

Sent To All Associations & Bob Rowe
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Victorian Country Volleyball Council

Guide For the Running of Victorian Country Championships

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VICTORIAN COUNTRY VOLLEYBALL COUNCIL

GUIDE FOR THE RUNNING OF THE VICTORIAN COUNTRY CHAMPIONSHIPS

Introduction:

1. The Under 17, Under 20, Open, and all other Victorian Country Championships are usually held in a different city each year, and are 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 more important aspects are handled in similar fashion from city to city.

Purpose of Championships:

3. The Championships are for competition for registered Association teams throughout country Victoria. Their aim is to determine the Champion Country teams of Victoria.
The championships are held simultaneously for both Men's and Women's teams in first or second division.
4. At present, each country Association enters one men's and one women's team. All country Associations enter their strongest combined team.

Planning Sequence:

6. Certain planning sequences must be attended to well in advance. An approximate guide now follows.
 - (a) Venues are decided the previous year at the Annual General Meeting. The Venues and Dates are then verified at the V.C.V.C. Conference, and then put on the Calendar for the following year.

(b) 3 months in advance: V.C.V.C. calls for entries.

Host Association commences detailed planning.

(c) Minimum of 4 weeks in advance: All Associations must return entries to the V.C.V.C. Secretary.

They must indicate whether or not they have entered.

This allows the Secretary to know if the entry has actually been received by the Association.

(d) 4 Weeks in advance: Deadline for details of programme if used.

(e) 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 surfaces.

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 of balls available.
Use a four-ball system if possible.
Note that sometimes there may be a delay of some months in the supply of a particular brand.

12. Flags, Whistles, Scoresheets: These should all be provided for the duty team and second referee.
13. Public Address System
14. Announcers
15. Floor Cleaning: Towels or other absorbent material should be supplied to mop up excess sweat, or any other liquid on the court. They should be available on each court.
Floors should swept when necessary.
Spectator seating should be kept clean and tidy.
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 four 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:
These will be appointed by V.C.V.C. For this purpose a copy of the match draw must be sent to the referees panel.
20. Second Referee (Net Umpire):
To be supplied by the duty team, or as allocated by V.C.V.C.
21. Scorers, Linesmen:
These are to be supplied by the duty teams. They are under the control of the match referee.
International scoresheets, boards, pens, etc., must be available.

22. Championship Manager:

The Executive shall appoint a Championship Manager to administer the Championship in accordance with the V.C.V.C. By-laws. His duties shall be defined in detail from time to time by the Executive.

He should be in charge of:-

- (a) Equipment
- (b) Keeping matches to the time-table
- (c) Scoresheets
- (d) Recording Results
- (e) Accepting disputes (See item 32)

23. Recording of Results:

- (a) One person in charge
- (b) Display Board or computer for Progressive Results and Ladder.
- (c) The Format of the display board should be as shown on the attached sketch
- (d) The Breakdown of points awarded for each match should be on display,
i.e. Match points will be allocated as follows:

Win	-	3 Points
Loss	-	1 Point
Forfeit	-	No Points

Percentage will be calculated on a sets won and lost basis. Should sets and percentage cause teams to be tied on the ladder, then the points won and lost shall be used to determine the relevant placings, should this still constitute a tie, then an impromptu match between the teams, to a best of five points shall be staged to break the tie.

24. Trophies:

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

The host Association is to provide individual trophies.

These should be a minimum of gold medallions for the winners and silver for the runner-up.

Arrangement for Presentation must also be made.

25. Sponsors:

This requires a lot of planning and ground work, but it is well worthwhile financially.

26. Representitive Sides:

These should be selected by a panel of at least three people. There should be at least one person from the Executive, the Host Association, the Chief Referee; and they should consult the Coaches of each team before they make their decision.

27. 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.

28. First Aid:

Ensure that some responsible person is present at all times to administer first aid. e.g. St John's Ambulance.

This should be arranged well in advance.

29. Secretarial Duties:

These will be higher than normal and will involve assisting the V.C.V.C. Secretary with production of the draw, times of games, limitation of venue, production of programme, etc.

30. Publicity:

- (a) Local Press
- (b) Local Radio
- (c) Local T.V.
- (d) Programmes
- (e) Posters

Posters need preparation well in advance for distribution to V.C.V.C. and 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 the poster.

31. Programme:

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

It is desirable that the 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 Championships.

32. Appeals, Disputes and Penalties:

The Championship manager should handle all of these problems, and initiate proceedings by complying with the V.C.V.C. By-laws 2.0 to 2.14.

33. Overall Co-ordination:

It is highly desirable that all planning and co-ordination be prepared 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 the risk of failing to notice other areas where extra action may also be necessary.

34. V.C.V.C. Meeting (A.G.M. at Open Championships):

This Championship represents 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 should be allocated on the Sunday night of the long weekend, on the draw. Two hours should suffice.

35. Written Report Back To V.C.V.C.:

After the tournament the host Association should return all scoresheets and a written report of the Championships to V.C.V.C. A financial statement must be included. The host Association may retain team entry money and all other income derived from the Championships. Examples of costs incurred:

Hall Hire.

St. John's Donation.

Trophies.

Equipment (Balls).

Scoresheets, etc.

36. Conclusion: The running of a 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 hoped that this check-list will reduce this risk. If further advice is required, don't hesitate to consult V.C.V.C.