Birmingham 2022 Commonwealth Games Activation Toolkit (Clubs)

Introduction

This Commonwealth Games Club Activation Toolkit has been designed to support clubs that want to run activations as part of the Commonwealth Games build up and during games time for current club members or 'come and try' sessions to attract new members.

We are anticipating the Commonwealth Games will initiate an increased interest in the sport and, as per previous games (Olympics, Paralympics and Commonwealth Games). We are predicting an increase in individuals wanting to play, volunteer, coach, and referee within the sport. Clubs therefore have an opportunity to be part of the legacy by providing recreational 'activation' opportunities.

Volleyball England would like to capture the number of new people attracted to the sport by the CWG, that's why we are asking clubs to send us some information about the participants that attended your 'come and try' sessions. More about that later in the Toolkit.

Contents

Checklists

1. Pre-event organisation

Find a venue

- ❑ Determine and identify venue availability and a suitable date for you to run your session.
- ❑ Check the suitability of your venue. If outdoors, check with your local authority or site owner if you need a license to run your event.
- ❑ Complete a Risk Assessment. (See Risk Assessment Template in Resources).

Promote your event

- ❑ Design a poster for the session (See Poster Templates in Resources).
- ❑ Advertise through your club's social channels and/or mailing list.
- ❑ Have you included the following information: date, time, venue, contact details, a brief description of your event, nearest public transport options, carparking information, how to register for the event, who the event is for, cost, anything they need to bring and spaces available? Provide your name, email, and phone number so participants can contact you with any questions they may have. Please use the CWG 'Our Time to Shine' logo/branding provided in the Resources.
- ❑ Volleyball England can advertise your event on our dedicated CWG webpage. To be able to advertise these sessions we need some information from you, please complete the short form here to tell us about the sessions you will be running. It will take a couple of days for us to get your information live.
- ❑ You will also need to ensure that your club VolleyZone account is up to date, and accurate club information has been provided for the Volleyball England Club Finder. You can watch this handy video to help guide you through this.

Event Administration

- ❑ Registering participants ahead of time. How will you collect the information you need? (Microsoft Forms, Google Forms). It is a nice touch to send them a welcome email (if possible) with some further information about the session and confirm that you have received their registration.
- ❑ Registering participants on the day. How will you collect information about the participants? (Pen and paper or using online forms). You will need some information to keep them safe during the session and so you can get in touch with them afterwards. There is guidance about what to collect and what information should be reported to Volleyball England on page 5. (A Template Registration Form is provided in the Resources).
- ❑ Will you gather consent for participants to take video or photographs? (A Photography/ Video Registration Form Template is provided in the Resources).

Equipment

- ❑ Check the equipment that you need, have available and that it is good working order. For example, check that your net is not damaged, that your balls are inflated etc.
- ❑ Remember to factor in set up and tidy up time when booking your venue.
- ❑ Admin equipment: pens, tables, registration desks, event signage etc.

Venue

- ❑ Is there carparking available for participants (let them know beforehand if they will need to pay to park!)
- ❑ When participants arrive, is it clear where the session is being held? Make sure you have clear and adequate signage that directs people to the session and reassures them that they are in the right place.
- ❑ You could also have volunteers at key points in the facility to direct people on arrival.
- ❑ Do you have changing rooms available?
- ❑ Is there access to drinking water?
- ❑ Do you have a designated area for personal items?
- ❑ What is the emergency and first aid provision?

Staff/Volunteers

- ❑ Do you have sufficient staff to run the activities you want (at least 2 responsible adults)?
- ❑ Assign your staff clear roles and responsibilities
- ❑ The person leading the session should be confident and competent with relevant training
- ❑ Do you have club shirts or name badges/ lanyards for your staff to wear to make it clear that they are running the session?
- ❑ If there are children at the event, who will assume welfare responsibilities?
- ❑ For whole day events, have you thought about shift/rota patterns for staff involved (remember, your staff will need a break after 4 hours work!)

2. On the day
- ❑ Ensure that you allow time to set up equipment on the day

Meet and Greet

- ❑ How will you meet and greet your participants- remember this in an opportunity to attract new members to your club!
- ❑ Will you have a friendly face on the door to welcome participants?
- ❑ Will you have a sign in table to register the participants?
- ❑ Have you thought about name badges for the participants when they arrive? This could be as simple as providing participants with a sticky label.
- ❑ Do you have a space for participants to congregate before the session starts?

Participant briefing

- ❑ Give a brief overview of what the session will look like.
- ❑ Provide information on jewellery, emergency evacuation procedures, toilets, injuries/impairments, personal item storage, loose volleyballs
- ❑ Remember to highlight the importance of having fun!

3. Post event
Debrief

- ❑ Thank any participants for coming
- ❑ Provide them with a contact and information about how they can join your club, come to future sessions, or get involved
- ❑ Think about what you can give to participants to attract them to join the club. Will you have club flyers/business cards to hand out on the day or will you follow up with an email to reiterate information distributed on the day?

Registering Participants

❑ You may have your own method of collecting information about participants, just check this complies with GDPR regulations.
❑ We have created two template registration forms: an [Electronic Registration Form](#) and one that you can print and use on the day (Template in Resources). Keep these documents in a safe place because they contain personal details.

