

A GUIDE TO
STATE TEAM MANAGEMENT

J. BARKER
V.A.V.A.

INTRODUCTION

The secret of success in managing state teams lies in careful and meticulous planning done well in advance and in concert with other team officials. It is essential that the total planning be well thought out and systematically tackled if major problems are to be avoided.

This outline attempts to draw together various V.A.V.A. Guidelines relating to selecting, coaching and managing state teams plus a detailed list of some of the numerous tasks that have to be completed.

Note that some of the information is prescriptive being V.A.V.A. policy whilst the remainder are suggestions for officials who may be new to their position.

FIRST STEPS

Upon confirmation of your position you should confer with the Executive Director for any advance information relating to the carnival.

You should make yourself aware of the document "Current Assistance Policy to State Teams" - see Appendix I. Further you should ensure the Coach and Assistant Coach (if appointed) are aware of the V.C.C. "Guidelines to State Coaches" - See Appendix II.

DUTIES OF THE MANAGER

1. To arrange and publicise practice times and venues as required by the Coach.
2. To attend all trials and at least 50% of training sessions.
3. To assist the Coach in the selection and training of the team.
4. To ensure all player registrations and age verifications (if applicable) are completed and forwarded to the E.D. on time.
5. To arrange for transport whilst away, leaving airline bookings for the E.D. to organise.
6. To attempt fund raising on behalf of the team.
7. To open a bank account in the name of the team and collect money from players.
8. To establish a budget, taking into account all commitments as are known at the time.
9. To collect (and return) practice balls and first aid kit from the E.D.
10. To order and purchase uniform through V.A.V.A. approved suppliers.

- 11. To arrange for team accommodation, if required, and be responsible for payment of same.
- 12. To supervise the team in their quarters and oversee the general behaviour and well being, including exercising disciplinary action for off court behaviour.
- 13. To submit to the V.A.V.A. a comprehensive report on managerial matters, problems, discipline and recommendations within 28 days of the completion of the carnival.
- 14. To seek media coverage and sponsorship where possible.

SELECTIONS

With the Coach, plan early the dates and venue(s) for squad section and training. Book venues and watch for conflicting tournament dates, national and state league fixtures and holidays.

Apply to the E.D. for the \$50 subsidy towards selection cost expenses.

Allow plenty of time to circularize relevant people. (See Appendix III for Training Invitation example.)

- Invite:
- (a) Current players still elligible
 - (b) Known prospects seen in state league/tournaments
 - (c) Recommended players from the next age group below
 - (d) All country and metropolitan associations
 - (e) In the case of Under 17 and Under 15 teams, schools should be notified - contact John Barker early re possibility of back mailing to High and Technical schools

Collect training balls from E.D. - Note lost balls must be replaced or the cost of replacement will be deducted from bond money (see Appendix I for detail).

BUDGETING

- . Prepare an approximate but realistic costing to be available when final squad announced so all players aware of the financial commitment well in advance. This may avoid last minute withdrawals because of financial problems.
- . Take into account some players may already have items of State uniform, so cost uniform separately.
- . Examine early, the possibility of fund raising - raffle or mini fund raising efforts - discuss with players - all proceeds to players after any running costs.

Use a cheque account in the name of the team - for convenience the Manager needs to be the only signatory. All monies paid in by team members should be deposited in this account. Purchase a receipt book and receipt all monies received.

NOTE: No unfinancial player may travel with the team and the Manager may not commit the V.A.V.A. to any debts without the express approval of the E.D.

Also, in your forward planning and bookings, be aware that deposits are required so it is often good practice to accept deposits from players as soon as the final team is decided so you are not out of pocket.

Further, some motels hotels etc, may not accept cheques so watch for this and check out method of payment in advance.

BUDET ITEMS

1. Air Fare

- . Arranged by the E.D. - Must be paid in full before depart. Make sure the flight suits, ie. time for practice which should be arranged with Host E.D.
- . Age teams will get 50% fares and teams should not draw attention to themselves in flight which could jeopardise this set up.
- . Most will travel on a bulk ticket, but usually a few individual tickets are included in case members have to return independently of the team as a whole.
- . Officials pay 25% of full airfare.

