

Volleyball Victoria Inc.



VICTORIAN COUNTRY VOLLEYBALL CHAMPIONSHIPS

REGULATIONS

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1. HISTORY

Volleyball has been played in regional Victoria since the early-1960's. During those early days, most competitions, like the founders of our great sport, were run by, or in conjunction with, the YMCA.

Competitions were running at the Ballarat School of Mines and the YMCA's of Bendigo, Geelong and Warrnambool. In August 1966, an invitation was extended by the Victorian Amateur Volleyball Association to play in the first State-wide event at Monash University. Geelong and Bendigo accepted the invitation with Melbourne represented by Sisu.

For Bendigo players at least, this was the first exposure to 'international rules', which prevented upward scoops with open hands, introduced an action called a 'dig' and seemed to penalise most overhead actions using the fingers as 'double hits'!

Over the next few years, the sport expanded through the YMCA movement with weekly competitions starting up in Ararat, Warrnambool and Latrobe Valley. The Victorian Regional Council of YMCA's proposed the first Victorian YMCA Championship in Warrnambool on 30th March 1968 with an entry fee of \$4.00 per team.

The sport continued to grow with additional regional associations affiliating with the Victorian Amateur Volleyball Association (now VVI) who provided the coaching and refereeing assistance needed to raise the standard of play. In 1970, the YMCA Championships started to give way to the Victorian Country Championships with the first ever event held in Bendigo.

In 1973, a re-organisation of the VAVA saw the proposal to create separate Victorian Country and Metropolitan Volleyball Councils. The VCVC was established in 1974 and took over the organisation of the Victorian Country Championships.

For the next 10-12 years, the Country Championships grew in stature with the inclusion of two divisions for open men and women and junior divisions for boys and girls. Representative teams successfully contested Australian Country Championships between Victoria, South Australia and New South Wales on several occasions.

In October 1985, the VCVC voluntarily wound up the Council and handed the responsibility for the Country Championships back to Volleyball Victoria, who by that time had full-time State Executive and Coaching Directors.

Since that time, the Long Weekend in June has continued to be the date of the major annual volleyball event for most regional associations, even though in 1986 the Junior Country Championships were wound-up in favour of state and national schools events. A number of regional associations have ceased to exist, as have a number of regional tournaments. Regional leagues were created in both the Gippsland and Central-North-West regions, with Gippsland the only one to survive. Some associations have successfully competed in the State League competitions at various times.

Following the experience gained by a number of regional administrators working on the Sydney Olympic Games, a proposal to revamp the Victorian Country Championship was put to VVI in early 2002. Later that year, the Volleyball Victoria Country Championships Commission was formed to implement the recommendations of the review and take control of the event into the future.

These championships now provide regional players and officials an opportunity to participate in a consistently well-managed event, using many international protocols and a high standard of presentation. Without doubt, this event now ranks as one of the best volleyball events in Australia.



2. CHAMPIONSHIP ORGANISATION

2A. Introduction

Victorian Country Championships shall be contested in separate competitions for Men and Women and in one or more Open and Junior divisions according to demand.

Each championship shall be contested annually with the hosting of each event delegated to an affiliated association.

The Championship shall be played on as many consecutive days as necessary, using as many playing courts as required in no more than three venues.

2B. Volleyball Victoria Country Championships Commission

Victorian Country Volleyball Championships are major events of Volleyball Victoria Inc.

The control and conduct of each championship is vested in the Volleyball Victoria Country Championships Commission (VVCCC), established by VVI in November 2002. Appendix 1 defines the structure of the Commission.

2C. Host Association Rotation

The following rotational sequence shall apply until 2022:

2017	Horsham
2018	Geelong
2019	Korumburra
2020	Bendigo
2021	Latrobe Valley
2022	Horsham

Should any association be unable to host a particular Open Championship according to the above sequence, the VVCCC may select any affiliated association to host that championship, or rearrange the schedule as it sees fit.

Hosting of new championships will be at the discretion of the VVCCC, with preference given to associations with suitable facilities that are not already in the schedule.

Prior to the conclusion of each sequence, the VVCCC shall review the facilities required for championships, the available events to be hosted and potential host associations, before publishing a new rotational sequence.

Host associations are required to pay a licence fee to Volleyball Victoria to host any Country Championship. The licence fee is currently set at 25% of the final profit for the event.



2D. VVI Responsibilities

VVI shall be responsible for the following:

- provide and maintain perpetual trophies for all divisions;
- provide top quality leather volleyballs for the event;
- cover the costs associated with the appointment of a Technical Delegate;
- cover the costs associated with the appointment of a Referee Delegate;
- seek nominations for VVCCC members from affiliated regional associations;
- appoint replacement members to the VVCCC.

Appendix 2 provides additional detail on the above responsibilities.

2E. VVCCC Responsibilities:

The VVCCC shall be responsible for:

- confirming the date and location of the next championship;
- the appointment of Technical and Referee Delegates;
- approving the preliminary budget as submitted by the Host Association;
- carrying out preliminary inspection of facilities and reviewing the plans of the Organizing Committee;
- approving division/pool composition and approving the competition draw;
- verifying the eligibility of participants;
- providing guidance and monitoring the general organisation of the championship;
- preparing appropriate reports for the championship.

Appendix 3 provides additional detail on the above responsibilities.

2F. Host Association Responsibilities:

Host associations shall be responsible for:

- appointing an Organising Committee and Tournament Manager;
- preparing and submitting a preliminary budget for approval;
- marketing the event at least in the local region;
- managing the entry process;
- preparing preliminary pools and draws;
- providing approved, medals and award trophies;
- preparing and distributing pre- and post-event media releases;
- producing a championship program;
- hiring and preparing competition courts, equipment and facilities;
- providing the services of a qualified Sports Trainer for the entire event;
- providing and preparing scoresheets and result system;
- overseeing the general running of the championship;
- preparing finals and presentation ceremonies;
- settling financial accounts and preparing a financial statement, including the payment of the agreed licence fee to Volleyball Victoria.

Appendix 7 provides additional detail on the above responsibilities.



2G. Awards & Trophies:

(i) Description

For each division of each championship, a perpetual trophy shall be awarded to the winner of that division. From 2013 and beyond, the Women's Division One trophy shall be known as The John Rosso Memorial Trophy.

Each member of the 1st, 2nd and 3rd placed teams shall receive individual gold, silver or bronze medals respectively.

Individual trophies shall be presented for the Referee of the Tournament and a Referee Encouragement Award.

Each member of All-star Seven teams shall receive an individual trophy.

(ii) All-star Seven Selection

Seven players from each senior division contested, shall be selected throughout the course of the championship as the All-star Seven for that division.

Each All-star Seven shall specify a Setter and a Libero, but the remaining five positions shall be based on 'most valuable player' criteria, WITHOUT consideration of playing positions.

The selection panel shall comprise the Technical Delegate (Chair), Referee Delegate and Tournament Manager. The first referee of each match, in consultation with the Duty Team, shall allocate votes on a 3:2:1 basis to the three best players in the match, plus nominate the best setter in the match and the best libero (if applicable).

The selection panel shall select the best setter and best libero (if applicable) from the referee nominations, followed by the next highest vote recipients to complete the All-star seven for each division, and submit their selections to the Presentation Manager prior to the appropriate presentation ceremony.

No justification or further correspondence shall be entered into in relation to the selections of any member of the selection panel.

(iii) Referee Awards

Two referees shall be selected throughout the course of the championship to receive the awards of Referee of the Tournament and Referee Encouragement Award.

Both referee awards shall be the responsibility of the Referee Delegate to determine.

The Referee of the Tournament Award shall be selected from the nominated referees forming the Referee Panel.

The Referee Encouragement Award shall be selected from the qualified referees officiating other senior division matches.

The Referee Delegate shall submit his/her selections to the Presentation Manager prior to the appropriate presentation ceremony.

No justification or further correspondence shall be entered into in relation to the selections for these awards.



(iv) Trophies

Perpetual trophies shall be supplied and maintained (engraving) by Volleyball Victoria, and be retained by the recipient association until approximately one month prior to the following championship.

Each recipient association shall be responsible for the safe keeping of their perpetual trophy, for the return of the trophy prior to the next championships, and shall be liable for any repair or replacement costs in the event of damage or loss to the trophy.

Individual gold, silver and bronze medals (standard VVCCC medals if available) shall be engraved with the words 'Victorian Country Volleyball Championships', the division and the year, and shall be supplied by the Host Association.

Individual trophies for All-star Seven awards (standard VVCCC trophies if available) shall be engraved with the words 'Victorian Country Volleyball Championships', 'All-star Seven', the division and the year, and shall be supplied by the Host Association.

Individual trophies for the referee awards (standard VVCCC trophies if available) shall be engraved with the words 'Victorian Country Volleyball Championships', 'Referee of the Tournament/Referee Encouragement Award' as appropriate, and the year, and shall be supplied by the Host Association.



3. COMPETITION REGULATIONS

3A. Introduction

For many regional players, a Country Championship is the major volleyball event on the annual calendar, with participation limited to players registered in country associations.

These regulations have been developed to encourage associations to better prepare for a Country Championship, and to provide an event that is enjoyable for all participants, both of which impact directly on the success of the event.

Regrettably, penalties for non-compliance become necessary, but are set to be reasonable considering the impact non-compliance has on the organisers and other participants.

Unless otherwise specified in these regulations, the Rules of Play shall be those published by the FIVB at the time of a championship.

3B. Association Eligibility

- (i) Country Championships may only be contested by players registered in associations outside a radius of 40km of the Melbourne CBD.
- (ii) Only associations that comply fully with the affiliation requirements of Volleyball Victoria Inc. shall be eligible to enter a team in a Country Championship.
- (iii) Associations may nominate club-based teams, but such teams shall compete in the name of the association and shall be treated in every respect as fully representative of their nominating association.
- (iv) Participating teams must include the name of an eligible town or region in their team name.

3C. Player Eligibility

- (i) All players must appear on the registration database of Volleyball Victoria Inc. in the name of the association they represent, with the exception of invited players.
- (ii) Individual player registrations should be submitted to Volleyball Victoria Inc no later than the date set for the provision of the final Team List documentation. Non-compliance shall incur a penalty of 2 penalty units per listed unregistered player to be deducted from the team bond.
- (iii) Players under suspension from their association, as advised to Volleyball Victoria Inc. prior to the event, are ineligible to compete.
- (iv) Except for eligible invited players, all players must have played at least eight (8) matches in their association's regular weekly competition, or with their association's representative team, during the twelve months prior to the time final Team List documentation is due for submission. At least five of the required eight matches must be played in the regular weekly competition, or with their association's representative team in the State League competition, during the twelve month qualifying period.

