**Organiser’s guide for local competitions**

This guide aims to help organisers to plan and deliver local volleyball festivals and tournaments. Each event will differ, but the core planning and delivery remain the same. Volleyball England runs national competitions for U15, U16, U18 age groups. Information about these competitions can be found HERE

Competition is an integral part of learning not just an outcome. The Junior Competition Pathway creates opportunities for children and young people to learn and understand the strategies, tactics, and basic skills of volleyball in a safe, structured, inclusive, and progressive way. The staged approach enables everyone to progress and to continue playing whether at recreational or performance level.

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**Downloadable Documents**

* Risk Assessment
* Scoresheet Template
* Playing Order Template
* Registration Form Template
* Entry Form and Email Template
* Photo Permission SP4 Form
* Parent/carer & Young Person Consent SP5 Form
* Rules

**Competition Philosophy**

In competitions, the interaction between players, coaches, officials, organisers, volunteers, and spectators, both on and off court, must always be:

* **Respectful:** in the language used, support given, actions taken and the care towards the surroundings
* **Responsible**: in the care of everyone to ensure a safe environment and a positive experience for all
* **Reflective**: in a calm, constructive, progressive and affirming manner aware that not everyone will be able to perform to the best of their ability all of the time

**Local festival and tournament ethos**

The ethos is ‘learning through play’.

* Play as many matches as possible in the allotted time
* Success is through praising performance not publishing/verbalising results or awarding trophies
* Record scores to enable organisers to group teams giving the best experience for all players not to publicise result
* Players self-officiate or officiate each other’s matches
* Coaching is supportive (advice and encouragement) and to include all teams playing
* Organisation is flexible to allow the format on the day to be determined by the number of teams taking part and the time there is
* Every player should go away having enjoyed, learned and with enthusiasm to play more

**Costings and bookings**

**The main front loaded set up cost are for:**

* A net(s) to enable multi-courts
* Balls of a suitable weight. This is very important when young players are involved. (See Junior Competition Framework)
* Other minor pieces of equipment are needed and detailed later.

**Hall Hire**

* Calculate the cost of the facilities. Two hours is a good length of time to book. Remember to factor in set up, take-down time and change over times.
* Book the hall well in advance and ask for a written confirmation.

**How many teams do we invite?**

* Work to a maximum of 4 teams per badminton court i.e., a total of 16 teams in a 4-badminton court sports hall. This will ensure a good amount of playing time for each team.

**How much do we charge?**

* Calculate costs (hall, equipment, etc) then divide by how many teams you expect to attend e.g., £50 costs / 10 teams = £5 each team
* Remember equipment costs are front loaded so if you can spread these over several events this will help keep costs lower for the participants.

**Pre-Event Administration**

**Invitations**

Send out invitations to clubs and local schools at least a month ahead of the planned event and include:

* Entry form (Template available to download)
* Rules (Template available to download)
* Venue Risk Assessment (Template available to download)

**Confirmations**

* Acknowledge every entry
* After the closing date, confirm the event details; start and finish time, ethos, rules, format i.e., lots of games lasting 6-8 minutes with playing order given on the day (you don’t need in-depth details here) parking/costs for parking
* Remind the Coach/Lead of each team that they must know and be able to access the following information for all players, young leaders and any accompanying adults including themselves:
  + Names
  + Medical Conditions / Disabilities / Allergies / Treatments
  + Emergency Contact Name
  + Relationship to them
  + Mobile Number
  + E-mail Address
  + Photo/media permission (most parents are happy with this. Some don’t want their child named)
  + And for any participant U18 you must have parental permission to take part

**Event staff, equipment, and documentation**

**Event Organiser**

* Make sure the event organiser isn’t assigned a specific job on the day. They need to be free to answer questions and check everything is working
* They need following details for all event staff, and young leaders:
  + Name
  + Medical Conditions / Disabilities / Allergies / Treatments
  + Emergency Contact Name
  + Relationship to them
  + Mobile Number
  + E-mail Address
  + Photo/media permission (most parents are happy with this. Some don’t want their child named. Children in care shouldn’t be photographed)
  + And for any U18 participant you must have parental permission for them to take part

**Event Staff**

In a best-case scenario, the event organiser will be able to recruit 3-4 people to fulfil these roles:

* Meet and greet
* Team Registration
* Welfare Officer
* First Aider (if there isn’t one at the centre)
* Results Coordinator to collect scores, manage results *(used to determine next rounds that will group teams of similar standard together)*

If possible

* Young Leaders/Officials who could manage courts/general help. This may be a good opportunity for them to help stage and organise an event
* Young Leaders/Officials Mentor. It’s good if the players act as officials when their team isn’t playing. They may need guidance and a little support.