2. Transport (whilst away)

- . This will depend on how close your accommodation is to the venue. However, you will need at least a hire car to cart luggage, equipment, do shopping, attend meetings, etc.
- . A mini bus is ideal, but anything over 14 seats requires a special licence. Some companies have 8 seaters and two of these would be ideal.
- . NOTE: The well known companies are quite expensive. Check the Yellow Pages at the Post Office for the State you are to play in for the numbers of hire companies.
- . Get in early as hire cars are difficult in holiday periods.
- . The cost of transport is borne equally by all the team and officials. Make sure you allow for petrol which is not usually included in charges.

- . Substantial deposits in advance are usually required for mini buses.
- . Make sure all the possible drivers (ie. Coach, Assistant and Manager) take their licences and are included on documents signed as authorised drivers. Under no circumstances allow anyone else to use the vehicles. Make sure you take out insurance also.

3. Accommodation

- . Host Association often lists possible accommodation available. Get in early for best venues. Book and pay deposit.
- . Once venue is known, you can work from a street directory/ large scale map and motel or accommodation guide to work out best accommodation according to cost and distance from venue.
- . Other possibles: hostels, university halls of residence and caravan parks. However, for hostels and caravan parks you usually have to take you own bedding, etc.
- . If possible secure accommodation where cheap meals available (eg.) University Halls of Residence or with own cooking facilities attached.
- . Make sure you know numbers for each room and the rate per person. See if the referee is to be part of your party and if so include him in your calculations.

4. Meals

- . To save a lot of hassle it seems better to arrange and budget for players meals. Breakfast foods can be purchased in bulk and topped up as required. This cuts the excessive cost made at motels etc. for breakfast and helps to control some players strange eating habits. Set aside one room as breakfast room and players eat there.
- . Lunches are usually sandwiches and can often be purchased close to the venue (if a canteen doesn't operate).
- . Make sure plenty of fruit (fresh and dried) is available.
- . Watch out for players with special diets (eg.) vegeterians.
- . For dinners, players should go out together where possible.

5. Uniform

- . Cost this separately as some players may already have parts of the uniform. Players to decide if two tops to be bought. Colour and design is established, but one top could be of reverse colour (ie. blue with white trim, white with blue trim).

- . Official supplier - Nino Dimarco, 555 High Street, Northcote 3070, Phone 481.2275. No other supplier is to be used. Only the 'inter' brand may be worn.
- . Ring and price uniforms - allow 3 to 4 weeks to make and always collect uniforms one week early to allow for any problems.
- . Uniform is track suit, playing top(s), shorts or briefs.
- . Socks can be included but are often left to players unless special colour or length required.

6. Other Budget Items

- . Any fund raising costs (raffle tickets etc.).
- . First Aid Kit restocking (to be returned full to E.D.). Tape is frequently a heavy use item. Make sure you have some instant cold packs on hand also.
- . Administration - your phone calls/postage/maps/special team purchases; drinks at training etc.
- . Contingency - an amount to cover cordial or drinks etc. for games/petrol while away/taxi?/chemist/emergency.
- . Team photograph - optional, team to decide if all want.
- . Social Function or official dinner - collect in advance OR warn players to allow for.
- . Officials to pay 25% airfare, accommodation share, travel while away/meals and official dinner.

SELECTION - FINAL TEAM

- . Make sure the Director of Coaching has been invited to final selection to assist Coach with selection.
- . Announce team, outline practice sessions, give all relevant detail on dates, finance, etc. (possibly on Newsletter (see Appendix VII for example). Include itinerary training dates, location, flight number and dates payment of players fees due.
- . Players complete individual record sheet (Appendix IV), this helps with your records and enables player profiles to be sent to Host Association.
- . Stress to players no outsiders (girl friends or non team members) permitted on trip.
- . Discuss with players fund raising, extra uniform?, team photograph?
- . Measure players for uniform, boys height/waist/chest/outside leg (allow extra for long arms etc.)

