



# National Secondary Schools' Volleyball Championships 2015

## Event Manual



New Zealand  
Secondary Schools  
Sports Council

**New Zealand Secondary School Sports Council Sanctioned**

*Dated: January 2015*



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## Volleyball New Zealand Values

- The following values underpin Volleyball New Zealand events:
  - providing a range of quality events that encourage participation and excellence in performance across all ages and levels
  - providing a high quality experience in a safe and enjoyable environment
  - using limited resources to provide value to Volleyball New Zealand and our delivery partners
  - delivering events professionally



## Fundamental Principles for Volleyball New Zealand National Secondary Schools Championships

Further to the values underpinning all events, Volleyball New Zealand is committed to the following principles:

- to annually provide a high quality competitive event
- to encourage and reward excellence in performance, attitude and presentation
- to promote the principles of fair play:
  - Integrity
  - Fairness
  - Respect



## Policy and Procedure

- Policy and procedures must comply with the Volleyball New Zealand Constitution and regulations
- A Volleyball New Zealand National Schools Nationals Advisory (VNZSNA) will be appointed annually by the Board
- VNZSNA will be responsible for the review of the event and will make recommendations to the Volleyball New Zealand Board on matters contained in this manual.

# Championship Regulations

## 1. Tournament Dates

- 1.1. The Event will be held in the allocated Term One Tournament Week sanctioned by the New Zealand Secondary Schools Sports Council (NZSSSC).

## 2. Event Location

- 2.1. Volleyball New Zealand (VNZ) will determine the event location based on criteria determined and documented by VNZ and which will include the following (but not in order of preference):

- Availability of a suitable/financially viable venue
- Availability of volunteer personnel from within the region
- Potential sponsorship/partnership/funding opportunities
- Accessibility of venue
- Cost-effective accommodation options for travelling teams



- 2.2. VNZ may contract regional personnel as Independent Contractors on a contract for service basis to assist with the management of the event.

## 3. Primary Roles

- 3.1. Volleyball New Zealand National Schools Championships Advisory (VNZNSSA) – VNZ Board appointed.

After each VNZ Secondary Schools Championships event, VNZNSSA will receive submissions from any participant (i.e. players, coaches, administrators, health professionals, team supporters, National Office, Board etc.) on any aspect of that completed event, review the implementation and application of the Event Manual in relation to the submissions, consider improvements, recommend improvements to the Board and publish the Event Manual by 1 November each year for the following year's VNZ Secondary Schools Championships.

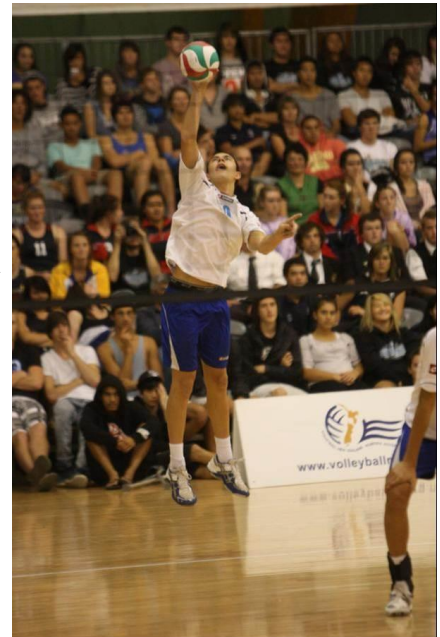
### 3.2. Event Manager (National Office)

- Responsible for the delivery of all facets, including but not limited to administration, operations and logistics, marketing, media, finance, sponsorship and delivery of event
- Responsible for engaging suitable qualified personnel for the positions listed following 3.2 and all other appropriate personnel for the administration of the event

### 3.3. Technical Directors (2) (VNZ appointed)

Volleyball New Zealand will appoint two Technical Directors who will be contracted by and report to Volleyball New Zealand.

- Responsible for the smooth running of the event. Includes technical responsibilities for equipment, draws, format and regulations
- Provide a report to VNZNSSA with copy to VNZ Office within 14 days of the completion of the event



### 3.4. Results Manager (VNZ appointed)

Volleyball New Zealand will appoint a Results Manager who will be contracted by and report to Volleyball New Zealand.