How to edit and adapt the Electronic Registration Form

If you follow the 'Electronic Registration Form' link above, you can then duplicate the form and edit to suit the needs of your club. Some tips for how you can do this include:

1. **Updating the thank you message:** If you click on the three dots in the top right corner then go to settings you can apply a custom thank you message and include a link to your club website.
2. **Asking specific questions for your club:** You might want to ask more specific questions about previous player experience or give people the option to express interest in one of your club sessions. This can be done by adding questions, duplicate the form then click on a current question then go to insert new and select the question type.
3. **Under 18s:** For under 18, parental permission is required to collect information, to do this, we suggest people providing information either provide just the parents/contact information or both the under 18 and parents email address so both can be contacted by the club or Volleyball England.
4. **Adding your Club Logo:** If you click on the Volleyball England B2022 legacy logo you can delete the current image then click the insert another media icon then upload from your files.

Volleyball England

Volleyball England must report specific information back to Sport England as a condition of the funding. This is to show how the sport is growing and the great work clubs are doing to get more people involved. We need your help to complete this report and show the number of people reached with your club activations.

For each person who attended your club activations, please can you send the following information to Volleyball England by 30th September 2022:

- Name
- Email
- Parents email if under 18
- Age
- Postcode
- Gender

If you have used the Electronic Registration Form, then you can go to responses then open in excel and email the excel report generated to us. If you have used another method of data capture, please collate the information into an excel document and send it to us via email.

Please send your reports via email to: membership@volleyballengland.org.

If you require any further support about data collection and reporting to Volleyball England, please feel free to contact Dan Ward via email: d.ward@volleyballengland.org or call 01509 974 705.

Insurance

Volleyball England insurance will cover affiliated Volleyball England clubs, you can demonstrate that you have managed the potential risks for the session through a written risk assessment and the person delivering the session is appropriately trained. The Volleyball England Activator will be given a Club Volunteer membership with Volleyball England which is valid until July 2023.

Equipment Guidance

It would be good to have a range of reduced weight volleyballs available to use in the session.

❑ If you have young children attending, we recommend the Mikasa SKV5 Kids Volleyball. This is a soft, non-sting ball.
❑ Mikasa Starter Two is a bigger, lighter ball for less experienced participants.
❑ Beach balls provide bigger, lighter, and slower balls for the less experienced and can be purchased reasonably easily and cheaply.
❑ The Mikasa V180 is a good ball for the older aged players. A good investment if your club has 12- 16-year-olds playing 3 a-side and 4 a-side volleyball.
❑ Whichever ball is used be careful not to over inflate the ball. Not only will it damage the ball, but it will be off-putting for the players, and it will be harder to control.

NETS

A net provides a barrier depending on age/height of the players i.e., just above stretch height. For children we also recommend multisport bases which can be set up on any even surface.

However, the net and posts don't have to be a traditional volleyball equipment. Here are some ideas:

❑ Use badminton nets. You may need several attached together in-order to span the space.
❑ Use a rope. Attach bands to the rope so that it is more visible when playing the ball over the net.
❑ Cam buckle retaining straps will help tension a net.
❑ Use already existing secured fixtures within your space to attach a net e.g. hall, MUG.

Activation Session Content

We suggest playing 2v2 or 4v4 to maximise the opportunities for participants to play and feel involved.
We also advocate that you make the game fit the participants needs. This means finding ways of adapting volleyball to make it easier for the participants to be successful, for example catch and throw. We provide lots of different suggestions in the STEP section.
Content:

- STEP Model
- Session planning template
- Session management
- Games –how to manage large numbers, and fun versions
- Challenges - ideas for individual and pairs challenges
- How to cards

The STEP Model?

STEP is useful tool for adapting activities to suit for everyone. The model provides an easy to remember cue to assist you in making adaptions and differentiating your session to keep everyone actively engaged and provide an inclusive experience.

How does it work?

STEP is simple and easy to remember with each letter being a prompt for the four areas of space, task, equipment, and people to be made easier or more challenging.

Making the activity easier will enable participants to take part. Making the activity harder will challenge and extend their skills.

STEP stands for		How can I change…?
S	Space	Where is the activity happening?
T	Task	What is happening?
E	Equipment	What is being used?
P	People	Who is involved?

SPACE How can we change the size/height/location/length/distance?	
To decrease the challenge and make it easier	**To increase the challenge and make it harder**
Make the court smaller, so the ball is played over shorter distances Make the court smaller, so there is less court to defend Make target areas bigger Increase the number of targets Reduce the distance to targets Set up zones in the court where the ball is not allowed to land	Make the court bigger, so the ball is played over longer distances Make the court bigger, so there is more court to defend Make target areas smaller Reduce the number of targets Increase the distance to targets Set up zones in the court where the ball must land to score points

Task How can we change the way we take part/complexity/rules/progressions?	
To decrease the challenge and make it easier	**To increase the challenge and make it harder**
Allow players to catch the ball Allow players to use a self-feed volley or self-feed smash	Players must play volleyball shots
Allow different starting places for the serve, closer to the net	Serve must be taken from behind the baseline
These are some ways of adapting the learning activities making them more or less complex	

Equipment What is being used?	
To decrease the challenge and make it easier	**To increase the challenge and make it harder**
Raise the height of the net, this creates a rainbow trajectory, so the ball is in the air longer making it easier to track Lower the net when you are learning to spike, it makes it easier to hit the ball downwards Use a lighter ball or balloon because it travels slower in the air and gives more reaction time Use a larger ball because it is easier to see and catch	Use a volleyball

People How can we change the groupings/interaction/way the players play together?