**Equipment**

* Nets and posts
* Balls (one per court)
* First Aid Kit
* Table(s) for registration/ results coordination
* Whistles/Squissles (one/two per court attached to the post)
* Scoreboards
* Stopwatch/Timer
* Clipboards (one per court)
* Pens/Pencils (one per court, plus spares
* Container for entry fees
* Camera

**Event Documentation**

* Risk Assessment
* Rules
* Registration Forms
* Playing orders
* Score sheets (enough for the number of matches on each court, pinned to clipboard)
* Confirmation letters (spares) for registering
* Photo permission/registers/stickers SP4

**On the day**

**Setting Up**

* Set up equipment
* Number the courts
* Designate a registration area
* Designate an area where bags/drinks can be left
* Have a variety of playing orders handy as team entry numbers may change

**Arrival and Registration**

Ask the Coach/Leader for each team to sign in at the registration desk. They need to fill in a Registration Form confirming:

* Number of teams
* Number of players
* Medical/special needs of individuals
* Photo permission for their group

Check the Coach/Leader has the emergency contact details for all their players, young leaders and any accompanying adults including themselves.

* Give the Coach/Leader a brief overview of the day
* Inform Coach/Leader of the area where bags/drinks can be left

**Before Play Begins**

* ​Ask players to sit down in their teams. This will enable the event organiser to confirm how many teams are playing.
* Welcome everyone
* Point out toilets, emergency evacuation procedures, Welfare Officer, refreshment areas? Any venue specific safety requirements.
* Explain the ethos
* Explain the format
* Explain how to complete the scoresheet and where to take them

**Warm up**

Warm up activities will tend to be carried out by individual teams. You may, however, want to organise a warm-up for all the teams. If so you may want to:-

* Involve Young Leaders leading a warm-up
* Involve the players in developing a warm-up
* Remember to avoid static warm-ups rather focus on movement and basic ball skills

**Playing Orders**

* Having finalised the number of teams taking part (actual team numbers may have changed) hand out or display playing orders

**Playing the Game**

* Once you have confirmed the number of teams, times and courts you are ready to go
* Ensure each team knows its name e.g., Team 1 or Team A, etc. This will make it easier when assigning courts throughout the Festival/Tournament

**Organising Matches**

There are three considerations when calculating how many matches can be played

* How many teams are taking part
* Total time available for the matches
* How many courts are available

How to calculate the number of matches will be played on each court if everyone is to play everyone (Round Robin/League)

* (Number of teams) multiplied by (Number of teams – 1) divided by 2 divided by (Number of courts)
* 8 teams x 7 = 56 56/2 = 28 28/4 courts = 7 matches per court

**Length of Matches**

* Keep matches to between 6-8 minutes, maximum of 3 sets
* Allow a change over time of 4-5 minutes for thanking your opponents, drinks/toilet break, advice and encouragement and moving to the next match

A simple way to play when you have enough courts for everyone to be playing at once and ensure every team plays all teams is as follows: -

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  | | --- | --- | --- | --- | | **With an even number of teams** | | | | | Team 1 always stays where they are. All other teams rotate clockwise one place, play then rotate again**.** | | | | | **8 Teams – 4 Courts - 7 Matches** | | | | | **1** | **2** | **3** | **4** | | **8** | **7** | **6** | **5** | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **With an odd number of teams** | | | | | One Team (9) starts off. After each match one team rotates off (Team 8 next) and a team returns (Team 9) returns, play, then rotates clockwise again. This example gives 9 matches | | | | | **9 Teams – 4 Courts - 8 Matches** | | | | | **9** | **1** | **2** | **3** | **4** | | **8** | **7** | **6** | **5** | |

Remember a festival promotes quality not quantity so:-

* Every team doesn’t have to play every team
* Don’t panic if you haven’t played all the proposed matches and you are running out of time
* Less quantity can mean more quality
* Try and group players of a similar ability

**Playing Orders**

To help with the match scheduling, there are several playing orders formats available to download.