- . Check condition and colour etc. of uniform of players who have previously purchased. Allocate uniform numbers, checking numbers already held by players.
- . Fill in individual player registration (see Appendix V).
- . Check all selected players are members of affiliated associations.
- . Fill in team registration (Appendix VI) and forward with individual registrations to the E.D.
- . For under age teams, players who have not previously played for Victoria will be required to produce a Birth Certificate or Extract of Entry. Photocopy birth date evidence and forward to the E.D. (It is sometimes useful to take a copy with you to the carnival - just in case.)
- . Place uniform order.
- . Team badges etc. from E.D.
- . During the lead up to your departure remind players of their obligations as State Representatives regarding discipline and conduct. Watch for any lapses in training attendance and follow up.
- . Check players have arranged leave from work etc.
- . Assist players by writing to Councils, Service Clubs, etc. for donations or other assistance.
- . Coach should declare Captain/Vice-Captain and announce.
- . This player should be liked and respected by players and able to minutely monitor team attitudes and influence them positively.
- . Finalise any fund raising.
- . Collect uniforms -try on - last minute adjustments. Give out badges, usually go on track suit NOT uniform. Have Captain's 'Bar' fitted to uniform.

DISCIPLINE

. In matters relating to playing or training, the Coach shall be responsible for deciding disciplinary action. In other areas the Manager in consultation with the Coach should determine what disciplinary action should be taken. It is usual to have formulated a set of sanctions ranging from reprimand or exclusion from part of a game through to sending a player home from a carnival. Any disciplinary action must be reported to the Executive Committee of the V.A.V.A.

. Players are not to be allowed to drink during the carnival. This plus any curfews or other special directions relating to group/team behaviour should be well known to players. Drugs of addiction also are not to be tolerated.

- . Players and Officials need to be reminded that at all times their behaviour must reflect a positive image.
- . Just prior to departure have V.A.V.A. Rep. address team on behaviour.

FINAL CHECK

- . Do final check on accommodation/dates/flights/transport booking.
- . Make sure all outstanding monies PAID in well before.

DEPART

Pack Equipment -

- . First Aid - Have separate Strapping Kit with full range of tape, scissors, ice packs and linament.
- . Repair Kit - sewing gear, iron on patches, spare numbers, shorts and top (if possible).
- . Balls - well marked and pump (guage).

FIRST DAY (Travel and Training)

Meet 3/4 hour before flight. E.D. will usually meet outgoing terms. Do ticketing (group travel counter) and put baggage through. Check off players as they arrive.

- . On arrival collect transport and go to accommodation.
- . Settle in, allocate rooms (usually players preference) and list which rooms each player in.
- . Training usually follows and players should use old gear for this workout. Assist Coach with Training.
- . Check if lunch available at venue.
- . Shop for breakfast items eg. bread, milk, sugar, cheese, vegemite, butter, cordial, corn flakes, museli, coffee, tea, biscuits, fruit juice, bacon, eggs, fruit, dried fruit, washing powder.
- . If there is not a common meals area, use Manager's room to prepare meals.
- . Check out laundry facilities. If you do uniform washing collect in large plastic bag. If another State also resides at your accommodation watch out for souveneering of uniforms.
- . Have team meetings, inform players of departure times, etc.
- . Get players to check kit daily for uniform before leave for game.
- . Get taping done well in advance for each game.
- . Attend to all team needs during games.

9.

OFFICIAL DINNER

- . Urge all to attend. All Officials should attend to super-
visc players.
- . Watch behaviour - no under age player is permitted to drink
alcohol. Players of legal age must exercise discretion
and moderation. Any drink-relating problems will not be
tolerated. Intoxication will not be accepted as a defence
for serious breaches of behaviour.

PLAYERS AND LUGGAGE TO AIRPORT

Return and pay balance of transport.

AFTER CARNIVAL

- . Return training balls and First Aid Kit to E.D. Take
control of any trophies.
- . Prepare your report for presentation to V.A.V.A.
- . Meeting with Coach and plan for next year.
- . Make sure Coach prepares and forwards his Technical Report
to Coaches Commission.
- . Have a rest.

J. BARKER
10-9-83

OCTOBER 1982.