The above requirement shall be verified as part of the entry process by the association.



- (v) Any player found to be ineligible in accordance with these regulations shall cause their team to forfeit all matches in which that player took any part, 3 sets to nil, 25-0 each set, and in addition, the association shall forfeit their entire bond.

3D. Invited Players

- (i) Subject to fulfilling the applicable requirements of Articles 3B & 3C above, players from an association not entered in a Championship, may be eligible to be invited to play for a different association.
- (ii) Subject to fulfilling the applicable requirements of Articles 3B & 3C above, players not selected by an association to represent them in a Championship, may be eligible to be invited to play for a different association, provided the player obtains a written clearance from their association to play for another association. A sample clearance form is included in Appendix 11.
- (iii) Invited players must have played at least eight (8) matches in an affiliated country association, or with an affiliated country association's representative team, during the twelve months prior to the time final Team List documentation is due for submission. At least five of the required eight matches must be played in the regular weekly competition, or with their association's representative team in the State League competition, during the twelve month qualifying period.

The player may be required to obtain written verification of this requirement prior to the Championship.

- (iv) Participating teams shall be limited to a maximum of one invited player.
- (v) Permission to include invited players may only be granted by the VVCCC after receipt of the initial Entry Documentation for a particular team, which must clearly indicate the invited player and their details.

3E. Entries & Registration

- (i) The Host Association shall distribute invitations to participate by ordinary mail, facsimile or e-mail (in accordance with the current contact details held by Volleyball Victoria), to all regional affiliated associations, at least three (3) months prior to the date set for the Championship. Appendix 10 details a sample invitation.
- (ii) Associations desirous of entering a team(s), shall register their association by utilizing the official Championship web-site. Appendix 10-1 describes the entry process via the web-site.
- (iii) After verification of the Associations eligibility by the VVCCC, additional access to the entry section of the web-site, in the form of a password, shall be emailed to the nominated association contact. The entry will be finally accepted on receipt of the required fees and bonds by the date set by the Host Association, which shall be at least four (4) weeks prior to the Championship. Host Associations are required to pay all applicable fees and bonds.



- (iv) Having registered to participate and paid the required fees and bonds, an association acknowledges and accepts complete liability for full compliance with these regulations, agreeing to pay particular attention to the player eligibility criteria and provision of referees.
- (v) Failure to return the required fees and bonds by the due date may result in continued access to the entry section of the web-site being denied and the entry being rejected.
- (vi) Associations must complete the Team List documentation via the official Championship web-site by the date set by the Host Association, which shall be at least seven (7) days prior to the event. Associations must nominate a minimum of seven (7) players and include the appropriate referee nominations for every division.
- (vii) Failure to complete the Team List documentation on the web-site by the due date may result in the Technical Delegate rejecting the entry, in which case that team shall forfeit their entire bond. If the entry is to be accepted, a penalty of 5 penalty units per team shall be applied to the responsible association.
- (viii) If, for whatever reason, a listed player is unable to participate, the team may continue to play in the event provided at least seven (7) players are present to commence the first match of the event.
- (ix) Any team who requests to add one or more players after the registration deadline, may do so, provided that player fulfils the eligibility criteria, but will have a Late Player fee of 5 penalty units per player deducted from their bond.
- (x) Any team who withdraws after submission of their entry documentation, but prior to the registration deadline, shall forfeit their bond in total but shall have their entry fee refunded in full.
- (xi) Any team withdrawing after the registration deadline, or who fails to present for the event, shall forfeit both the entry fee and bond in full.

3F. Draw

- (i) The draw shall be constructed to ensure all teams play throughout each day prior to finals. Where possible, a full round-robin format will be used for each division, including 8-team draws, with any variation, and the format of any such variation, approved by the VVCCC.
- (ii) Should pools be required in any division, and a double round-robin format utilized, all cross-over matches between pools should be completed prior to the day on which medal matches are contested.
- (iii) The allocation of teams to divisions and/or pools shall be approved by the VVCCC.
- (iv) Time slots for matches shall be set at a minimum of 90-minute intervals, unless a variation is approved by the VVCCC.
- (v) The draft draw shall be prepared by the Host Association for VVCCC approval at least three (3) weeks prior to the Championship. In considering the proposed draw, the VVCCC shall pay attention to the principles of fairness, without restricting any options to maximise local spectator interest.



- (vi) Following approval, the VVCCC shall load the draw onto the official Championship web-site, at least 4 clear days prior to the Championship.

3G. Results

- (i) All matches shall be played best of five, no time limit, unless a different format is approved by the VVCCC.
- (ii) Championship points shall be allocated as follows:
 - a. Match won - 3 points
 - b. Match lost - 1 point
 - c. Match forfeit - 0 points
- (iii) Set percentage shall be determined on the basis of sets won and sets lost.
- (iv) Point percentage shall be determined on the basis of total match points won and lost.
- (v) The teams to contest the grand finals of each division shall be determined by total championship points, and if equal then on set percentage and if still equal then on point percentage.

If a tie still exists, the result of the last match played between the tied teams shall be used to determine the final order of the teams.

- (vi) A progressive results table shall be maintained on the official VVCCC Results system and displayed by the host association in a prominent location throughout the Championship.

3H. Disputes and Protests

- (i) Disputes relating to the eligibility of any participant shall be referred to the Jury for determination and appropriate action.
- (ii) Protests formerly raised by the captain of a team relating to a refereeing decision in any championship match shall be immediately referred to the Referee Delegate, or if not immediately available, the Technical Delegate, for court-side resolution.

The first referee shall relate the protest to the Referee Delegate/Technical Delegate who may seek additional comment from other match officials (second referee, scorer and/or line judges), with each captain and the Jury member in attendance. Subject to a decision being reached by the Referee Delegate/Technical Delegate, their decision shall be final and no further correspondence entered into.

Should the protest not relate to a 'Rule of the Game' issue, the Referee Delegate/Technical Delegate may choose to refer the matter to the Jury for further deliberation, in which case the match will continue and the result will be subject to the deliberation of the Jury.

- (iii) Other disputes shall be in writing, addressed to the Chair of the Jury, and be delivered to the Tournament Manager or Chair of the Jury within two (2) hours of the completion of the match or incident relating to the dispute.



3I. General Regulations

- (i) Nominated match start times shall be based on the GEST (Guaranteed Earliest Start Time) system.
- (ii) Teams will be guaranteed a minimum of 20 minutes on court warm-up (including spiking and serving).
- (iii) All teams shall be guaranteed a minimum of 60 minutes between playing commitments.
- (iv) Any team not ready to commence play within 10 minutes of the appointed time, being the later of the GEST time or 20 minutes after the conclusion of the previous match, shall forfeit the match, 3 sets to nil.
- (v) Teams must ensure each player wears the uniform number nominated in the final Team List documentation as scoresheets and championship programs will be pre-prepared on the basis of that information.
- (vi) Teams with players wearing numbers different to those listed in the Team List documentation shall incur a penalty of 2 penalty units per match per player.
- (vii) Teams presenting less than seven (7) players for a competition match, unless as a result of an injury sustained during a Championship match, shall incur a penalty of 2 penalty units for each match in which their team members are below the minimum. In accordance with FIVB rules, any team presenting less than six players shall be declared incomplete.
- (viii) For Division One competition, team uniforms must be strictly in accordance with the FIVB Rules of Play, including team numbers within the range of 1 to 20 only. For all other divisions, player numbers greater than 20 will be allowed, provided each player has a unique number.

Playing numbers temporarily applied using strapping or other forms of adhesive tape will not be permitted.

- (ix) For Division One competition, playing uniforms (shirt and shorts/skirts) must be identical. Socks must be predominantly the same colour and must be the same style/length. Non-compliance shall incur a penalty of 2 penalty units per player per match to be deducted from the team bond.

For all other divisions, the basic style and colour of playing uniforms must be the same.

For all divisions, some/all of the playing uniforms may bear the first and/or surname of the player, but nicknames are not acceptable.

Where uniforms are noticeably different, the Jury will be asked to rule on the acceptability of the uniform in question.

- (x) For all country championships, the twelve-substitution rules shall apply, with the Libero nominated per set.
- (xi) Twelve-substitution scoresheets shall be used in all matches.

Coaches requiring copies of scoresheets should advise the Competition Manager who shall arrange for the appropriate copies to be made available.



3J. Officials

(i) Referee Delegate

- (a) The Volleyball Victoria Referee Commission shall be invited by the VVCCC to appoint a Referee Delegate for the Championship.
- (b) The authority, responsibility and appointment conditions of the Referee Delegate shall be as detailed in Appendix 12.
- (c) Failure of the Volleyball Victoria Referee Commission to appoint a Referee Delegate within six weeks of a request to do so shall result in the VVCCC making their own appointment under the terms and conditions as detailed in Appendix 12.

(ii) Referee Panel

- (a) A referee panel shall be formed for the duration of the Championship from the fully qualified independent referees nominated in the entry documentation by Associations entering Division One teams, plus an optional additional two referee assistants nominated by the Host Association.

Referees nominated by other than Division One teams are entitled to participate in all Referee Panel activities as an observer.

- (b) Associations entering Division One will be required to nominate qualified referees at the rate of one referee for up to two Division One teams.

Associations entering Division One must provide referee nominations as part of the initial entry process – refer section 3E(iii). Failure to nominate appropriate referees shall incur a penalty of 5 penalty units. The Technical Delegate and Referee Delegate shall negotiate with the Association regarding the provision of a Referee at the Association's cost, refer section 3J(ii)(n) or the entry may be rejected.

Associations entering divisions other than Division One shall be required to nominate referees at a minimum rate of one referee per team. Nomination of referees for divisions other than Division One shall form part of the Team List documentation – refer section 3E(vi & vii).

- (c) For 2005 senior Championships and beyond, nominated referees for Division One must be both qualified to at least Level 2 (formerly Regional) and be independent of playing or coaching commitments.

For 2005 Championships and beyond, nominated referees for divisions other than Division One must as a minimum have completed a Level One theory course (formerly District) within the previous four years.

