duty team, and officials clearly on Notice Board.
4. Have score sheets ready well before next game is ready to start.
5. See all games start on time.
6. Collect score sheets immediately game is over.
7. Get to know all team Managers and keep them up to date with any duties or changes to time table.
8. Have ready number of doctor selected to look after injuries.

SAMPLE BUDGET

EXPENDITURE

Hall Hire
Administration expenses
(Postage, Telephone calls)
Referees, Umpires fees
Promotional Literature
Program Printing
Volleyballs
Individual Trophies
Engraving of all Trophies
Stock for Canteen

INCOME

Entry fees
Door Admittances
Canteen Revenue
Raffles
Grant
Sponsorships

NOTE: The above headings are of a general nature and are for example only. Each area has its own ways of spending or raising money so it would be wrong to try to standardize a Budget.