**Rules**

|  |  |  |
| --- | --- | --- |
| **Volley2s** | **Volley3s** | **Volley4s** |
| **Court Size**  9m x 3.05m (half badminton court width) and 4.5m (half volleyball court width). | **Court Size**  Inside badminton court lines | **Court Size**  Outside badminton court lines (13.4m x 6.1m) |
| **Net Height – this is a guide**  (1.80m - 2.15m range) depending on age/height of the players. | **Net Height – this is a guide**  (2.10 - 2.17m range) depending on the net system being used. | **Net Height – this is a guide**  (2.17 - 2.24m range) depending on the net system being used. |
| **Volleyballs**  Reduced weight | **Volleyballs**  Reduced weight 260g - 280g  MIKASA V350W VOLLEYBALL (Similar to MGV230) | **Volleyballs**  Reduced weight 230- 250g  MIKASA V350W VOLLEYBALL (Similar to MGV260)  GO SPIKE VSV800-WR VOLLEYBALL ENGLAND BALL  LPV VSV800-WB VOLLEYBALL ENGLAND BALL |
| **Scoring**  1 set to 15 points, or 6-8 minutes | **Scoring**  6 – 8-minute sets, maximum 3 sets | **Scoring**  6 – 8-minute sets, maximum 3 sets |
| **Playing the ball**  Red  Contact 1 Catch and throw underhand  Contact 2 Catch the ball and throw underhand or push overhand  Contact 3 Catch the ball and play using two hands  Amber  Contact 1 Catch and throw underhand  Contact 2 Catch the ball and self-feed volley  Green  Contact 2 Catch the ball and self-feed volley | **Playing the ball**  Contact with the ball is allowed with any part of the body. The ball is allowed to strike the foot, but kicking is forbidden. A kick will result in a loss of a point.  The server can step onto court to serve the ball.  Adaptation – Volley3 light  One catch is allowed on either the 1st or 2nd contact | **Playing the ball**  Contact with the ball is allowed with any part of the body. The ball is allowed to strike the foot, but kicking is forbidden. A kick will result in a loss of a point.  Adaptation – Volley4 light  One catch is allowed on either 1st or 2nd contact |
| **Interruptions to play**  Compulsory rolling substitutions when a team wins back the right to serve.  Serving team rotates after three consecutive points but continues serving  If a team completes 6 serves in a row the opposition gains the serve but not a point  No time outs | **Interruptions to play**  Compulsory rotating substitutions when a team wins back the right to serve  Serving team rotates after winning three consecutive points but continues serving  Serving team gives the ball to the opposition, after winning six consecutive points, but the score doesn’t change  No time outs | **Interruptions to play**  Compulsory rotating substitutions when a team wins back the right to serve  Serving team rotates after winning three consecutive points but continues serving  Serving team gives the ball to the opposition, after winning six consecutive points but the score doesn’t change  No time outs |
| **Positions**  Every time the ball goes over the net players switch places | **Positions**  The server is a backcourt player | **Positions**  The server is a backcourt player |
| **Net & court contact**  No player is allowed to make contact over the centre line of the court.  No player is allowed to contact the net | **Net & court contact**  No player is allowed to make contact over the centre line of the court.  No player is allowed to contact the net | **Net & court contact**  No player is allowed to make contact over the centre line of the court.  No player is allowed to contact the net |
| **Signals**  In, out, serve authorisation, four touches, net touch, over the centre line, replay, end of set, | **Signals**  In, out, serve authorisation, four touches, net touch, over the centre line, replay, end of set,  rolling sub, ball touched | **Signals**  In, out, serve authorisation, four touches, net touch, over the centre line, replay, end of set, rolling sub, ball touched, double touch, catch, positional fault |

Where there are less experienced players, Volley Light adaptations are recommended.

**Branding**

Volleyball Englandwants to promote Volley2s/3s/4s nationally. Your event should include Volley2s/3/4s in the event name for example Kettering Volley3s Competition.

Please use the relevant logo(s) in all the event materials.

**Logo, icon

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**Officiating guidance**

Below are a few of the basic referee signals.

Text, letter

Description automatically generated