- (d) Referee assistants nominated by the Host Association are optional, but if nominated are expected to be competent officials (preferably but not necessarily qualified) able to undertake second referee/scorer/line judge duties for Division One and if qualified, undertake First Referee duties on other divisions.



- (e) Division One referees must provide and wear an official Volleyball referee uniform of white/light blue shirt (white/navy blue jumper/jacket permitted during cold weather) and dark trousers (navy or black).
- (f) All referees must supply their own whistle and yellow/red cards.
- (g) Members of the referee panel must be available to be rostered by the Referee Delegate for first and/or second referee duties on all Division One preliminary matches and as many other division preliminary matches as possible.
- (h) Members of the referee panel must be available to be rostered by the Referee Delegate for first and second referee and scorer duties on all finals matches.

Where possible, members of the referee panel may also be rostered to perform line judge duties for finals matches. However, if this is not possible, the Host Association shall be responsible for providing competent line judges for all finals matches, in addition to ball retrievers and floor moppers as outlined in the Organisational section.

- (i) All members of the referee panel, plus at least one of the nominated referees from each team in divisions other than Division One, shall attend the initial referee meeting as scheduled by the Referee Delegate.
- (j) Members of the referee panel who make themselves unavailable for any match, particularly finals matches, and referees who fail to attend the initial referee meeting, shall cause a penalty of 5 penalty units to be applied to the association they represent.
- (k) Associations are encouraged to nominate additional referees (qualified or not) for experience.
- (l) All refereeing officials shall be directly responsible to the Referee Delegate.
- (m) Members of the Jury may speak with referees about their duties but shall not issue directions in relation to individual performance unless as a direct result of solving a formal protest in a specific match.
- (n) Independent (non-playing/coaching) referees nominated by participating associations shall be entitled to a reasonable allowance to cover travel, accommodation and meals. Any such allowance shall be negotiated between the referee and their association and be paid by the nominating association.

(iii) Duty Teams

- (a) Participating teams in each division shall be rostered for duty within their own or a lower division throughout the competition draw.
- (b) Duty teams shall supply a minimum of 4 members – scorer, scoreboard operator and two line judges. Scorers must be conversant with the 12-sub score sheet.

Where referees are not supplied from the referee panel, an additional two members shall be provided to act as first and second referee.

Duty teams unable to provide the requisite qualified referee shall incur a penalty of 4 penalty units per rostered duty, which shall be made available to any qualified referee able to undertake the required duty.

- (c) Duty teams must be available to commence their duty at the GEST time, or within 15 minutes of the conclusion of an immediately preceding match, whichever is the later.



Any duty team not ready to commence their duty at the appointed time, being the later of the GEST time or 15 minutes after the conclusion of the previous match, shall incur a penalty of 4 penalty units.

- (d) Duty teams are expected to perform their responsibilities in a courteous and professional manner at all times.

Jury members assigned to matches where a duty team's performance is considered below acceptable levels shall request an improvement in performance via the first referee at the first available opportunity.

Subsequent failure of a duty team to reach an acceptable standard shall be detailed in the match report by the Jury member for consideration by the Jury at its next meeting.

3K. Fines and Penalties

- (i) Fines and penalties may only be applied by the Technical Delegate in accordance with these regulations.
- (ii) The Jury is the only body authorised to determine and apply penalties not specifically stated in these regulations.
- (iii) Penalties applied by the Jury may be in any form, including but not limited to championship point penalties, bond deductions, monetary fines on associations, player suspension or team disqualification.
- (iv) Unless otherwise stated, any penalty involving a bond deduction on teams other than Host Association teams shall be retained by the Host Association and included as event income. Penalties applied to Host Association teams shall be payable to Volleyball Victoria who may use such funds in any way they see fit.
- (v) Penalty units shall equate to \$5.00 bond deduction per unit.

3L. Code of Conduct

- (i) This Code of Conduct applies individually or collectively to all officials, players, coaches, managers, and team officials participating in events covered by these regulations.
- (ii) All participants have a duty to display, maintain and encourage the highest level of sportspersonship and are expected to set an example in their personal conduct and avoid all unsportslike acts and practices, which may be detrimental to the sport.
- (iii) Such acts and practices during the tournament include, but are not limited to:
 - Swearing at a match official, opponent or spectator;
 - Using obscene language or gestures;
 - Showing persistent outward displays of temper, throwing, hitting, or kicking a volleyball deliberately in the direction of an official, opponent, or spectator;
 - Persistently challenging the decisions of referees or tournament officials;
 - Inciting others to challenge the decisions of referees or tournament officials;
 - Refusing to comply with reasonable requests from referees or tournament officials;
 - Behaving in a manner deemed detrimental to the sport.



3M. Disciplinary Action

- (i) All violations of the Code of Conduct occurring during a Championship shall be reported to the Chair of the Jury or his representative.
- (ii) Such reports shall be in writing, stating nature, time and place of the offence, the persons involved, their affiliation and position and the names of witnesses.
- (iii) Reports shall be dealt with as soon as practicable by the Jury, after they have been received.
- (iv) In considering the report, the Jury may call witnesses but will provide the opportunity for the defendant to present their case.
- (v) The defendant is entitled to be accompanied by one other person and may themselves call witnesses. Legal representation shall not be permitted.
- (vi) A record of the hearing shall be maintained by a member of the Jury, a copy made available to the defendant and a copy forwarded to Volleyball Victoria.
- (vii) The Jury shall have the power to suspend offenders for all or part of the tournament, and if warranted, recommend further action to Volleyball Victoria.

3N. Childsafe Policy

- (i) Volleyball Victoria and Volleyball Australia have adopted Childsafe Policies which will be applied to all Victorian Country Championships.
- (ii) From 2018, all persons over the age of eighteen years who are First Referees, Coaches (Head Coaches and Assistant Coaches) and Team Managers, will be required to hold a current Victorian Working With Childrens Check (WWCC).
- (iii) Any person over the age of eighteen years who is a registered as a participant (player, coach or team manager) in a Championship, and as a consequence is required to undertake team duty (second referee, scorer or line judge), will NOT be required to hold a current WWCC.
- (iv) Any person over the age of eighteen years who is not registered as a participant (player, coach or team manager) in a championship, and wishes to perform team duty (second referee, scorer or line judge), WILL be required to hold a current WWCC.
- (v) Any person who fails to have the requisite qualification as outlined above, is prohibited by law from performing the role they wish to. Refusal to comply with the law may result in their team being eliminated from the Championship.
- (vi) The Technical Delegate will be responsible for verifying the eligibility or a person required to hold a current WWCC, who shall then advise the Jury, who shall rule on the eligibility of the team involved to continue participating in the Championship.

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(End of Regulations)



VVCCC STRUCTURE

- Purpose** The Volleyball Victoria Country Championships Commission (VVCCC) is established to oversee, review and implement rules and regulations for the conduct of annual Victorian Country Volleyball Championships.
- Authority** The VVCCC shall have the full authority of the Board of Volleyball Victoria (VVI) to implement the rules and regulations of the Victorian Country Volleyball Championships, as approved by VVI.
- For each Country Championship, the Commission shall appoint one of its number as the Technical Delegate to that championship to represent VVI and the Commission.
- Composition** The VVCCC shall consist of up to five appointed members, plus the VVI General Manager (or nominee) as an ex-officio member. Nominations to the Commission shall be invited from all affiliated regional associations. The VVI Board shall select and appoint members as required.
- Additional members may be invited by the Chair to join the Commission for limited periods of up to 12 months at a time to assist with specific projects/issues the Commission may be involved with.
- Term of Appointment** Unless a position becomes vacant for whatever reason, members shall be appointed for a term of four years, with at least two of their number retiring every two years.
- At the first meeting of the Commission following its formation, the members shall decide among themselves who shall retire after two years and who shall retire after four years.
- Meetings** The VVCCC shall meet as required, but at least once prior to a Country Championship and once after a Country Championship. Meetings may be conducted by telephone, email or face-to-face as agreed between the members. A quorum for VVCCC meetings shall be a minimum of four (4) members.
- Structure** At the first meeting of the Commission following its formation, and every two years thereafter, the members shall appoint one of their number as Chair, whose responsibility it will be to facilitate the operation of the Commission.

Appointed Commissioners

Murray Mansfield (Chair)	Bendigo	5443 4923	Retires 2018
Howard Williams	Latrobe Valley	5134 2641	Retires 2020
David Berry	Horsham	0487 824 599	Retires 2018
Robert Straube	Geelong	5284 1462	Retires 2020
Susan Lloyd	Latrobe Valley	0427 749 647	Retires 2020
VVI GM (or nominee)	VVI	9794 0009	ex-officio



VVI RESPONSIBILITIES

The following identifies the responsibilities of VVI in the presentation of a Victorian Country Championship.

From time to time, other responsibilities may be accepted with the agreement of all parties.

Volleyball Victoria will:

- (i) grant overall authority for the general organisation of the championship to the VVCCC, and acknowledge that specific functions, as detailed in these regulations, may in turn be assigned to the Host Association;
- (ii) reimburse the costs associated with providing and maintaining perpetual trophies in each division;
- (iii) provide top quality leather volleyballs, sufficient for two balls per playing court of each championship. All volleyballs shall become the property of the Host Association at the conclusion of the championship;
- (iv) reimburse the costs associated with the appointment of a Technical Delegate in accordance with these regulations;
- (v) reimburse the costs associated with the appointment of a Referee Delegate in accordance with these regulations;
- (vi) at the conclusion of the Open Country Championship in each even numbered year, seek from affiliated regional associations, nominations for two members to serve on the VVCCC;
- (vii) prior to the end of each even numbered year, formally appoint two members to the VVCCC to serve for the next four years (retiring members shall be eligible for re-appointment);
- (viii) appoint replacement members to the VVCCC for the remainder of the term of any position that becomes vacant, for whatever reason.



VVCCC RESPONSIBILITIES

The following identifies the responsibilities of the VVCCC in the presentation of a Victorian Country Championship.

From time to time, other responsibilities may be delegated with the agreement of all parties.