- Responsible for drafting, consultation and final presentation of the draw, collation of team registrations, management of results and draw, website updating at the event

### 3.5. Referee Delegate (3) (VNZ appointed)

Volleyball New Zealand will appoint three Referee Delegates who will be contracted by and report to Volleyball New Zealand

- Responsible for referee qualification requirements, referee support and delegation of duty teams to pre-determined matches
- Responsible for pre-event Referee Meeting



## 4. Finance

- 4.1. Entry is subject to the payment of the tournament entry fee, **including membership fees**, and tournament bond by the notified due date.
- 4.2. A Tournament Bond of \$100.00 must be lodged with Volleyball New Zealand at the time of Entry. This bond will be returned at the end of the tournament if all obligations are met.
- These obligations are:
- Play all matches as scheduled
  - Perform all duties scheduled (or as directed by Tournament Director)
  - Provide a minimum Local qualified 1<sup>st</sup> Referee and all duty personnel — An adult must be present (1<sup>st</sup> referee, 2<sup>nd</sup> referee, or at scorebench), wearing the VNZ supplied fluorescent vest at all times during duty
  - *Named Referees, Team Coach and / or Manager* **must** attend the Referee/ Technical Meeting.
  - Meet all the requirements under Tournament Regulations
- 4.3. Where a team fails to meet their obligations during the event, the bond shall be forfeited immediately and the team will be required to post an additional bond with VNZ prior to continuing to participate in the event.
- 4.4. Entries to the Event are confirmed on receipt of the School Entry Form, Bond Form; Entry, and Bond Fees; and completed on-line Team List.
- 4.5. If a team enters, then withdraws from the event, the refund policy is:
- |   |                                |
|---|--------------------------------|
| Before 19 February 2015                   | Full refund of entry fees paid |
| After 19 February and before 2 March 2015 | 50% refund of entry fees paid  |
| After 2 March 2015                        | <b>No refund</b>               |

## 5. Player Eligibility

Players participating in the Event must meet the following eligibility criteria:

- 5.1. Be under 19 as at the 1st January of the year of competition.
- 5.2. Be a "full-time" (80%) student enrolled at the school the player is competing for and be a registered member of Volleyball New Zealand Incorporated.



- 5.3. The birthdates of players competing in the Event and in all qualifying matches must be declared on the official Team List/s. This form must be signed by the Principal of the school, acknowledging that all team members meet the eligibility requirements.
- 5.4. Comply with the eligibility criteria as set down by the New Zealand Secondary Schools Sports Council (NZSSSC) and adopted by Volleyball New Zealand (VNZ):
- A quota of four (4) new to school and non-domestic students will apply
  - The period for which a student is new to school is two years prior to the first day of the event
  - An exemption from the quota is available for new to school students who can provide evidence that their primary caregiver has relocated and they could not reasonably be expected to have remained at their previous school
- 5.5. Changes to team list(s) (players and officials) made after the school principal has signed off the list submitted online will only be accepted on school letterhead signed by the principal (as per NZSSC regulations).



## 6. Association Qualifying Events

- 6.1. New Zealand is divided into Associations within which qualifying competitions are run to determine regional seedings for the Event. The Volleyball New Zealand Board is responsible for confirming the number of associations, their boundaries and their seeding allocations.
- 6.2. All qualifying competitions must be completed **at least 10 days** prior to the start of the Event.

## 7. Grades and Divisions

- 7.1. Entries will be sorted into initial grades of 32 teams (eight pools of four).
- 7.2. Lower grades will be determined by the number of entries.
- 7.3. Following pool play, each grade of 32 will split into divisions of 16 or in the case of lower grades as determined by the number of entries.

- 7.4. There will be automatic promotion/relegation of the regional position between grades based on the finishing places of the bottom three /top three New Zealand placed teams in each grade.
- 7.5. Seedings within each grade will be based on the previous three years results of a region. This will be calculated as follows:
- 60% weighting for the results from the previous year
  - 30% weighting for the results two years previous
  - 10% weighting for the results three years previous
- 7.6. For the first round, pools will be arranged to ensure that, *where possible*, there will be an even distribution of teams from each region as follows:
- Changes of one seeded place may be made in the bottom half (17-32) of the draw when moving teams between pools to accommodate the even distribution of teams from the same region.
- 7.7. A team must play in the grade they are seeded in.
- 7.8. Regions are not guaranteed a Top 32 seeding.