Match players of similar ability in activities
Balance challenge activity numbers according to the overall ability of the group, i.e., it may be preferable to play with teams of unequal numbers to facilitate inclusion of some players and maximise participation of others.
Play small, sided games such as 2v2, 3v3, 4v4

Think about how you will group participants:
o   Family groups
o   Friendship groups
o   Age groups
o   Gender groups

Session Planning

We suggest the session is organised around game play and challenges to keep everyone active and involved. These are suggested time allocations; you can adjust them depending on the length of your session. Create your own session by selection from the games and challenges or use your own favourites.

For a 45-minute session:	For a 60-minute session:
Warm up - 5 minutes Games - 10 minutes Challenges - 10 minutes Games - 15 minutes Cool down - 5 minutes	Warm up - 5 minutes Games - 10 minutes Challenges - 10 minutes Games - 10 minutes Challenges - 10 minutes Games - 10 minutes Cool down - 5 minutes

45-minute session plan – select from the list of games and challenges to create your session

Session:		Date:
		Time:
Equipment:		
Warm – up		
Game	Start with 2v2 or 4v4 standard games	
Challenges		
Game	Try the adapted games	
Cool – down		

60-minute session plan - select from the list of games and challenges to create your session

| Session:		Date:
		Time:
Equipment:		
Warm – up		
Game	Start with 2v2 or 4v4 standard games	
Challenges		
Game		
Challenges		
Game		
Cool – down		

Session management

You may have to manage lots of participants with a limited number of courts. If you are indoors, you can set up a net across 4 badminton courts. 4 v 4 is the recommended game size.

Four court sports hall, using a wallslider system

Practice Court Layout

Full size volleyball court

Practice court 1

Practice court 2
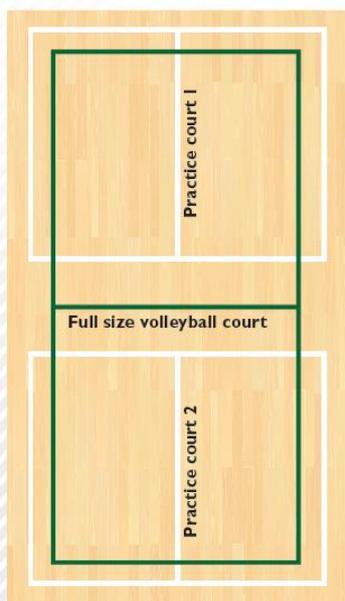
Full size volleyball court
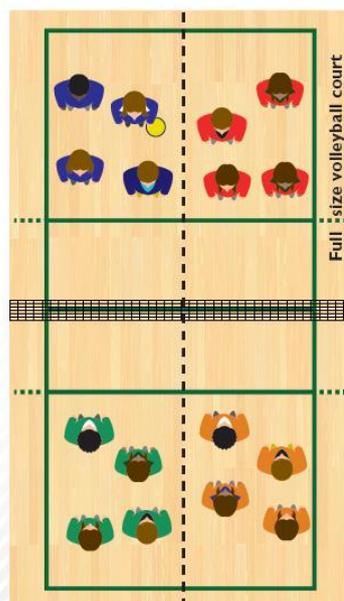
- Split one full court in half lengthways. Four teams playing 4v4 at the same time. Awareness is required to ensure the games are safe. The midpoint of the court can be marked, for example use tape or cones
- Can use an antenna to mark the half way line of the court

24

If you are outdoors or on the beach, you can split the court as shown in the diagram above

.

If you have more teams than space on court here are three ideas for managing games:

1. Team Swap

C [A | B] D

Play timed matches or first to 7/11/15 points.
If Team A loses C swaps on
If Team B loses D swaps on
If any team wins 3 points in a row, swap

2. Table-Tennis Swap

A2 [A1 | B1] B2

Every time the ball crosses the nets, swap with the team on your side of the net. Team A1 and Team A2 swap and Team B1 and B2 swap

3. King/Queen of the Court Play timed matches or first to 7/11/15 points.

EDC [A | B]

Team A Plays B. If Team A loses, A goes off and joins the back of the queue. Team C comes on court. If Team B loses, B goes off, collect the ball, and joins the end of the queue.   Team A goes under the net. Team C comes on court.

Setting Up Challenges
Depending on the numbers in the session, you may run a few challenges outside the court while games happen on the court.

Full size volleyball court
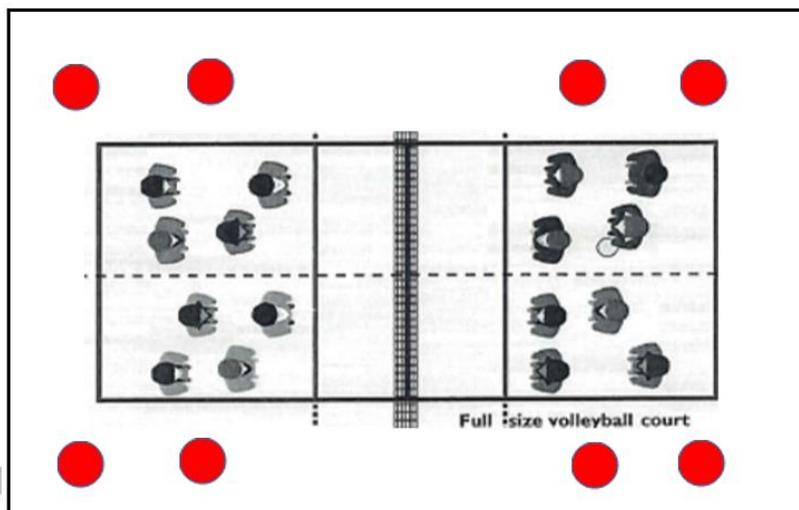
Challenge Zones ⬤