The VVCCC shall:

- (i) in accordance with section 2c of these regulations, confirm the Host Association for the next championship and advise all affiliated associations of the date and location;
- (ii) nominate one of its members as Technical Delegate for that championship. Appendix 4 details the authority, responsibilities and appointment conditions of the Technical Delegate;
- (iii) through the Technical Delegate, seek the nomination of a Referee Delegate by the Volleyball Victoria Referee Commission;
- (iv) be responsible for approving the championship budget submitted by the Organising Committee, including the structure and level of any championship entry fees;
- (v) through the Technical Delegate, carry out pre-event inspections of facilities and meet with the Organising Committee to review their plans;
- (vi) from the entries received, approve the structure and composition of divisions/pools;
- (vii) through the Technical Delegate, verify the eligibility of the participants;
- (viii) through the Technical Delegate, provide guidance and assistance to the Organising Committee;
- (ix) through the Technical Delegate, prepare and submit reports of the Championship;
- (x) review the Host Association rotation schedule at the conclusion of each cycle;
- (xi) determine the Host Association should any particular association be unable or ineligible to accept their scheduled hosting opportunity;
- (xii) at the conclusion of each even numbered year, appoint one of their number as Chair for the next two years;
- (xiii) appoint a replacement Chair for the remainder of the term of any Chair who is unable to continue, for whatever reason;
- (xiv) between championships, review these regulations and recommend proposed changes to VVI for adoption;
- (xv) interpret these regulations as required for the period from the close of any championship to seven days prior to the next championship.

Appendix 13 summarises the Championship activities and suggested timelines of all bodies.



Appendix 4

TECHNICAL DELEGATE AUTHORITY & RESPONSIBILITIES

Appointment The Technical Delegate is an appointment of the VVCCC and as such represents VVI.

The Technical Delegate is expected to arrive at the venue half a day before the championship to meet with the Organising Committee, Referee Delegate and to carry out the necessary inspections.

Authority The Technical Delegate carries the authority of VVI, within the limitations of these regulations, to decide on any issue that arises prior to, during or immediately after the championship, that may require interpretation or decision.

The Technical Delegate has no authority to establish VVI policy nor commit VVI funds, but can make recommendations in either case.

General Responsibilities

The Technical Delegate is responsible to ensure that:

- a. these regulations are applied and observed in a fair and consistent manner;
- b. the Host Association fulfils its general responsibilities in a timely fashion. The Technical Delegate shall inform the VVCCC of any failure by a Host Association to fulfil its responsibilities, who shall then decide on any further action to be taken;
- c. the playing facilities and equipment meet the highest possible standards;
- d. the competition areas provide the safest possible environment for participants;
- e. the presentation of the competition, and in particular the finals, is in accordance with the latest protocols and reflects favourably on the sport.

Specific Tasks

The Technical Delegate is directly responsible to undertake the following tasks:

- a. monitor entry process to ensure appropriate invitations are distributed at the appropriate time, passwords are emailed to validated associations, approve all entries and ensure the official web-site functions effectively;
- b. visit the Host Association to meet with the Organising Committee and carry out an initial inspection of facilities, including playing courts, change rooms, administrative and referee rooms, net systems, referee stands, scoring facilities, PA Systems, canteen facilities including healthy food options, etc. A report of this inspection and meeting, along with any recommendations, shall be provided to the Host Association in writing within two weeks of the meeting;
- c. seek the appointment of a Referee Delegate by the Volleyball Victoria Referee Commission and liaise with the RD regarding the timely nomination of referees;
- d. arrange return of perpetual trophies and ensure engraving is up-to-date;
- e. where suitable appointments have not been made to key positions by the Organising Committee within three (3) months of the start of the event, seek and appoint suitable personnel from outside of the Host Association to those positions with any costs covered from the event budget.



- f. verify the completeness and fairness of the competition draw in accordance with the following principles:
 - (i) use a grid to ensure each team plays each other the same number of times;
 - (ii) when multiple courts or venues are used for a division, each team should play on each court/venue a similar number of times;
 - (iii) ensure each team has a similar number of match duties;
 - (iv) using a match distribution chart, ensure that:
 - (a) with the exception of a duty followed by a match, or vice versa, a break of at least 60 minutes occurs between any playing commitment;
 - (b) where possible, duties follow playing commitments;
 - (c) where time slots commence before 9am and finish after 9pm, teams rostered in the first time slot of the day are not rostered in the last time slot of the same day, and teams rostered in the last time slot of a day are not rostered on the first time slot of the following day.
 - (v) approve assignment of 'perceived best matches' to Show Court on first day of championship and in conjunction with the Host determine remaining round assignments to Show Court no later than 7.00pm on the first day of the event.
- g. ensure the final competition draw is loaded onto the official web-site;
- h. obtain access to the VVI registration database after player registrations close, to determine any applicable penalties, and advise associations of any apparent discrepancies. During the tournament, undertake a final check to verify that all players are currently registered and eligible to participate;
- i. along with the Referee Delegate and Tournament Manager, undertake a final inspection of the Field of Play and ancillary facilities immediately prior to the commencement of the championship. Appendix 5 contains the appropriate inspection documentation;
- j. convene a jury, consisting of Technical Delegate, Referee Delegate, Tournament Manager and three nominees of the Host Association and prepare a roster of Jury members to witness as many Division One matches as possible and random matches in other Divisions. Appendix 6 details the structure and responsibilities of the Jury;
- k. coordinate selection of the All-Star Seven awards;
- l. regularly monitor the facility paying specific attention to risks to participant or spectator safety;
- m. provide assistance and advice as required to the Organising Committee.
- n. immediately following the championship, prepare a championship summary for display on the official web-site;
- o. obtain from the Organising Committee a completed financial statement and prepare a final report of the championship for presentation to VVI and loading onto the official web-site;
- p. interpret these regulations as required for the period seven days prior to the championship until the close of the championship. The Technical Delegate may seek opinion from the Jury prior to making any such interpretation.



- Expenses** On receipt of the final report and a formal claim, VVI will reimburse the following:
- a. fuel expenses in attending the pre-event inspection and meeting;
 - b. fuel expenses in attending the championship;
 - c. meal allowance of \$30 per day for the pre-event inspection and meeting;
 - d. meal allowance of \$40 per day for one day before and each day of the event;
 - e. accommodation in a 3-4 star hotel for up to two nights for the pre-event inspection and meeting;
 - f. accommodation in a 3-4 star hotel for one night before, and each night for the duration of the championship;
 - g. an allowance of \$100 per day for each day of the Championship plus the pre-event inspection and meeting, in line with VVI policy to recompense key event volunteers;
 - h. an allowance of \$50 to cover general administrative costs including stationary, phone calls, photocopying, etc.
- Appendix 13 summarises the Championship activities and suggested timelines of all bodies.



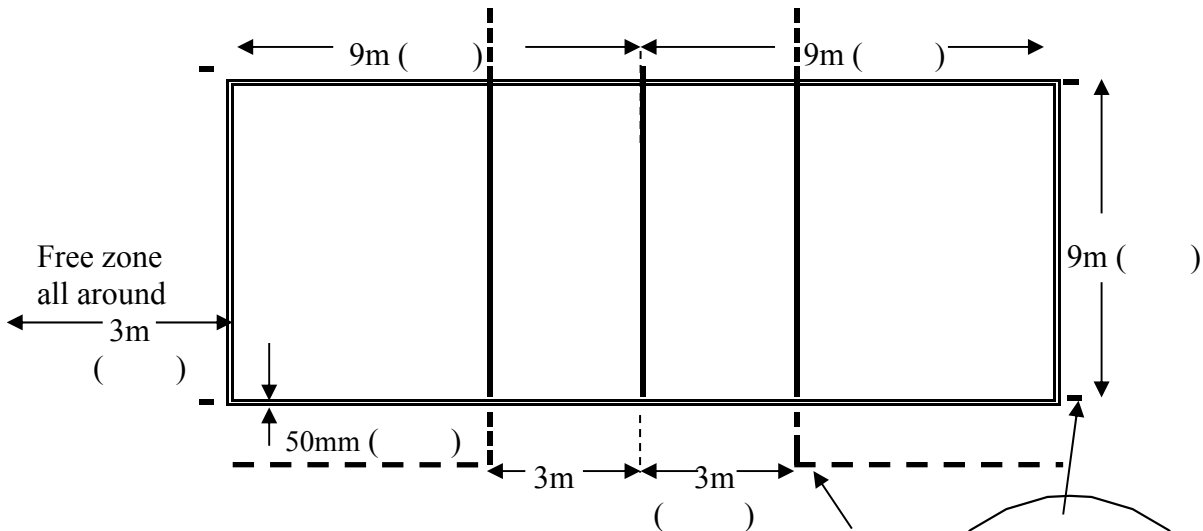
VENUE INSPECTION FORM

(Complete separate form per court)

City of Competition _____ Facility _____

Date of Competition _____ Date of Inspection _____

COURT No _____ [Record actual measurements in spaces marked thus ()]



Ceiling Height 7 m (Estimate -)

Line visibility Acceptable Y / N

Penalty area/chairs YES / NO

Warm-up areas YES / NO

Lighting Acceptable Y / N

EQUIPMENT

Net system

Mesh condition Y / N Net tension Y / N Mesh sag Y / N

Post padding Y / N Rope support Y / N Antennae Y / N Side markers Y / N

Court Equipment

Leather volleyballs Y / N Quantity/court _____

Ball Storage Y / N Towels x 2 Y / N



FIELD OF PLAY FURNITURE

Scorers bench	Suitable	Y / N <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Jury table	Y / N <input type="checkbox"/>
Electronic scoreboard	Suitable	Y / N <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Manual scoreboard	Y / N <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Paddles Y / N
Referee stand	Adjustable	Y / N	Safety check	Y / N <input type="checkbox"/>
Substitute bench	Capacity	Y / N	Safety check	Y / N <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

OTHER REQUIREMENTS (If remote halls used, items duplicated as indicated *)

Ball Pump*	Y / N <input type="checkbox"/>	Pressure Gauge*	Y / N <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Height measure*	Y / N <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Blood kit* Y / N <input type="checkbox"/>
Spare net*	Y / N <input type="checkbox"/>	Spare balls*	Y / N <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Spare Towels*	Y / N <input type="checkbox"/>
PA System	Y / N <input type="checkbox"/>	CD Player	Y / N <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Announcer	Y / N <input type="checkbox"/>

ANCILLARY AREAS

Change rooms	Suitable:	Y / N	Hot Water	Y / N <input type="checkbox"/>		
Referee room	Suitable	Y / <input type="checkbox"/> N	Tea/Coffee	Y / N <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Heating/Cooling Y / N <input type="checkbox"/>		
Tournament office	Suitable	Y / N <input type="checkbox"/> <input type="checkbox"/>	Tea/Coffee	Y / N <input type="checkbox"/>	Heating/Cooling	Y / N <input type="checkbox"/>
First Aid room	Suitable	Y / N <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Staffed by - Qualified person	Y / N		
Meeting Room	Suitable	Y / N <input type="checkbox"/>	Canteen Facilities (Acceptable Menu)	Suitable	Y / N <input type="checkbox"/>	

STAFFING (3 month pre-check only)

Org. Comm. Contact _____ Tourn. Manager _____

Phone _____ H _____ W _____ M _____ E-mail _____

Media Liaison _____ Pres. Manager _____

Jury Nominees 1. _____ 2. _____

3. _____

RECOMMENDATIONS (If insufficient room, attach a list)



Signed _____ (Technical Delegate) Date _____



TOURNAMENT JURY

Composition The Jury shall consist of a core of six persons:

- * Technical Delegate (Chair);
- * Referee Delegate;
- * Tournament Manager; and
- * Three experienced persons appointed by the host association.