## 8. International Teams

International teams are encouraged to participate in the Event.



- 8.1. A maximum of two international teams may be entered in the Top 32.
- 8.2. Australian school teams must be ranked in the Top 10 of Honours Division (AVSC) to be accepted into Top 32 Grade.
- 8.3. Seedings will be determined by VNZ with the top ranked team allocated a seed between 9-12 and the second team allocated a seed between 21-24.
- 8.4. The New Zealand teams ranked 28 and or 29 may be relegated to positions 33 and / or 34 subject to International entries.
- 8.5. The seeding of all other International teams will be determined by VNZ.



# Tournament Regulations

## 9. Match Schedule

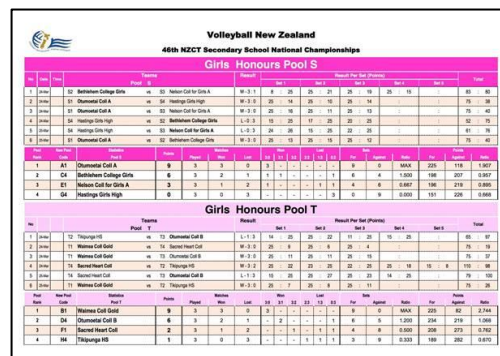
9.1. The first match in the day may commence as early as 8.00 am. Matches will be allocated 1 hour 45 minutes.

9.2. All matches will start at the scheduled time, or earlier by agreement between Team Captains and the Duty team.

9.3. Teams must be present at the allocated court at least 15 minutes prior to the scheduled time of their match.

9.4. For matches running behind time, the 15 minute pre-match protocol begins as soon as the teams from the preceding match have shaken hands and cleared the court.

9.5. Coaches and/or Managers are responsible for confirming scheduled matches and any changes to the draw.



The image contains two tournament draw tables. The top table is for 'Girls Honours Pool S' and the bottom table is for 'Girls Honours Pool T'. Both tables show match schedules, team names, and scores.

## 10. Default Games

10.1. Any team which is not ready to take the court (six players) at the scheduled start time of the match, or 15 minutes after the completion of the previous match (if behind schedule) will lose the first set by default.

10.2. If after 10 minutes from the commencement of the match, the team has not arrived, the match is forfeited.

- If a team has not arrived for a scheduled match, it is the Duty Team's responsibility to inform a court controller as soon as possible who will contact tournament management
- A team may only be declared in default by a member of the tournament management

10.3. A team that defaults a match without adequate reason will forfeit the tournament bond and may be subject to further disciplinary action as decided by tournament management.

## 11. The Official Team

- 11.1. Only players and team officials (as printed on the scoresheet) are permitted on the playing areas during allocated match times.
- Additions to the team list (players and/or officials) must be signed off by tournament management prior to the match commencing.
- 11.2. If an ineligible player is discovered to have played in a match, the team will forfeit that match (recorded as a 25-0, 25-0, 25-0 loss).
- If discovered during a match, the team will forfeit all points in all sets where the ineligible player has entered the court

## 12. Match Ball

- 12.1. The official tournament ball is the **Molten V5M5000**.
- 12.2. One match ball per court is supplied.
- It is the Duty Team's responsibility to return the match ball to the court controller at the conclusion of the match
- 12.3. All matches will play the one ball system.

**molten**<sup>®</sup>  
*For the real game*

## 13. Team Uniforms

Team players shall wear uniforms that comply with VNZ rules for this event:

- 13.1. Team shirts and shorts must be matching in design and colour (except for the Libero).
- 13.2. If two or more sets of uniforms are used, it is preferable players wear the identical number for each set of shirts.
- 13.3. Shirt numbers must be clearly visible and numbered 1-99 front and back (preferably numbered 1-20).
- 13.4. The Captain must be clearly identified with a line under the number on the shirt front.
- This line may be taped on
- 13.5. The Libero must wear a **distinctly contrasting** coloured shirt for identification, numbered front and back as per 13.3.