Participant Safety

- Ensure there are set boundaries. This may involve using marker cones to outline the area being used
- Establish procedures for balls when not in use to be placed in a safe area e.g., ball cart, bench, coned area
- Ensure safe space between groups. This will depend on the type and predictability of the game or activity
- Establish procedures when a ball enters another court during a game or activity i.e., stop play-carefully return the ball-play the point again
- Establish procedures for returning a ball to another group i.e., see where to return the ball-check pathway is clear-roll ball back
- Activities that involve chasing a ball ensure movement is away from walls, fences or guy ropes and other potential hazards
- Activities that involve chasing, playing, or hitting a ball define the area for each group and ensure all players are playing the ball in the same direction
- Think about how you will group participants:
- Family groups
- Friendship groups
- Age groups
- Gender groups

Participant Inclusion

Here are a couple of ideas to make sure no one is left out.

- Allow players to catch the ball if needed to facilitate the game
- 3 different players must touch the ball to return the ball over
- More value for points scored by:
  - The younger players (if older players don't pass the ball to them)
  - If the rally is won after 3 touches
  - No services but a feed (if some players have a strong service against raw beginners)

Games

We recommend for participant to be involved in 4v4 or 2v2 games to maximise the engagement.

We suggest a range of adapted games that can help the participant to quickly engage in a fun session, considering the inclusion and excitement as alternatives to the traditional game.

The games are offered below in an order of difficulty. Note that the game #8 is based on sitting Volleyball.

1. **King/Queen of the Court**
2. **Power Player**
3. **Lost Players**
4. **Gain Players**
5. **Counterattack**
6. **Wipeout**
7. **Multi ball**
8. **Three Two One (Sitting Volleyball)**

King/Queen of the court

Aim: For the 'Kings/Queens' to stay on court as long as possible

- Three teams (or more)
- The 'Challengers' serve to the 'Kings/Queens' to start each rally
- If the Kings/Queens win the rally, they score a point
- If the Challengers win the rally, they replace the Kings
- The team that loses comes off court and the next team comes on
- The idea is to try and stay on the 'King/queen's side' and the first team to five points wins
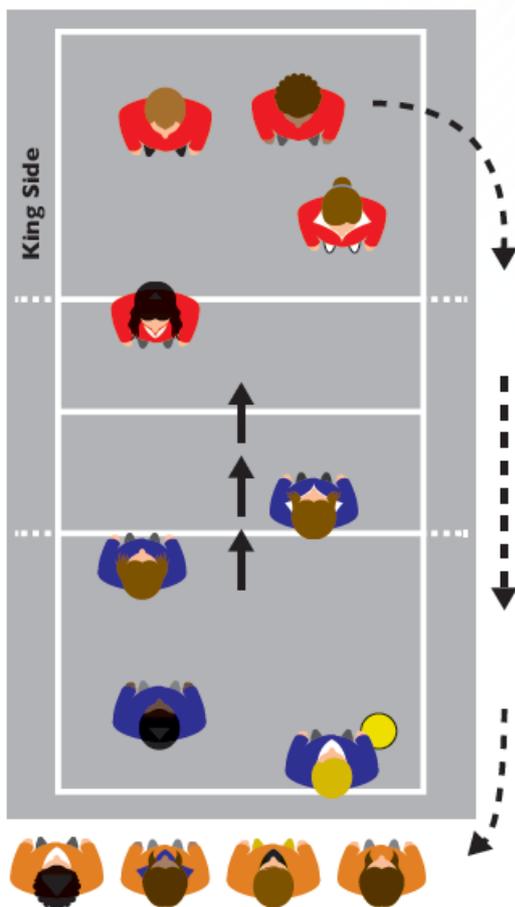
Variations
1. Once a team gets to five points, mix the teams up
2. If a team wins the point with a spike, they score two points
3. If you have a large group, play with three or four teams of Challengers
4. If it's a large group, one team can referee and score

Top Tip: 'Kings/Queen' to always serve. This makes sure challengers come onto court fast and ready to play

Power Player

Aim: For the power player to play the winning shot.

- Two teams with one player in each team wearing a bib
- The bib wearer is the 'Power Player'
- If the Power Player wins the point, the team scores three points instead of one
- The first team to ten points wins
- Both teams change the Power Player every five points
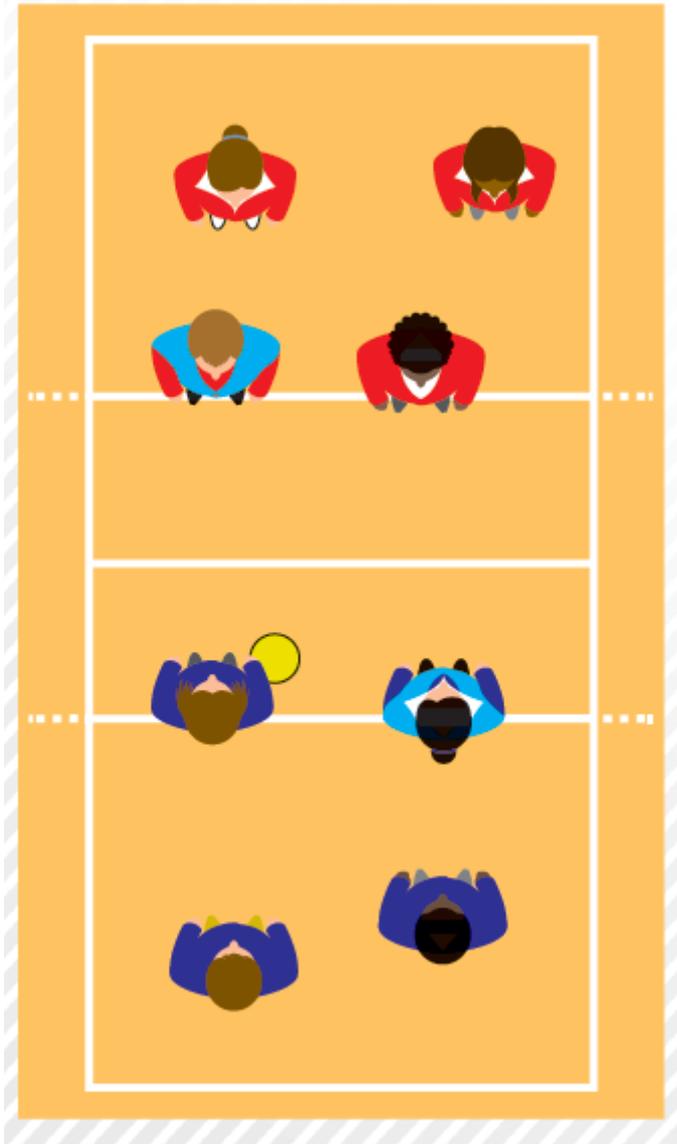
Variations
1. There must be three touches before the ball goes over
2. The Power Player must play the third touch
3. Introduce two Power Players who must both touch the ball