Up to three additional persons may be appointed with the approval of the Technical Delegate, but the core members must be identified in advance and be available to resolve any disputes referred to the Jury.

Meetings The Jury shall conduct an initial meeting prior to the commencement of the tournament to finalise the Jury roster and review the tournament procedures.

A meeting may be convened at the conclusion of each days matches to review match reports and decide on any issues which may affect the remainder of the tournament. Other meetings shall be convened as soon as practicable by the Chair of the Jury, or on request of any three members. Notes of each Jury meeting shall be prepared by one of the Jury members.

Authority The Jury shall be the highest disciplinary authority for the event, and will be constituted only for the duration of the event.

Decisions of the Jury shall be final during the event, but recommendations may be made to Volleyball Victoria for additional action, to which appeal shall be available.

The Jury is responsible and authorized to:

1. Decide on any issue, including application of penalties in any form, relating to:
 - the result of a tournament match;
 - the eligibility of any participant;
 - inadequate performance by a duty team;
 - any report lodged against a participant by a Jury member or first referee of a match for infringement of the Code of Conduct; or
 - any other matter referred to it by a member of the Jury.
2. Participate in a roster to witness as many Division One senior matches and random matches in other divisions of the tournament to ensure:
 - matches start on time;
 - duty teams satisfactorily perform their duty;
 - participants are in correct uniform;
 - correct match protocols are observed throughout the match;
 - participants abide by the Code of Behaviour;
 - the playing area is maintained in a safe condition;
 - the result of the match is correctly recorded;
 - any disputes are resolved as they arise; and
 - completing a match report for review by the Jury Chair.

Refer to the Match Report form and its attachment for additional description of these responsibilities.

As Jury members require a full and uninterrupted view of the Field of Play, room must be available at a courtside Jury Table or at the scorers bench.



MATCH REPORT FORM

(To be completed by the rostered Jury member for each match)

City _____ Hall _____ Phase Round / Semis / Final

Date _____ Sch. Time _____ Division _____ Gender M / W Pool _____ Est. Spectators _____

MATCH DETAILS

Team: _____ S / R A/B Duty: _____ Team: _____ S / R A/B

Starting Players Set Substitutes **RESULT** Starting Players Set Substitutes

I II III IV V VI						Set	I II III IV V VI						Score	Mins.	Score	I II III IV V VI						Set	I II III IV V VI					
-----							1	-----								-----	-----	-----	-----						1	-----		
-----						2	-----						-----	-----	-----	-----						2	-----					
-----						3	-----						-----	-----	-----	-----						3	-----					
-----						4	-----						-----	-----	-----	-----						4	-----					
-----						5	-----						-----	-----	-----	-----						5	-----					
-----							-----						Totals			-----							-----					
-----							-----						=====	=====	=====	-----							-----					
-----							-----					 Set Score			-----							-----					

JURY MEMBERS MATCH REPORT

(Please comment on the following)

- Did the match start on time? Y / N
- Standard of Duty OK? Y / N
- Uniform compliance OK? Y / N
- Match Protocols OK? Y / N
- Code of Behaviour Compliance OK? Y / N
- Any Safety Issues? Y / N
- Any Disputes? Y / N
- Other Comments
-
-

Jury Members Name _____

Jury Members Signature _____



NOTES FOR MATCH JURY MEMBER

Introduction Jury members must be conversant with the Rules and Regulations governing the competition. Your main purpose is to assist the tournament organisers to present this event in the best possible way for participants and the spectators.

Match Report The Match Report form provides important information that may assist in:

- * resolving potential after-match protests;
- * management of future matches; and
- * planning, management and marketing for future events.

There are sections that require completion at the START, DURING and AFTER each match. This means your attendance throughout a match is crucial. Please return the form to the tournament office after each match so it is available to the Chair of the Jury.

The following comments are aimed at providing a guide to the duties of a Match Jury member:

Match Start Time - Remember the match is under the control of the referee, but Jury members should assist both the organisers and the referees to ensure the match starts on time. Note reasons for any delay in the scheduled start time.

Standard of Duty - Duty teams are expected to provide between 4-6 duty members, depending on the number of rostered referees. These are 1 scorer, 1 scoreboard operator, 2 line-judges and possibly a 1st and 2nd referee. Note any shortage of officials.

Line judges MUST stand during play. Second referees should watch receiving team rotations at each service. Second referees MUST watch the net and centre line while play is close to the net - NOT watch the flight of the ball or a line. Poor performance by a referee should be noted and reported to the Referee Delegate - do NOT question referees on their technical performance. Duty teams must NOT play with the ball during time-outs or in-between sets.

Again, remember the 1st referee is in charge of each match, but often the referee belongs to the duty team and is reluctant to demand better performance. If a duty member fails to perform their task adequately, Jury members should approach the referee during set breaks and bring the inadequacy to their attention.

Uniforms - The rules of volleyball set out clearly what the uniform requirements of players are. Division One players Shirt and shorts must be identical – socks must be predominantly the same colour and must be the same style/length. No player *significantly out of uniform* should be allowed to play - eg. different colour playing tops or shorts, no numbers on shirts, playing in tracksuits, etc. If they insist on playing, the matter will be referred to the Jury for final determination.

Minor uniform infringements in lower divisions such as faded shirts or shorts, different colour socks, etc., should be brought to the attention of the Technical Delegate for the appropriate action. Remember the Libero must have a legal number on their shirt.

All uniform infringements should be pointed out to the team captain by the Jury member preferably before, but at least after, the match.

Match Protocols - Observe the following protocols agreed to be applied during each match, and if necessary remind the 1st referee of any discrepancies. Teams should line-up on the base line at the start of the match before shaking hands. Players should exit the court, preferably via the base line, after each set and change ends, one team behind the referee stand and the other behind the 2nd referee. Players must NOT cross under the net. At the start of the 2nd and subsequent sets, players may enter the court directly from their benches. Note the procedure used for substitutions and report discrepancies on the report form.

Code of Behaviour - Note the behaviour of players and coaches. Remember the referee has full control of the match, but your observation should be reported to the Technical Delegate. Players and coaches displaying bad sportsmanship is bad for the game, and must be dealt with by the Jury.

Court Safety - *It is paramount that the playing area be kept as safe as possible.* This issue is a joint responsibility of both the referee and the Jury member. DO NOT allow play to continue if the court is wet.

Take DIRECT action to ensure bags, water bottles, etc., are clear of the playing area, including the free zone. Constantly be on the look-out for safety hazards.

Disputes - Should a dispute arise during a match, attempt to solve it immediately. Disputes involving interpretation of rules should be solved by the Referee Delegate. Formal protests should be documented for hearing by the Jury.



HOST ASSOCIATION RESPONSIBILITIES

The following identifies the responsibilities of the Host Association in the presentation of a Victorian Country Championship.

From time to time, other responsibilities may be delegated with the agreement of all parties.

The Host Association shall

- (i) appoint an Organising Committee of no less than four persons plus the Tournament Manager, assigning responsibilities for Chair, Secretary, Finance, Facilities & Equipment, Media & publications.

The role of the Tournament Manager is very important for this event, and should remain organisationally independent from any other duties throughout the weekend.

- (ii) appoint the Presentation Manager and three other suitable persons to act as Jury members. Associations may choose to appoint additional persons and/or assign additional responsibilities, which may/may not form part of the Organising Committee.

Where a Host Association is unable, for whatever reason, to appoint suitable persons to fill the key positions of Tournament Manager, Presentation Manager and Jury members as detailed in these Regulations, within three (3) months of a Championship, the Technical Delegate shall be authorized to seek and appoint suitably qualified persons from outside the Host Association, with any associated costs covered by the event budget.

Should the Technical Delegate be required to make any such appointments, the VVCCC shall seriously consider the justification of including the Host in future hosting cycles;

- (iii) make an appropriate reservation on up to three sporting facilities, deemed suitable for the specific championship;
- (iv) Arrange the services of a qualified Sports Trainer throughout the event, from 30 minutes before the first scheduled match until 30 minutes after the completion of the final scheduled match on each day of the event.

The Sports Trainer shall have a minimum qualification of Level 1 Sports Trainer, plus Level 1 First Aid and CPR, and current accreditation with Sports Medicine Australia. Practising GP's and Physiotherapists are also acceptable.

The Sports Trainer shall be based at the main venue and will be required to provide their own treatment table (unless already available at the venue) and basic supplies. Athletes will be expected to provide their own tape for repeated taping of chronic injuries – eg. Ankle, knee and finger taping of pre-existing injuries.

The Sports Trainer will be required to provide assessment and initial management of injuries sustained during the tournament, including taping of old and new injuries to competing athletes, plus basic first aid treatment to athletes and support staff of the event.

The Sports Trainer must always act within their scope of practice and training and will be required to have adequate professional indemnity insurance with an insurer of their choice that covers them at the venue. Proof of insurance must be supplied prior to the event starting.

- (v) prepare a preliminary budget, detailing all anticipated income (including sponsorship), all expected costs for which the Host Association is responsible, and a recommended fee structure (including any proposed admission charges and team entries), and submit to the VVCCC for approval;



- (vi) following approval by the Technical Delegate, issue an invitation to all regional affiliated associations to register and enter the Championships via the official web-site. Appendix 10 contains the required documentation;
- (vii) arrange for a preliminary inspection of facilities (playing courts, change rooms, administration office, referee room, etc.) and major equipment (nets, referee stands, scoring facilities, PA system, etc.) by the Technical Delegate.