13.6. Compression aids may be worn for protection or support.

13.7. Players are not permitted to play with casts (*FIVB Rule 4.5.1*).

## 14. Allocation of Duties

Where possible, the following principles will be followed when allocating team duties:

14.1. The first duty on each day will be carried out by one of the teams playing the third round matches of the day.

14.2. Teams will do duties on matches that follow their own matches.

14.3. A team will have a minimum break of one match after completing a duty.

14.4. Teams that play or do duty on the last match will not play or do duty on the first match the next day.



## 15. Protests

Should any team wish to make an official protest the team Captain must indicate this to the 1<sup>st</sup> Referee. A \$50.00 fee shall be paid to the Tournament Director or Referee Delegate for the protest to be considered (this will be refunded if the protest is upheld). The match is frozen until the Disputes Committee meets and settles the protest.

A protest will only be considered:

- On an application or interpretation of a rule.
- Immediately following the referee's ruling (or lack thereof).

## Match Play Rules and Regulations

### 16. Set Format

16.1. Pool play matches will be best of five sets (4 sets to 25, 1 to 15) with a two point advantage in all sets.

16.2. Best of three sets (2 sets to 25, 1 set to 15) may be used by the organisers for Divisions five and six to meet draw requirements.

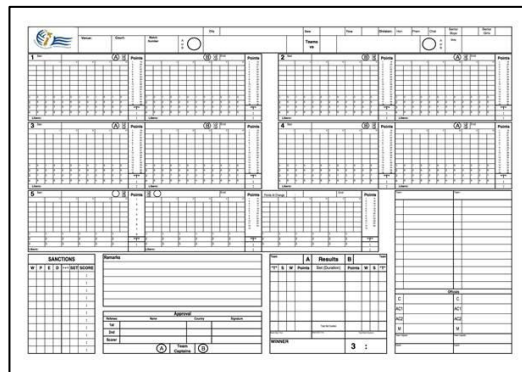
## 17. Substitutions

**Domestic Rule:** The 12-substitution rule applies

17.1. A team shall be allowed a maximum of twelve (12) substitutions in any one set.

17.2. Players starting a set may be replaced by a substitute and may subsequently re-enter the set twice.

17.3. Each substitute may enter the set three times. A player shall not enter the set for a fourth time (starting shall count as an entry).



17.4. Players re-entering the set must assume the original position in the service order in relation to other team mates.

17.5. Any number of players may enter the set in each position in the service order, only limited by 17.1, 17.2 and 17.3.

17.6. In case of injury, exceptional substitutions are allowed according to *FIVB Rule 15.7*

## 18. Libero

**Domestic Rule:** One Libero may be nominated per set

18.1. The Libero shall be nominated per set by the coach indicating the Libero number on the line-up sheet for the set. If the Libero box is left blank on the line up sheet, there will be no Libero permitted for that set.

18.2. Re-designation of a Libero during a set may be made as per *FIVB Rule 19.4*

## 19. Warm Up

19.1. The toss shall be conducted as soon as the court is free.

19.2. Teams then have a minimum five minutes warming up with balls on their side of the net.

19.3. Teams will then have ten minutes warm up together at the net.

- At the toss, if either captain requests separate (consecutive) warm-ups at the net, the teams are allowed five minutes each, the team to serve will go first.

## 20. Allocation of Competition Points

20.1. Match Points shall be allocated as follows:

- Match won 3-0; 3-1                      3 points
- Match won 3-2                            2 points
- Match lost 2-3                            1 point
- Match lost 0-3; 1-3                      0 point
- Match forfeited                          0 points (25-0; 25-0; 25-0)



The image shows two tournament tables for Boys Division 1. Pool A includes teams like Western Heights B & A, Whakarewa B & A, and Riccarton B & A. Pool B includes teams like Mt Maunganui Coll A, De La Salle Coll, and Whakarewa B & A. Each table lists match results, sets, and points.