Top Tip: Place the Power Player near the net giving them the opportunity to spike the ball

Lost players (4v4)
- After each rally the losing team lose a player, who goes off court
- After each rally the winning team get a player back (if any player was off)
- The team who loses all players loses the game

Gain players (4v4) – cooperate until full teams on.
- Each team starts with 2 players on court.
- Every time the team plays the ball over the net, another player joins them on court
- Once both teams have a full team (4 players each side) we play the rally and try to win

Counterattack (4v4)
- The defending team serve the ball to the attacking team
- If the attacking team score the point with their first spike (side-out), they score 3 points
- If the defending team score from the first counterattack (attack after defence) with a spike, they score 3 points
- In any other cases, the team scores 1 point per rally
- After 5 rallies, change roles.

Wipeout

Aim: For one team to win all the players from the other team

- Two teams of four – ensure the teams are as equally matched as possible
- When a team wins a point, they also win a player from the other team
- The winning team is the first to get to ten points, or the team who wins all the players
- Player who loses the point moves to the other team
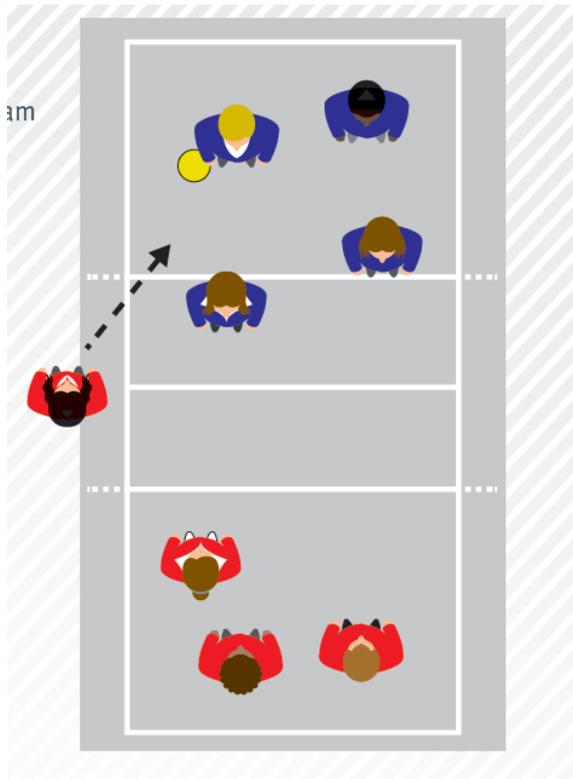
Variations
1. Time limit the game instead of points. Who has the most players after three minutes?
2. Players are allowed more than one touch to make it easier
3. Allow the team that wins the point to choose who they take

Top Tip: Accurate shots ensure the game is successful and players are not lost

Multi-Ball

Aim: Increase awareness and communication between players

Two teams of four:
- Both teams start with a ball and serve at the same time
- Two balls in flight always
- Team wins a point by having two balls dead in the opponent's court
- When one ball goes out of play, a player quickly chases it down and serves it again before the other ball goes dead on their side of the court
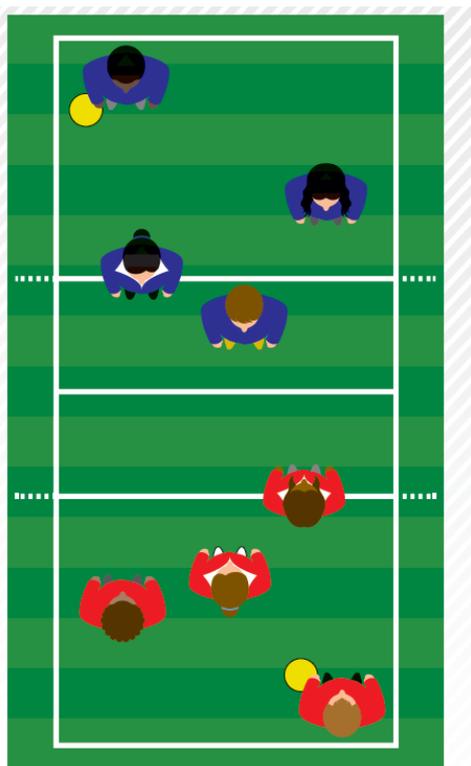

Variations
1. A throw or underarm serve can be used
2. Change the number of touches that are used, it doesn't always have to be three
3. Once a team has played the ball across the net, the players run off court and back into court before playing the ball again

Top Tip*:* Use any subs or players sitting out to act as referees and to chase the balls to keep them in play

Three Two One Over!