Suitable access to the internet during the Championship must be available from within the venue, preferably from the administration office. Should this not be guaranteed during the preliminary inspection, the Technical Delegate shall be authorized to arrange internet access via whatever method may be available, with any costs covered by the event budget;
- (viii) arrange for a meeting between the Organising Committee and the Technical Delegate, to discuss the organisation of the championship (entry process, draw preparation, scoresheet preparation, program production, media coverage, jury operation, match result distribution, round protocols, finals protocols, ceremony organisation, sponsorship progress, facility and equipment inspection outcome, canteen facilities including healthy food options, etc.);
- (ix) in consultation with the Technical Delegate, assign preliminary pools/divisions and prepare a draft draw, including preliminary assignments to the Show Court, for Technical Delegate approval;
- (x) arrange the supply and engraving of individual medals (gold/silver/bronze for each player and coach of the top three teams in each division) and award trophies (individual trophy for each member of the All-Star Seven awards). Subject to cost and consistency considerations, standard VVCCC medals and trophies should be obtained where appropriate;
- (xi) market the event at least throughout the local region;
- (xii) complete arrangements for finals protocols and presentation ceremonies (invite guest presenter, organise PA system, medal distribution process, etc.);
- (xiii) prepare and distribute pre-event media release to all local media and all entered associations;
- (xiv) prepare and produce the championship program (welcome message, list of services, draw, team lists, past winners, sponsor advertisements, etc.);
- (xv) undertake final preparations including venue set-up, court set-up, preparation of result displays, preparation of scoresheets, etc. in time for final inspection. (Appendix 8 lists the required court layout and equipment list);
- (xvi) oversee general running of the championship (distribution/collection of scoresheets and match balls, copying of scoresheets, updating of progressive result display, maintaining safe environment for players and spectators, etc.);
- (xvii) welcome and host invited dignitaries (local councillors, politicians, media, sponsors, etc.);
- (xviii) prepare for finals and ceremony presentations. Appendix 9 lists appropriate guidelines;
- (xix) prepare and distribute post-event media release to all participating associations;
- (xx) conduct Organising Committee review, finalise accounts and prepare financial statement for submission to VVCCC.

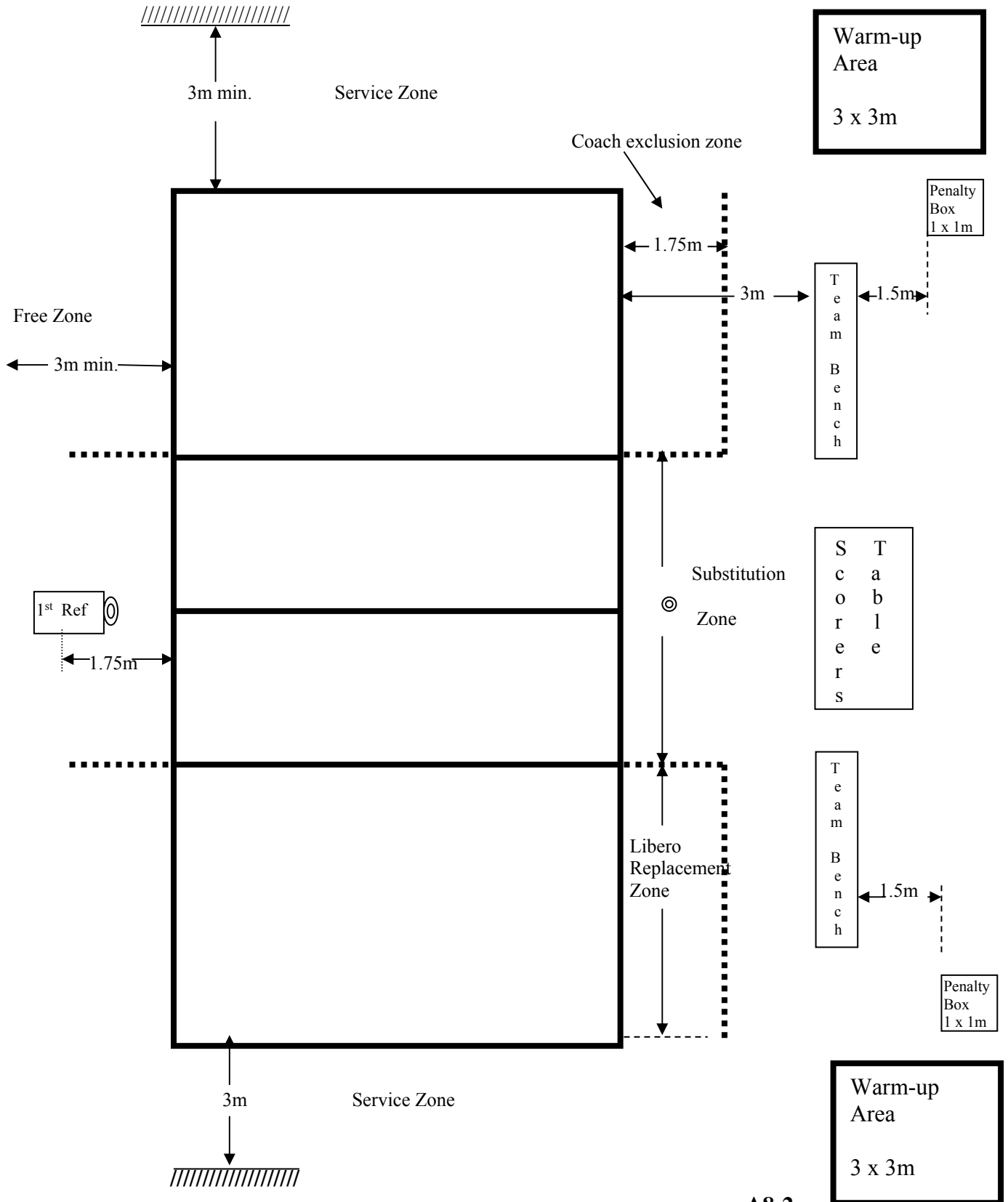
Appendix 13 summarises the Championship activities and suggested timelines of all bodies.



Appendix 8

FIELD OF PLAY LAYOUT, FACILITIES & EQUIPMENT LIST

The following dimensions are as specified in the FIVB Official Rules, and any variation should be approved by the Technical Delegate.



A8-2

**Venue Facilities**

Check

- Playing Courts as per Field of Play layout and Appendix 5
- Practice Courts (if possible)
- Divider curtains if in the same hall
- Men's and Women's Change rooms with operable hot showers
- Spectator seating – tiered on main court, chairs on secondary courts
- Public address system with CD deck – main court
- Administration room
- Referee room – with tea/coffee
- Result display area
- Photo copier (A3 & A4)
- Canteen facilities including healthy food options

Court Equipment

- Nets with rope cable (not steel) and adjusting strings
- Net antennae and side markers
- Padded support posts & no guy wires
- Adjustable referee stands
- Substitute benches (min. capacity 8 per team)
- Scorers Table (min. capacity 2 scorers and Jury member)
- Electric scoreboard
- Manual scoreboard
- Substitution paddles numbered 1 to 18 - 2 sets per court
- Volleyballs – 2 per court
- Match ball containers
- Line judge flags – min. 2 per court (4 for finals)
- Towels – 2 per court
- Score sheet clipboards
- Pens
- Score sheets – single copy, A3 size
- Team line-up sheets

Other Equipment

- Tournament T shirts for Organising Committee members & Court Personnel
- Spare towels
- Measuring tape – 25m
- Net height measuring stick – marked at appropriate heights
- Ball pressure gauge
- Blood kit (Bucket, disinfectant spray, paper towelling, surgical gloves)
- Equipment to measure ambient temperature on court
- Spare net, antennae, rope, string and court tape

**Appendix 9****FINALS PROTOCOL & PRESENTATION CEREMONY GUIDELINES****Introduction**

The presentation of the entire tournament is extremely important, but none more so than the grand finals of each division. However, the available time and facilities (courts, halls and personnel) will have a direct bearing on the extent of ceremonial presentation able to be included.

As a minimum, a combined medal presentation and closing ceremony should be scheduled immediately following the conclusion of the Men's and Women's Division One Gold medal matches. Unless the available facilities and personnel allow, presentation of medals for all other finals matches may be made immediately following the conclusion of each final on the match court of that final. The following presentation protocol is provided as a guide and host associations are urged to strive to achieve this standard for at least both Men's and Women's Division One Gold Medal matches.

The extent of the detailed planning and preparation (activities timed to within 30 seconds) given to this feature has a direct bearing on the success and professionalism of the final result. The instruction given to the competing teams and officials, the content of the announcers script and the selection of both an announcer and the music are all critical factors in what can be a relatively small, but very impressive facet of the championship.

The Technical Delegate must discuss the finals presentation and protocols during the pre-championship meeting and inspection. A rehearsal for the announcer and court personnel is strongly recommended.

Personnel

Ideally, a member of the Organising Committee should be appointed as the Presentation Manager with sole responsibility for ceremonies and presentations. Such an appointment has the advantage of specific and defined duties, which can be attractive to a non-playing volunteer. Such an appointment also relieves the other Organising Committee members of such tasks, particularly when some could be playing in finals themselves.

The following personnel are therefore required:

- Presentation Manager (PM);
- six ball retrievers;
- four floor wipers – two per set on rotation (also be used during medal ceremonies);
- competent announcer;
- minimum of one marshal;
- four line judges, two scorers and referees appointed by the Referee Delegate from the referee panel.

The line judges, ball retrievers and floor wipers should be uniformly dressed, preferably in a printed polo shirt and the same colour shorts/pants.

Finals Protocol

Appendix A9-2 describes the sequence of events for the Presentation Manager, officials (refs and Line Judge's), teams and announcer.



The 1st referee and the announcer have joint responsibility for queuing specific activities during the protocol. It is crucial that all parties are fully aware of their part in the presentation, to ensure a smooth flowing and impressive spectacle.