VICTORIAN AMATEUR VOLLEYBALL ASSOCIATION

CURRENT ASSISTANCE POLICY

TO STATE TEAMS

- CATEGORIES: The VAVA will assist eight representative State teams to compete in National Championships. Viz. Open, U20, U17, and U15 men and women.
- COACHES: Coaches for each team will be appointed by the VAVA for a term of two years, subject to an annual review. Recommendations and review reports on all coaches will be requested from the V.C.C.
- MANAGERS: Managers for each team will be appointed by the VAVA after being sought and nominated by the respective coach. The term of the managers appointment will be one year or more. Failure of a coach to seek a suitable manager in sufficient time to be of service to the team will result in the withdrawal of that teams entry in the respective championship.
- CHAMPIONSHIP ENTRY: The VAVA will submit the necessary entry forms and pay the nomination fee for each squad.
- PROVISION OF TEAM DETAILS: The Manager of each team (in conjunction with the coach) will provide the host Association with player histories and information as requested by that Association.
- DISTRIBUTION OF NEWS - LETTERS: The VAVA will provide copies of all newsletters and information sheets to each team manager as soon as possible after receipt of same. The team manager must note and fulfill any obligations listed in each newsletter.
- REGISTRATION FORMS: At least four weeks prior to the Championship the manager and/or coach will be responsible for returning to the VAVA a completed team registration form and player registration forms completed and signed by the players. The VAVA will mail the blank forms to the Manager at least two weeks before they are required.
- ACCOMMODATION AND TRAVEL ARRANGEMENTS: Accommodation arrangements are the sole responsibility of the team manager, i.e. booking, payment etc. The VAVA will make flight reservations on behalf of the team, taking advantage of any arrangement with a particular airline at the time, but full payment of all fares must be received by the VAVA prior to the issue of tickets which will be despatched in bulk to the team manager.

SELECTION OF
TEAM:

Coaches should visit tournaments and competitions across the State to identify new talent. Invitations to attend selection trials should be extended personally to previous and potential players and a request made for the VAVA to inform every Victorian Association of the dates of the trials and urge them to send all likely players. The initial training squad should be chosen by the coach with the Assistance of the State Director of Coaching.

It should be noted that only these players registered with an affiliated Association are eligible to represent the State. The final team selection will be made by the coach assisted by one other nominated State Coach and if possible the State Director of Coaching at least four weeks prior to the Championship.

SELECTION
EXPENSES:

The sum of \$50 will be paid to the Manager on his appointment as an advance to cover team selection expenses.

COACH & MANAGERS
AIRFARE:

The VAVA will pay 75% of the full cost of both the Coach and Managers airfares.

BADGES AND
GOODWILL GIFTS:

Tracksuit badges will be provided for each member of the selected team, including the coach, assistant coach and manager. Goodwill gifts for exchange with teams from other States will be provided for the Captain, Coach and Manager of the team.

EQUIPMENT:

The VAVA will supply each squad with up to 15 serviceable balls from the four sets of 15 balls being currently built up. These will be signed for the the manager. Should fewer than the issued amount of balls be returned, the sum of \$20 per ball will be deducted from the \$100 bond lodged by the team at the time they pay their air fares.

TRAVELLING
EXPENSES:

Whenever a National Championship is played in Victoria the manager and coach will each be paid \$50 at the conclusion of the Championships to cover personal travelling expenses. Payment will be made when squad balls are returned and will be adjusted as necessary to offset the value of any balls not returned.

FIRST AID KITS:

Are available at a hire fee of \$20 to cover cost of restocking. Fee payable with air fares - kit to be returned to Executive Director.

OTHER
ASSISTANCE:

The VAVA will assist in every way possible to minimise the expense incurred by team members. Approaches for outside assistance will continue to be made on behalf of State teams, but until substantial success is achieved, teams are advised to start early and plan their fund-raising efforts for their own benefit.

1. All State Coaches are required to submit the following information to the V.C.C.
 - (a) An outline of their coaching program for the period of their appointment ie. 2 years. This should be forwarded within 6 weeks of the coach receiving official notification of the appointment.

Note : Coaches may alter their original program in the light of changes in coaching strategy. Details of any changes should also be forwarded to the V.C.C.
 - (b) The name of the Team Manager/ess.
 - (c) The name of the Assistant Coach.
 - (d) Details of selection trials, training program, practice games. These details should include dates, times and venues involved.
 - (e) A nominated squad of up to 14 players. This information to be provided no later than 6 weeks before the National Championship for that team.

The final team. This information to be provided before the Championship date.

2. Selection of team

This is the responsibility of the team coach. The V.C.C. require where possible, that each team coach seek the assistance of the next highest age group coach to aid with selections ie.