Aim: To play three touches to keep the rally going

- Two teams of four, sitting
- Reduce the court size to 10m x 6m
- Don't forget to lower the net!
- Players keep their buttocks in contact with the floor when playing the ball
- Players shuffle into position to play the ball - use your hands on the floor to help you move
- The ball is touched three times before it goes over the net. Any less is a point to the other team
- First to ten points wins
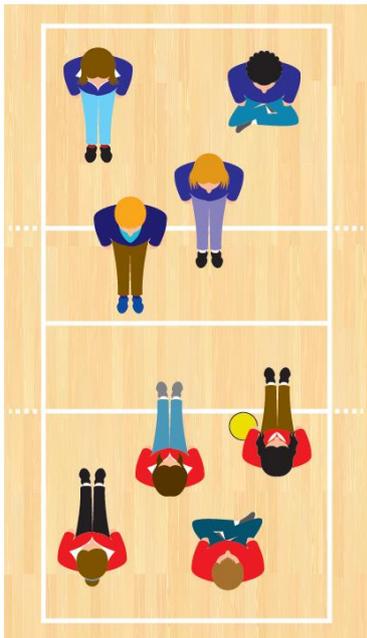
Variations
1. Start with a beach ball or a balloon to make it easier
2. Players can catch the ball first and then volley it to a team-mate
3. Rotate everyone around the court, to make sure everyone gets a touch of the ball

Top Tip: Be ready - anticipate the ball, movement is key! Page Break

Challenges
The challenges may require a net or not… but can also adapted to suit your session

Challenges that require a net

**1v1 Different catch** (very young players)
- Players compete against each other by throwing the ball (underarm) over the net
- Player 1 decides how the players will catch the ball e.g., above head height
- Play first to 3 points (Set 1)
- Player 2 now decides how to catch the ball e.g., between the knees
- Play first to 3 points (Set 2) …. etc

Volley Golf (Individual)
- Player self-feeds above forehead and volleys the ball into/onto the target
- Players start in various places and move from 'hole' to 'hole' until they have completed the 'golf course'

Pairs Volley Golf (Pairs/Teams)
- Player 1 self-feed volleys the ball (rainbow) to Player 2
- Player 2 volleys the ball over the net towards selected target
- Players start in various places and move from 'hole' to 'hole' until they have completed the 'golf course'
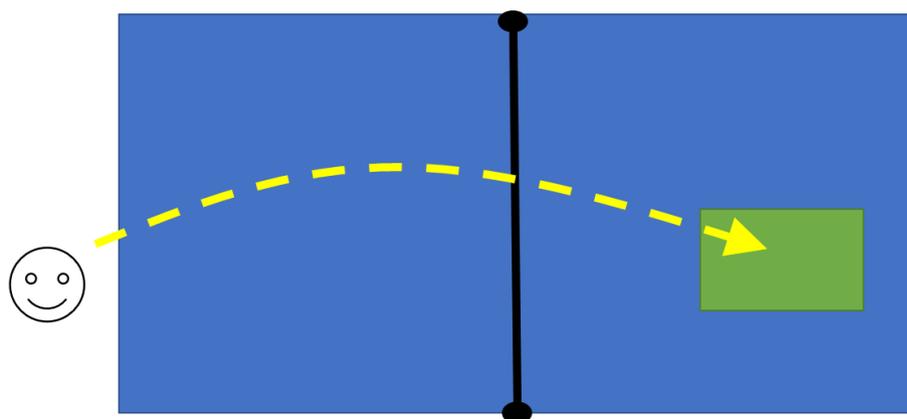
Service/Spike to target:

- Players/teams try to serve or spike into the target over the net:
  - Adding more target of different sizes and distance
  - Number of times the target is reached within 10 attempts
  - Number of times the target is reached in a row
  - First player/team to hit the target 3 times

Sitting Service/Spike targets:
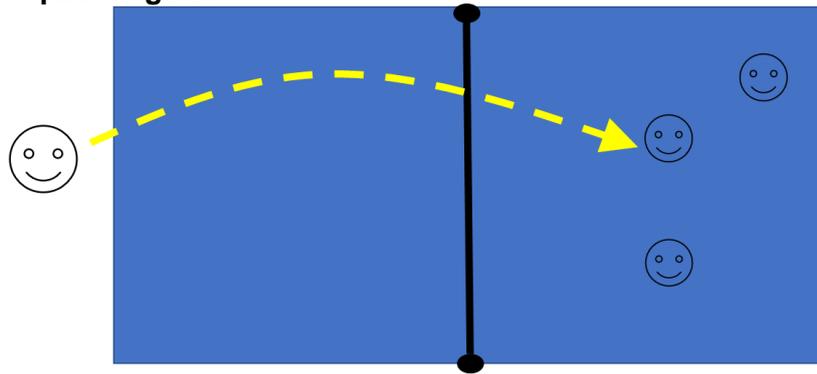
- Some players sit on one side of the net, the last player from the team serve at them.
- When a player catches the ball while sat, they join the server
- When all the players became servers, the team has completed the challenge
- Two teams can compete against each other – serving from one end of the court each
- Teams can have limited attempt to complete the task