A9-2A

FINALS PRE-MATCH PROTOCOL					
FoP = Field of Play, TO = Technical Officials					
Time	Description	Organisers' Action	Officials' Action	Teams' Action	Announcers' Action
-45	Teams start preparations	Give teams team-list form for completion before march-in		Teams commence warm-up (with balls) on match court or separate warm-up court as conditions allow. No spiking.	
-25		Collect team-list forms and give to scorer	Scorer completes team list section of scoresheet		
-20		Provide 5-minute warning to teams		Stop warm-up and prepare for entry to FoP	Start background music. NO announcements
-17			Referees, scorers and Line Judges enter FoP as a group		
-16	Match start time confirmed		First referee synchronizes official start time with announcer		Prepare to time official protocol. Announcer and first referee queue key events
-15.5	Equipment check	Confirm Court Personnel assembled ready to enter FoP	First & 2nd referee check net height and ensure all equipment ready	Players, coaches and managers assembled ready to enter FoP IN FULL PLAYING UNIFORM - no tracksuits	
COMMENCEMENT OF OFFICIAL PRE-MATCH PROTOCOL					
-15	Coin toss	Ensure teams assembled ready to enter FOP	Both referees, scorer (with score sheet) and line judges go to team entry and conduct coin toss	Teams line up single file in numerical order - captain in front. Captains and coaches sign scoresheet	Queue Point: "Ladies & Gentlemen, welcome to the grand final of the 200x Victorian Country Championships. Very shortly the teams in the XYZ final will be entering the court to decide who will take the title in this years competition"
					Promote sponsors and extend thank-you's as required
		Collect team lists from scorer and give to announcer, along with result of toss	Scorer records result of toss on scoresheet and returns to scorers bench	Coaches, managers, etc. proceed to players bench with tracksuits and other equipment	
-14.5	Court Personnel enter FoP	Marshall allows Court Personnel to enter FoP	Moppers and ball retrievers enter FoP, split in half (5 to each side) and jog to base lines facing into court - bow together, then move back into free zone and wait		Queue Point: "Ladies and gentlemen, please give a big welcome to the court personnel for today's grand final – xxxxxx school/club"
-14	Teams enter FoP		1st referee, followed by 2 line judges lead in Team A followed by the 2nd referee and 2 line judges leading team B. Refer to teams Presentation Protocol diagram A9-3. When both teams lined up on sideline, everyone moves to centre court as per diagram	Each team, led by their captains, follow TOs onto court as per the diagram in A9-3.	Queue Point: Start playing appropriate music - fade down and say: "Ladies and gentlemen, please welcome the participants in today's Grand Final – team XYZ and team ABC" Turn up music again until teams lined up on court
-13.5	Teams shake hands		Queue Point: 1st referee blows the whistle for teams to shake hands and all TOs immediately move off court to scorers bench	Players shake hands and proceed directly to player benches	



A9-2B

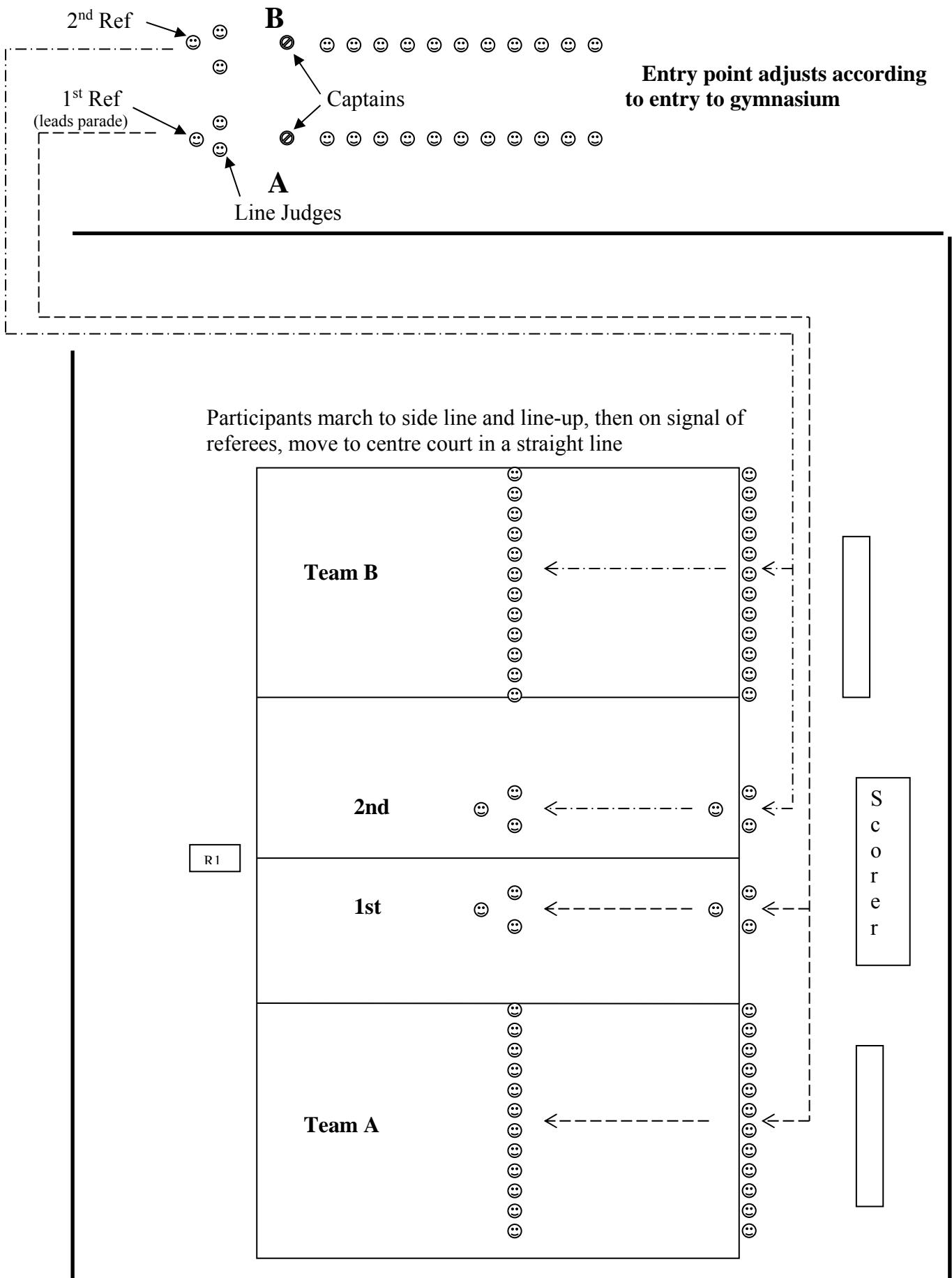
Time	Description	Organisers' Action	Officials' Action	Teams' Action	Announcers' Action
-13	Official warm-up		Queue Point: 1st referee whistles to announce the start of the official court warm-up for both teams (10 minutes includes serving)	Both teams commence their spiking/serving warm-up together (10 minutes total)	"Both teams will now commence their official warm-up for 10 minutes. Team XYZ has won the toss and elected to serve/receive"
-13 Cont.			2 nd referee collects the line-up sheets from each coach and gives to scorer	Coaches provide line-up sheets to 2nd referee	
		Obtain starting line-up from scorer and give to announcer	During warm-up, referees complete equipment checks and give any necessary instructions to scorers and LJ's		Announcer comments on teams during warm-up and prepares to announce starting six. DO NOT announce starting six yet
			Court Personnel stand at back of court to assist collect balls		
-3.0	End of official warm-up		Queue Point: 1st referee whistles to announce end of official warm-up	Players return to benches for final instructions	
-2.5			Referees check the net	Team officials, starting 6 plus libero sit on team bench. Other players go to warm-up area	
-2	First fanfare - Presentation of Referees		1st and 2nd referee accompany the fanfare to the middle of the court, close to the net and face the scorers table. After being announced, referees shake hands and proceed to their positions		Queue Point: Play 1st fanfare. "Ladies and gentlemen, please welcome the officials for today's match, 1st referee - Joe Bloggs, and 2 nd referee, Curly Retriever" After officials reach their respective positions, proceed to 2nd fanfare
			Line judges and Court Personnel proceed to respective corners		
	Second fanfare - presentation of starting players and coach			At the announcement of their name, each starting player and the libero enter the court waving hands. Coach stands when introduced and waves to crowd	Queue Point: Play 2nd fanfare. "The starting players for team XYZ - #1 – whoever, #3 - next one, and so on. Libero is #x – whoever, and the coach - willy wanker. For team ABC, the starting players are #2 - that one, etc."
			As soon as all players introduced, 2nd referee distributes two match balls, one to ball retrievers at each end of court, checks the player rotations according to the line-up sheets and distributes the 3rd ball to the starting server. Finally check the scorer is ready to start		
0	Start match		Queue Point: 1st referee blows whistle authorising the first service		Announcer names substitutes as they enter the court

**A9-2C**

END OF MATCH PROCEDURES					
0	End of match		1st referee asks team, including substitutes, to shake hands at the net, then stands down from the stand to shake players hands. 2nd referee moves across court to join 1st referee		Announcer recaps result of match and congratulates teams
+1	Players shake hands		Scoresheet formalities completed	Players shake hands then move to team benches	
		If another match follows, organisers encourage teams to clear benches as soon as possible	Ball retrievers collect balls, return them to scorers table	Players collect belongings and depart for change rooms	Announcer asks crowd to thank players again as they leave the court and mentions next match (if one follows)



A9-3





Presentation Ceremony

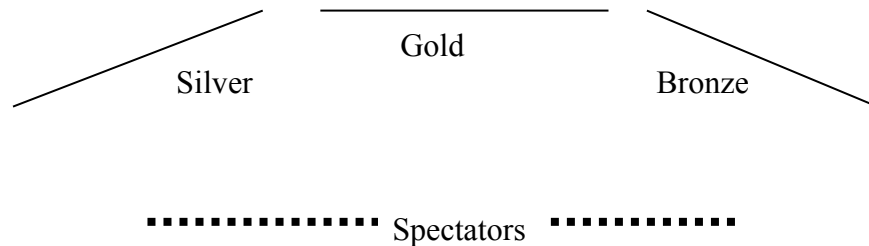
The presentation of trophies, medals and awards is also a very important part of the event.

Ideally, it should be completed immediately following the final, and to maximise its importance, has three key components:

- (i) three local dignitaries as guest presenters;
- (ii) microphone (wireless type);
- (iii) presentation assistants (court personnel).