20.2. In the case of a tie, rankings will be determined as follows, in order of priority:

- *Number of Victories* = in case of equality of ranking points gained by two or more teams, they will be classified in descending order by the number of matches won.
- *Set quotient* = in the case of equality in the number of matches won by two or several teams, they will be classified in descending order by the quotient resulting from the division of the number of all sets won by the number of all sets lost
- *Points quotient* = if the tie persists as per the set quotient the teams will be classified in descending order by the quotient resulting from the division of all points scored by the total of points lost during all sets.
- *If the tie continues* as per the point quotient between two teams, the priority will be given to the team which won the last match between them.
- *When the tie in point quotient is between three or more teams*, a new classification of these teams in the terms of the above three tie-breakers will be made taking into consideration only the matches in which they were opposed to each other.

## 21. Codes of Behaviour

Players, Coaches and Managers are expected to demonstrate good sportsmanship and appropriate behaviour at all times. Inappropriate behaviour that in the opinion of the organisers brings the game into disrepute will be subject to sanction penalties.

21.1. Team members who demonstrate poor sportsmanship during matches will be subject to the Sanction Scale as per the official FIVB Rules of Volleyball. Any other matters that arise (not covered by the official rules, or happen outside a match) will be dealt with by the Disputes Committee. The decision of the committee is final.

21.2. During matches Tournament Management have the authority to issue penalties to players or coaches in accordance with the sanction scale in the rules of the game.

## 22. Players

Players are expected to:

- Be a good sport
- Play for enjoyment
- Work hard for your team as well as yourself
- Treat all team-mates and opponents as you enjoy being treated
- Play by the rules
- Co-operate with team and game officials
- Control your behaviour on and off the court
- Learn to value honest effort, skilled performance and improvement



## 23. Teachers and Coaches

Teachers and Coaches are expected to:

- Set a good example to all players
- Encourage and create opportunities to develop individual skills
- Teach a wide range of team skills
- Ensure the level of competition is appropriate for the age group and the skill development level of the players involved
- Teach your players to respect and be friendly towards officials and opponents
- Give all interested players a chance to participate in training and matches
- Remove from the field of play any of your players whose behaviour is not acceptable
- Keep your own knowledge of coaching and the developments of the game up to date



## 24. Parents

Parents are expected to:

- Encourage participation by your children
- Provide a model of good sports behaviour for your children to copy
- Be courteous in your communication with players, team officials, game officials and sports administrators
- Encourage honest effort, skilled performance and team loyalty
- Make any new parents feel welcome on all occasions
- Do not interfere with the conduct of any events

## 25. Administrators and Officials

Administrators and Officials are expected to:

- Ensure rules, equipment, training, schedules and matches are safe and match the needs and skill level of the children involved
- Ensure that equal opportunities for participation in sports are available for all children
- Involve children in the planning, evaluation and decision-making
- Ensure everyone involved, including parents, understand their responsibilities regarding fair play and appropriate behavior
- Encourage a positive attitude towards children's sport by
  - Emphasizing fun and enjoyment
  - Encouraging both teams
  - Setting a good example
- Be consistent, courteous and helpful towards all participants
- Use common sense to ensure that the spirit of the game for children is not lost by overcalling violations
- Ensure that qualified and competent coaches and officials capable of developing appropriate sports behaviour and skill techniques provide adequate supervision.
- Remember that children play for enjoyment – downplay awards



- Focus on the needs of the participants rather than the enjoyment of the spectators
- Distribute (or publish in programme) a Code of Behavior sheet to spectators, players, coaches and the media and take other positive steps to ensure people understand their responsibilities regarding fair play in children's sport

## 26. Spectators

Spectators are expected to:

- Demonstrate appropriate social behaviour
- Don't let your behaviour detract from the participant's enjoyment
- Let game officials conduct events without interference
- Support skilled performances and team play with generous applause
- Demonstrate respect for opposing players and their supporters



## 27. The Media

The Media are expected to:

- Provide coverage of children's sport as well as reporting adult sport
- Be aware of the difference between adult sports programmes and children's sports programmes
- Children are not miniature professionals and adults should not place unfair expectations upon them
- Place in proper perspective the isolated incidents of unsporting behaviour rather than make such incidents the "highlight" of the event
- Focus upon children's fair play and their honest effort