Volley/Dig (Individual):

Volley/dig the ball into a target in the other side of the net
- Add more targets
- Each target has a value – reach 10 points

Volley/Dig (pairs):

Volley/dig the ball 10 times in a row over the net
- Touch a line/point in front after each contact
- Touch a line/point on the side
- Touch a line/point depending on the contact used.
- Make a tuck jump after each contact

Move along the net while passing the ball over
- Only volley
- Only dig
- Either skill

No Net required

Service/Spike – *Zone 1 or Zone 4*

Players try to serve or spike into the target:
- Adding targets of different sizes and distance
- Number of times the target is reached within 10 attempts
- Number of times the target is reached in a row
- First player to hit the target 3 times

Volley/ Dig (Individual): -- *Zone 2-3-5-6*
- Volley/dig the ball 10 times in a row
- Volley/dig the ball 10 times in a row – Clap your hands after each contact
- Volley/dig the ball 10 times in a row – Clap your hands in front of you and behind you after each contact

Volley/Dig (Pairs): -- *Zone 1 or Zone 4*
- Volley/dig the ball 10 times between the pair
  - Touch a line/point in front after each contact
  - Touch a line/point on the side
  - Touch a line/point depending on the contact used.
  - Make a tuck jump after each contact
- Move from one place to another while passing the ball to each other using
- Only Volley
- Only dig
- Alternate both
- Either shot
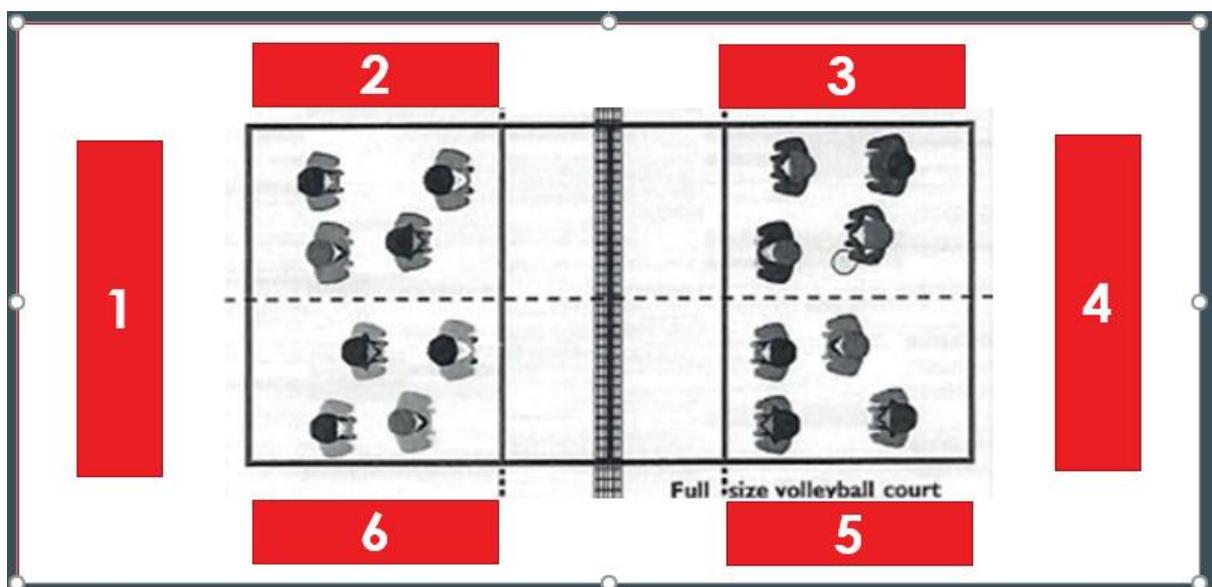
How to Cards
You may want to print the cards and laminate them or put them in plastic wallets to share with the participants.

CARD 5:
SERVE

Ready for Action
● Stand sideways left foot forward for right handers/right foot forward for left handers – point the big toe of your front foot in the direction you want to serve
● Create a fist by clenching your hand and keeping your fingers flat

Right Place Right Time
● Hold the ball in-front of you in an open hand
● Keep your arm straight, swing your arm forwards to point in the direction you want to send the ball

Ball Contact
● Contact underneath the ball with your hand

Finish Link and Reset
● As you strike the ball, move forwards in the direction you want to send the ball
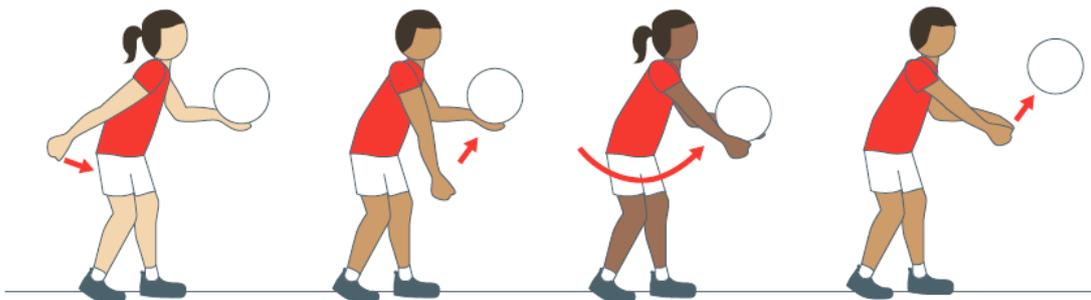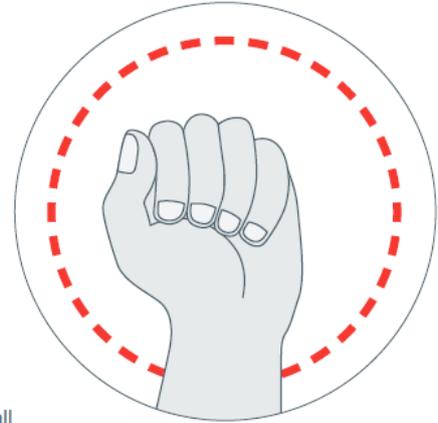
CARD 6:
DIG