The format of the medal presentation ceremony should be approximately as follows:

- (a) Presentation Manager arranges for trophies and medals to be available as soon as final concludes;
- (b) Medal teams are assembled as quickly as possible as follows -



- (c) announcer introduces representative of Organising Committee (Chair, Presentation Manager or other member);
- (d) Organising Committee member thanks committee, sponsors, officials and participants and introduces guest presenters;
- (e) Organising Committee member announces team names as guest presenters present medals – bronze, silver and gold presented simultaneously. (court personnel hand medals to presenters);
- (f) One guest presenter presents perpetual trophy – court personnel hands trophy to presenter;
- (g) Organising Committee member announces All-star Seven, one guest presenter presents trophies;
- (h) Organising Committee member or announcer announces next match;
- (i) Announcer invites Chair of Organising Committee (or nominee) to pass the VVCCC Banner to a representative of the following year’s Host Association;
- (j) Organising Committee or Announcer officially closes the Championship.

Notes

It is very important to host any local dignitaries or guest presenters correctly:

- (i) Official invitations (letter or invitation after initial verbal acceptance) must be issued;
- (ii) Guests should be met at appointed time and accompanied throughout their attendance;
- (iii) Guests should have prime seating, in an area separated from the public;
- (iv) Offer refreshments (tea/coffee or soft drink);
- (v) Acknowledge guests prior to and after presentations.



ENTRY DOCUMENTATION

Victorian Country Volleyball Championships
June ath bth & cth 20xx

<h1>OFFICIAL INVITATION</h1>

The XYZ Volleyball Association, as host for the 200X Victorian Country Championship, invites your association to participate in this years' event.

To reduce entry lead times, the entry process is now via the VVCCC web-site. Go to www.volleyballvictoria.com.au, select 'Events' and click on the Country Championships 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 entry fee of \$xxx must reach the organising committee no later than xx/xx/xx, otherwise your entry may be cancelled and/or continued access to the entry section of the web site may be denied.

Further information may be obtained from:

Organizing Committee xyz Volleyball Association
PO Box 1234
Town 9999

ENTRY FEES AND BONDS ARE DUE BY Xth Month 200X

Please direct all enquiries to: Joe Bloggs, Ph: 1234 5678 email: volleyball@hotmail.com

(All entries are subject to satisfying the eligibility requirements as specified in the regulations.)



Entry Process via web-site:

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 each registrants eligibility 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 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 their shirt number. 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 player 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 years 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 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 are required to register their referees by the entry deadline – refer section 3J(ii)(b). Division Two teams must register referees by the team player registration deadline.

Up to eight 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.



CHAMPIONSHIP CLEARANCE FORM

TO: Volleyball Victoria Country Championships Commission

This is to certify that is the holder of a Volleyball Victoria
(Insert Players Name)

Membership Card, ID #, in the Association.
(Insert Number) (Insert Association Name)

Further, the above named player has played at least eight matches in the local competition of this association or with this association’s representative team, at least five of which have been in the weekly association competition or State League, during the twelve months preceding the championship.

On this basis, the player is hereby cleared to play for an association of their choice in this year’s Victorian Country Volleyball Championships.

Signed Date
(President, Secretary or Administrator of Association issuing clearance)

This copy to be forwarded to Host Association before deadline for player registrations.

CHAMPIONSHIP CLEARANCE FORM

TO: Volleyball Victoria Country Championships Commission

This is to certify that is the holder of a Volleyball Victoria
(Insert Players Name)

Membership Card, ID #, in the Association.
(Insert Number) (Insert Association Name)

Further, the above named player has played at least eight matches in the local competition of this association, or with this association’s representative team, at least five of which have been in the weekly association competition or State League, during the twelve months preceding the championship.

On this basis, the player is hereby cleared to play for an association of their choice in this year’s Victorian Country Volleyball Championships.

Signed Date
(President, Secretary or Administrator of Association issuing clearance)

This copy to be retained by Cleared Player as evidence of clearance



Appendix 12

REFEREE DELEGATE AUTHORITY & RESPONSIBILITIES

Appointment The Referee Delegate is primarily an appointment of the Volleyball Victoria Referee Commission, but in the absence of such an appointment, shall be an appointment of the VVCCC. In either case, the appointee is a representative of Volleyball Victoria.

The Referee Delegate is expected to arrive at the venue half a day before the event for meetings with the Technical Delegate and Organising Committee and facility and equipment checks.

Authority The Referee Delegate is the final arbiter in relation to the interpretation of the Rules of the Game and shall be in charge of all nominated referees.

The Referee Delegate may carry authorisation from the Volleyball Victoria Referees Commission to award upgrades of qualifications to members of the referee panel as a result of their performances during the Championship, and may make recommendations to the Commission for downgrades in appropriate circumstances.

General Responsibilities

The Referee Delegate is responsible, as far as is practicable, to ensure that:

- a. appropriately qualified Referees are nominated by associations and a Referees Manual is produced and distributed before the event to all nominated referees;
- b. all referees apply the Rules of the Game in a fair and consistent manner;
- c. all referees present themselves in a neat and professional manner;
- d. all referees are provided with encouragement and constructive feedback on their performances;
- e. the playing facilities comply with the Rules of the Game;
- f. the competition areas provide the safest possible environment for participants;
- g. the presentation of the competition, and in particular the finals, is in accordance with the specified protocols and reflects favourably on the sport.

Specific Tasks

The Referee Delegate is directly responsible to undertake the following tasks:

- a. provide to all nominated referees, at least one clear week prior to the commencement of the Championship, a Referee Manual (by ordinary mail, fax or email), containing full details of the event from a referee perspective, including uniform and equipment requirements, expectations of their participation, opportunities for upgrades, latest updates on rule interpretations, a list of approved variations to the rules and the protocol to be followed for both preliminary and finals matches;
- b. prior to the start of the Championships, inspect each volleyball for compliance with the rules and initial each acceptable ball;

**A12-2**

- c. along with the Technical Delegate and Tournament Manager, undertake a final inspection of the Field of Play and ancillary facilities immediately prior to the commencement of the championship. Appendix 5 contains the appropriate inspection documentation;
- d. participate in the Jury for the Championship. Appendix 6 details the structure and responsibilities of the Jury;
- e. prepare for and conduct a referees meeting at a suitable time before the event, to be attended by all nominated referees (all divisions);
- f. prepare and display a roster for members of the referee panel to officiate all Division One preliminary matches and as many other division preliminary matches as possible;
- g. allocate members of the Referee Panel as 1st and 2nd referees for all finals matches. Where possible, scoring and line judge duties may also be rostered for finals;
- h. monitor the performance of members of the referee panel (each referee should be monitored a minimum of once per day) and provide constructive feedback to each referee monitored;
- i. when authorised by the VVRC, decide upgrades to qualifications and make the appropriate announcements during the presentation ceremony;
- j. provide immediate dispute and protest resolution regarding interpretations of the rules. Where a protest does not relate to the playing rules, the Referee Delegate may decide on the protest, in which case his decision shall be final, or may choose to refer the protest to the Jury for deliberation, in which case, the match shall continue and the result will be subject to the verdict of the Jury;
- k. answer questions relating to interpretations of the rules from players and coaches of participating teams;
- l. participate in the selection of the All-Star Seven awards;
- m. oversee the Referee of the Tournament and Referee Encouragement awards;
- n. regularly monitor the facility, paying specific attention to risks to participant or spectator safety, including authorizing play when the ambient temperature on any court is below 10°C;
- o. immediately following the championship, prepare and present a comprehensive report to the VVRC, with a copy to VVI and Technical Delegate, which includes a list of referees in attendance, general comments on performance and upgrades awarded or recommendations for downgrades.

Expenses

On receipt of the final report and a formal claim, VVI will reimburse the following:

- a. fuel expenses incurred in attending the championship;
- b. meal allowance of \$40 per day for one day before and each day of the event;
- c. accommodation in a 3-4 star hotel for one night before, and each night for the duration of the championship;
- d. an allowance of \$100 per day of the Championship, in line with VVI policy to recompense key event volunteers;
- e. an allowance of \$15 to cover general administrative costs including stationery, phone calls, photocopying, etc.



Appendix 13

CHAMPIONSHIP ACTIVITY AND TIMELINE SUMMARY

Period	Responsibility				Task
	VVCCC	TD	Host	Teams	
9-12 month pre	✓				Confirm date and location
	✓				Nominate Technical Delegate (TD)
			✓		Appoint Organising Committee and commence organization
			✓		Book venue(s)
			✓		Seek sponsorship
4-5 months pre			✓		Prepare preliminary budget
	✓				Approve preliminary host association budget
3-4 months pre			✓		Prepare for meeting with TD and preliminary inspection
		✓			Meet with host association and carry out initial inspection
			✓		Distribute entry invitations
			✓		Arrange suitable Sports Trainer services
				✓	Consider entries and commence preparations
		✓			Monitor entry process
		✓			Seek appointment of Referee Delegate by VVRC
4-5 weeks				✓	Complete entry documentation incl. D1 Referee nominations
			✓		Receive/check entries, consult TD and VVCCC re. pool/division assignment
		✓			Arrange supply of Volleyballs from VVI
			✓		Arrange trophies and presenters
3-4 weeks pre	✓				Approve pool/division composition
		✓			Arrange return of perpetual trophies
			✓		Prepare draft draw and submit to TD for approval
		✓			Check and approve match draw
7 days pre				✓	Finalize team selection and complete final registrations
5 days pre			✓		Post competition draw to web-site
			✓		Prepare and distribute pre-event media release
			✓		Produce championship program
1-5 days pre		✓			Preliminary check of eligibility via VVI registration database
1 day pre			✓		Final preparations – courts, scoresheets, result displays, etc.
		✓	✓		Undertake final inspection of facilities
During			✓		Distribute/collect scoresheets, copy, update results, etc.
			✓		Prepare for finals presentation and ceremonies
		✓			Verify registration of all players
		✓			Convene championship Jury
		✓			Coordinate selection of All-Star Seven awards
		✓			Monitor participant & spectator safety
		✓			Assist organising committee as required
1 day post			✓		Prepare and distribute post-event media release
		✓			Post finals results, ladders and awards to web-site
0-1 week post		✓			Prepare and post event summary to web-site
1-2 weeks post			✓		Organising Committee reviews and finalises event
1-2 months post			✓		Settle accounts, prepare and submit financial statement
		✓			Prepare and post final report to web-site



End of Regulations