



OFFICIAL INVITATION

June 10th, 11th & 12th 2017

Volleyball Horsham, as host for the 2017 Victorian Country Championships, invites your association to participate in this years' event to be conducted at the Horsham Basketball Stadium, St Brigids College Stadium and Horsham College Gym. Details regarding accommodation and divisions available will be provided in the CC'17 Newsletter #1.

The entry process will again be conducted via the VVCCC web-site. Go to www.volleyballvictoria.com.au and click on the Country Championship tab.

The site contains a wide range of freely available information, including the regulations applying to these Championships.

Associations wishing to participate must first 'Register' their intention via the Entries tab.

After verification of your association's eligibility to participate, a password will be sent to the nominated contact via email to enable further access to the site.

The nominated contact can then log on and enter details of the entry for each team, including referees, and amend those details right up until the deadline for team information, which is displayed at the top of each entry page.

The VVCCC desires to continue to encourage junior participation, and will 'adjust' divisions according to the greatest demand. Please nominate the division(s) that best suit your association, but rest assured we will communicate with you to ensure the best position for your team. Every effort will be made to offer division three should there be extra demand at the division two level.

The entry fee and bond remains the same as for last year - \$450 (\$350 entry + \$100 bond). **This fee must reach the organising committee no later than 8/5/17** otherwise your entry will be cancelled. The deadline for provision of final registration information has been set at Friday June 2, 2017. Reminders will be sent in future newsletters.

Bank account details for direct credit of entry fees:

Commonwealth Bank Horsham
063-514 1007-8243
Ref: your association name

ENTRY FEES AND BONDS ARE DUE BY 8th May 2017

Enquiries to: David Berry Ph: 0487 824599 email: eo@wrsa.org.au
(All entries are subject to the requirements as specified in the regulations.)

Entry Process via Volleyball Victoria web-site:

Go to www.volleyballvictoria.com.au, then click on the Country Championship tab.

The entry process requires five major steps:

Step 1: To register your association's desire to participate, place the cursor over the *Entries* tab and click on *Register Association*. Complete the registration form then click *Register*. All fields must be completed but only one of the phone numbers is compulsory.

Successful registration will result in a 'CC Member Number' being allocated - **record and retain this number** as it will be needed to login later.

The Technical Delegate will verify the eligibility of each registered association and email a password to the nominated contact person.

Step 2: When your password is received, place the cursor over the *Entries* tab and click on *Association Login*. Enter the CC Member Number already allocated and the password issued and click *Login*. Successful login will display the Team Detail form.

Step 3: Each team must be entered separately. Select the preferred division and complete the details for this team. Simply enter TBA if you don't know the information, but don't forget to update this before the registration deadline.

Once the team details are accepted, the player information is entered by completing the Player registration form. Note that a minimum of 7 players must be registered with first name, last name and a shirt number between 1 and 18. Only one invited player is allowed. The VVI player ID is optional, but is preferred if available.

After all players have been entered, click *Register*.

If any invited players have been registered, the opportunity is given to download a clearance form (refer Appendix 11) for that player. Download the form, save it and print it out. When completed, the first copy of this form must be forwarded to the host association by the registration deadline and the second copy should be retained by the player being invited to play by the other association. **DO NOT** email the clearance form unless a valid signature is inserted on the form.

If you have finished registering teams for this year's event, click *continue*, otherwise, click *Add another Division?*

Step 4: At any time up until midnight on the date registrations close, you will be able to login as in Step 2 above and modify any part of your details:

- if your contact person changes, click *Edit Association Details*
- for any changes to any of your teams, click *Update or delete your team*
 - > for coach/manager/accommodation information, click *Details*
 - > for any changes to players - additions/deletions/number changes, etc click *Update Player*

Step 5: Finally, don't forget to *Register Your Referee(s)*.

Division One teams this year will be required to nominate a **fully qualified** (regional or above), **non-playing/coaching** referee whilst all other teams are required to provide a district, or better, qualified referee who has completed a Level 1 theory course during the past three years. Additional information relating to referees will be detailed in future newsletters.

Up to two referees can be registered per association. The additional referees Host Associations are required to provide need not be registered, but must still be provided and advised to the Referee Delegate in advance of the event.