Ready for Action
● Start Ready for Action

Right Place Right time
● Keep facing the direction the ball comes from
● Move quickly to get to the point of contact with the ball before it arrives
● Bend your knees and keep your feet still and balanced before you contact the ball

Ball Contact
● Fully extended and straighten your arms, heels of the hands together to make a platform
● Contact the ball between wrist and elbow
● Keep your arms still, don't swing them
● Push from the floor, extend your knees slightly, to play the ball
● Keep your shoulders slightly forwards

Finish, Link and Reset
● Play the ball and follow through with your whole body
● Send the ball with a rainbow flight
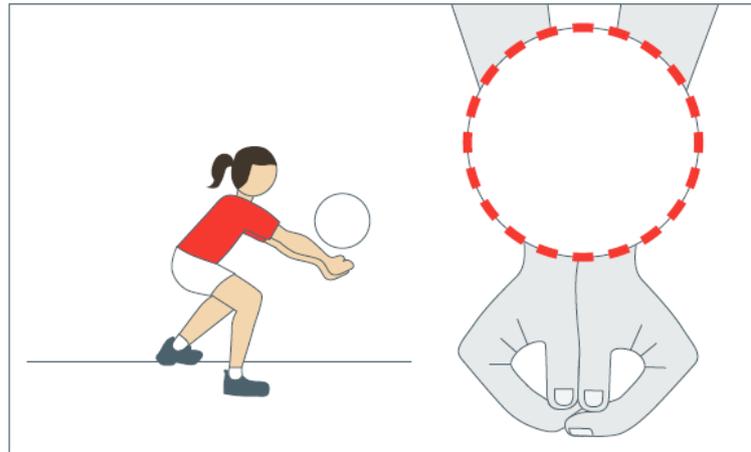
CARD 7: VOLLEY

Ready for Action
● Be in the Ready for Action position

Right time Right place
● Move quickly to get to the ball
● Place your hands above your head as soon as possible
● Bend your knees and keep your feet still and balanced before you contact the ball

Ball Contact
● Form the shape of the ball with your hands
● Play the ball above and in front of your forehead
● Push from the floor, through your legs and body to send the ball up
● Face your shoulders in the direction you want to send the ball

Finish, Link and Reset
● Push and follow through upwards to send the ball with a rainbow flight
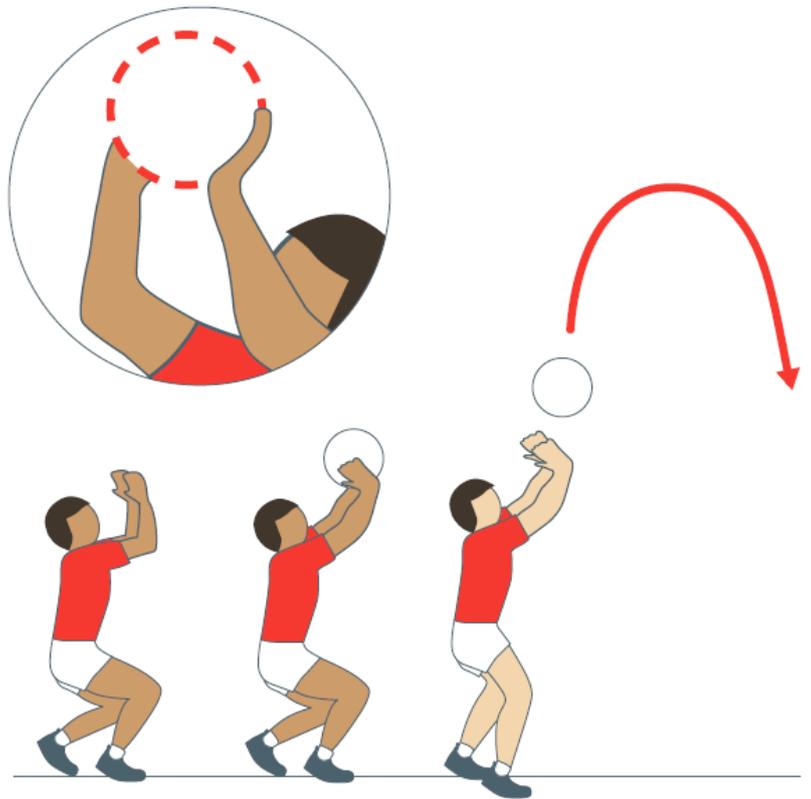
CARD 9:
SPIKE

Ready for Action
● Keep the ball between you and the net
● Face towards the Setter

Right Place Right Time
● Jump off two feet, with the left foot slightly in front (for right handers)
● Take both hands up as you jump, to gain height
● Time your jump after the ball has been set

Ball Contact
● Aim to play the ball in front of your body at the top of your reach
● Use a full open hand to hit the ball
● Your hand contacts the top of the ball

Finish, Link and Reset
● Land balanced on two feet on your side of the net

RIGHT   LEFT