# Risk Management Plan

**Event:** VNZ National Secondary Schools' Volleyball Championships

**Venue/Date:** Arena Manawatu, Palmerston North 22-27 March 2015

Analysis	Description						
<b>Risks</b> Accidents & Injury	<ol style="list-style-type: none"> <li>1. Life-threatening e.g. heart attack</li> <li>2. Major Injury e.g. broken bones, serious wounds</li> <li>3. Non-Life-Threatening e.g. asthma induced through exercise</li> <li>4. Minor Injuries e.g. sprains, grazes, injured muscles</li> <li>5. Other Injuries/Medical conditions</li> </ol>						
<b>Dangers</b>	<table border="1"> <thead> <tr> <th>People</th> <th>Equipment</th> <th>Environment</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>• Inappropriately attired participants e.g. footwear, kneepads</li> <li>• Court controller unaware of safety measures to watch out for.</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Wires dangling from net</li> <li>• Support wires from poles</li> <li>• Over inflated balls</li> <li>• Objects attached to poles e.g. net winder</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Loose balls during warm ups and from other matches</li> <li>• Slippery surface</li> <li>• Lack of surround space</li> <li>• Poles too close to court</li> </ul> </td> </tr> </tbody> </table>	People	Equipment	Environment	<ul style="list-style-type: none"> <li>• Inappropriately attired participants e.g. footwear, kneepads</li> <li>• Court controller unaware of safety measures to watch out for.</li> </ul>	<ul style="list-style-type: none"> <li>• Wires dangling from net</li> <li>• Support wires from poles</li> <li>• Over inflated balls</li> <li>• Objects attached to poles e.g. net winder</li> </ul>	<ul style="list-style-type: none"> <li>• Loose balls during warm ups and from other matches</li> <li>• Slippery surface</li> <li>• Lack of surround space</li> <li>• Poles too close to court</li> </ul>
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<b>Management Procedures</b>	<ul style="list-style-type: none"> <li>• A phone on hand at all venues to call for emergency First Aid.</li> <li>• First Aid Kit and ice available at all venues</li> <li>• Vehicle on hand at all venues</li> <li>• Establish a clear communication process for first aid treatment</li> </ul>						
<b>Policies &amp; Recommended Guidelines</b>	<ul style="list-style-type: none"> <li>• Only the most appropriately skilled personnel be responsible for coordinating the event</li> <li>• The Tournament Director, Stadium Management and Court Controllers familiarize themselves with the facilities and the equipment prior to the event commencing</li> <li>• Ensure appropriate supporting services are informed of event and procedures undertaken to cover risk – fire, injury, legal</li> </ul>						
<b>Skills Required Coordinators &amp; Volunteers</b>	<ul style="list-style-type: none"> <li>• Positive and enthusiastic attitude toward the event and participants</li> <li>• Good communication skills</li> <li>• Good planning and organisational skills</li> <li>• Committed to working in a team, to contribute to a well-run event</li> <li>• Clear understanding of their roles and responsibilities</li> <li>• Clear understanding of the rules/regulations for the event</li> </ul>						

**Tournament Director**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Risk Management Procedures for an Emergency

### **Communication**

1. Cell phone
2. Landline
3. Word of Mouth

### **Priorities of Emergency**

1. Life-threatening (e.g. heart attack)
2. Major injury (e.g. broken bone)
3. Non-life-threatening (e.g. asthma attack)
4. Minor injury (e.g. sprain)
5. Other incl. injuries/medical conditions/fire/legal

### **Procedure:**

1. Referee freezes match/s and if appropriate calls Court Controller
2. Lower priority emergencies treated at court if appropriate, and measures taken to ensure court is clean and safe for continuation of match.
3. Court Controller communicates with the Event Manager/Technical Director or Referee Delegate the priority level of emergency if requiring further medical assistance.
4. Event Manager/Technical Director immediately calls for external medical assistance for high priority (1-2) emergencies, and priority 3-5 if considered appropriate.
5. Event Manager/Tournament Director complete Accident/Emergency Report immediately after the match is completed and emergency managed, and file with Event Manager.