Under 15 : U/15 Coach with assistance of U/17 Coach.

Under 17 : U/17 Coach with assistance of U/20 Coach.

Under 20 : U/20 Coach with assistance of Open Coach,

Open : Open Coach with assistance of VCC Committee.

Note : The State Director of Coaching must be invited to attend the final selection trial for each team.

3. All State Coaches are required to maintain profile details on all players who attend team trainings. The V.C.C. maintain profile sheets on all State players, and coaches will be asked to record details for the current year at the conclusion of the National Championships for their team.

Up to date information should also be kept in relation to team discipline and player misbehaviour. If a coach wishes to suspend a player as a disciplinary measure, a full report should be sent to the V.C.C. The V.C.C. will then recommend to the V.A.V.A. what action should be taken with regard to the player.

4. Every available effort should be made to see that all eligible players are made aware of the details of selection trials for the particular team. These efforts could include :-
 - (a) contacting players personally.
 - (b) contacting all affiliated associations.
 - (c) contacting individual clubs
 - (d) contacting Schools for junior age groups.
 - (e) attending tournaments within Victoria.



Victorian Amateur Volleyball Association

Affiliated with The Australian Volleyball Federation (Inc.)
and The Victorian Olympic Council.

To the Club/Association as addressed.

MEN'S UNDER 20 STATE TEAM TRAINING AND SELECTION

Team training and selection will be held at the Essendon High School Gymnasium, Buckley Street, Essendon on

Friday 26th November 7 - 10 p.m.

Saturday 27th November 9 - 12 noon

Friday 3rd December 7 - 10 p.m.

Saturday 4th December 9 - 12 noon

Other dates for early 1983 will be advised at the above training.

Paul Carolan has been appointed coach.

The Carnival will be held over Easter in 1983 in South Australia.

Please assist us in our attempt to select the best possible team by passing on the training dates to suitable under 20 players in your club or Association.

To be eligible players should be under 20 as of January 1st 1983.

John Barker,
Manager.

50 Moreton Crescent
Bundoora

467 2177 (H)
337 7711 (W)



VICTORIAN AMATEUR VOLLEYBALL ASSOCIATION

Affiliated with The Australian Volleyball Federation (Inc.)
and The Victorian Olympic Council.

56 Highvale Rd,
GLEN WAVERLEY...3150

Dear Sir/Madam,

Re: Selection of Victorian Under 15 Girls' Volleyball Team

....

Selection trials for this team will be held on Saturday March 28th and April 4th, from 10.00am - 12.00noon at Rusden State College, Blackburn Road, Clayton.

This years Australian Under 15 Championships are in Brisbane in September and a training squad will be selected from the trials. Girls must be under 15 on 1/1/81.

Please publicize these details and nominate those players who have sound skills and/or are very promising. Please place their name colour and number of top they will wear, address and date of birth in the space below and return to me by March 23.

Yours faithfully,

J. Ross
J. Ross

Victorian U.15 Girls' Coach.

Name	Address	Uniform details	Date of Birth



Victorian Amateur Volleyball Association

Affiliated with The Australian Volleyball Federation (Inc.)
and The Victorian Olympic Council.

YOUTH TEAM - 198.

SURNAME

GIVEN NAMES

DATE OF BIRTH CLUB

ADDRESS

PHONE (HOME) (WORK)

OCCUPATION

HEIGHT WEIGHT

PREVIOUS EXPERIENCE
.
.

MEDICAL HISTORY (LIST ANY PREVIOUS OR EXISTING CONDITION OR
MEDICATION THAT MAY BE RELEVANT)

.
.
.

MEDICAL INSURANCE COVER
.

MEDICAL AUTHORITY

In the event of an accident or illness to my son, I authorize
the Coach/Manager to seek whatever medical attention that may
be deemed necessary including the administration of an
anaesthetic. Signed.....Parent/Guardian.

AUSTRALIAN VOLLEYBALL FEDERATION

AUSTRALIAN CHAMPIONSHIPS - PLAYER REGISTRATION FORM

REGISTRATION FOR:

- Australian Men's Open Championship ()
- Australian Women's Open Championship ()
- Australian Youth Championship- Men U20 ()
- Australian Youth Championship - Women U20 ()
- Australian Junior Championship - Men U17 ()
- Australian Junior Championship - Women U17 ()
- Australian Junior Championship - Men U15 ()
- Australian Junior Championship - Women U15 ()
- Australian Men's Club Championship ()
- Australian Women's Club Championship ()

Tick Where Applicable.

