Select the structure of your event.

6v6 guidance or 4v4 guidance for U14 / U15 Tier 2 hosts

Access the contact details for your opponents on VolleyZone. (Information to follow).

Send a confirmation email to teams in the group to share event details.

Ensure that safeguarding requirements are met.

Read and understand the Junior Competitions Regulations and code of conduct.

Preparing the results spreadsheet. The method of recording results is via Google Sheets.

Print all materials as necessary: scoresheets, spare team sheets, pool tables.

Complete risk assessment (template available if required).

Recruit volunteers for supporting roles on the day.
PRE-EVENT

1. **Brief volunteers** supporting the event

2. Set up a **registration desk** for teams to check in on arrival

3. Set out **scorer's tables and scorers' sheets**

4. Put up the **event schedule** around the venue

5. Please **meet and greet** all teams on their arrival

6. Collect **2 teams' sheets per team** (store one away and take the other to the scorer's table)

7. Deliver **event briefing** *(template available if required)*
Check venue and equipment safety throughout.

Update the results on Google Sheet and / or paper results sheets.

Ensure the competition runs to time.

Support volunteers throughout.

Ensure safeguarding requirements are met (including photography / media consent).

Manage any disputes in accordance with regulation (R. Disputes).
POST-EVENT

1. Ensure that all teams check and take photos of the results before leaving the venue.

2. Take photos of team sheets and email to competitions@volleyballengland.org. Checks will then take place for player eligibility.

3. Update the results use the Google Sheets.

4. Report issues to competitions@volleyballengland.org by the evening of the competition.

5. Store the scoresheets in a safe place until the end of the season. They can be used as proof to settle any potential disputes.

6. Share any photos and success stories of the event with Volleyball England. We want the competitions to be very visible on social media.