STATE VOLLEYBALL ASSOCIATION

SURNAME: GIVEN NAMES:.....

DATE OF BIRTH:

PLACE OF BIRTH:.....

IF NOT BORN IN AUSTRALIA:

1. Date of arrival in Australia:.....
2. Are you a permanent resident of Australia?
3. Have you been naturalized?

PRESENT ADDRESS:.....CITY/TOWN:

State:.....POSTCODE:

OCCUPATION:

DECLARATION:

I declare that I have been a permanent inhabitant of Australia for six (6) months and am a registered member of my State Association. Further, I declare that I am an Amateur as defined by the Australian Volleyball Federation Constitution, Clause 2, Para. a.1.

PLAYERS SIGNATURE:.....DATE:

AUSTRALIAN CHAMPIONSHIPS - TEAM REGISTRATION

1. STATE/TERRITORY : _____
2. CHAMPIONSHIP : OPEN () U20 () U17 () U15 () CLUB ()
3. TEAM REPRESENTATIVES

Mens Team

Players Names (in full)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Womens Team

Players Names (in full)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Coach _____

Coach _____

Asst Coach _____

Assist Coach _____

Manager _____

Manager _____

Medical Officer _____

Medical Officer _____

Interpreter _____

Interpreter _____

Officials (if applicable)

- (1) General Manager _____
- (2) Judiciary Member _____
- (3) Referees _____

I declare the above information to be true and correct to the best of my knowledge.

Signed _____
(State Official)

Date _____

Please return form to the A.V.F. Records Secretary and one to host State Secretary no later than 21 days prior to the beginning of the Championships.

VICTORIAN UNDER 20 MENS

VOLLEYBALL

CHAMPIONSHIP - ADELAIDE 1983
INFORMATION FOR PLAYERS
TRAINING AND ITINERARY

FRIDAY 25th March 7 p.m. Train at Essendon - All money to be paid in.

SATURDAY 26th March 1 p.m. Train at Essendon

TUESDAY 29th March
 Assemble Tullamarine at 11 a.m.
 Depart Melbourne 12 noon TAA Flight 28
 Arrive Adelaide 12.40
 Training 2 p.m. - 3.30 p.m.

WEDNESDAY 30th March 9.30 a.m. VIC v W.A. (Court 1)

THURSDAY 31st March 3 p.m. VIC v N.S.W. (Court 1)

FRIDAY 1st April 10 a.m. VIC v A.C.T. (Court 1)
 5.30 p.m. VIC v QLD (Court 1)

SATURDAY 2nd March 10 a.m. VIC v TAS. (Court 1)
 3.30 p.m. VIC v S. Aust. (Court 2)

SUNDAY 3rd March
 FINALS
 Noon 3 v 4
 4.00 1 v 2
 7.30 p.m. Social Esto House.

MONDAY 4th April Depart Adelaide 1.40 p.m. TAA Flight 39
 Arrive Melbourne 3.15 p.m.

SYSTEMS: All players should have a copy - must be known thoroughly

VENUE: Marrion Recreation Centre, Oaklands Road.

ACCOMMODATION: Units at Powlls court, 2 Glen Osmond Road, (Princes Highway)
 Parkside. Phone 08 271 7995

BIRTH CERTIFICATES: If you have not played for Victoria in under age State teams before I must have a copy of your birth certificate immediately.

REGISTRATION: All players should have by now completed the registration form and declaration required by all participants in interstate competition.

COST: As some players are driving over and some require uniform see me for individual costing. NOT covered is evening meal. Official dinner or your transport to and from Tullamarine Airpo:

TRACK SUIT BADGES: Collect from me.

A FEW REMINDERS: - Casual dress for plane trips - No VIC track suits.
 - behaviour on plane and at Motel must be first class. Players who defy curfews, misbehave or otherwise discredit the team WILL NOT be tolerated.
 - Alcohol is banned until after the finals
 - Luggage limit for plane is approx 20 KG (one large case plus hand luggage)