



**2016-2017**  
**INDOOR COMPETITIONS**  
**HOSTING POLICY**

## **VNB Host Responsibilities and Guidelines**

Any VNB Registered team is eligible to Host a VNB Sanctioned Tournament. Teams wishing to host a tournament are asked to read the VNB Tournament Host Responsibilities and Guidelines. Below is a step-by-step guide to hosting a VNB Sanctioned Tournament. It will provide you with the details of what you need, who to contact and what to expect:

### **Important Dates**

#### **Fall Season (13U to 18U age groups)**

August 29th, 2016 – Tournament #1 request date opens (first come first serve basis)

October 17<sup>th</sup>, 2016 – Tournament #2 request date opens. Team may request to host their 2<sup>nd</sup> (or more) tournament on vacant weekends.

#### **Senior Season**

October 3rd, 2016 – Tournament #1 request date opens (first come first serve basis)

November 14<sup>th</sup>, 2016 – Tournament #2 request date opens. Team may request to host their 2<sup>nd</sup> (or more) tournament on vacant weekends.

### **Step 1 – Picking a Date**

Two tournaments of the same division will not be hosted on the same day (i.e. two 15U Female). Tournament dates will be given on a first come, first serve basis.

### **Step 2 – Booking a Gym/officials**

It is the club/teams responsibility to book a gym for the tournament. This can be done by contacting the school board in your area and apply for a permit for the dates that your club/team is interested in hosting. Your permit may have to include the use of the volleyball poles, referee stands, score tables, benches, score cards, antennae, nets and possibly the use of the changing rooms or an additional class room. You may also have to ask for permission to set up a concession stand. The school board you are dealing with may require a certificate of insurance. As a full member in good standing with VNB your club/team is fully covered by our insurance. Please contact the VNB Program Coordinator and request your certificate of insurance. You may have to pay for the permit/use of the gym prior to the event. This money will be recovered from the entry fees you will charge.

The club/team is also responsible to ensure that officials are available for the tournament on the date of the tournament you are hoping to host. Please see below for the Zone Assignor's contact information of your region.

### Zone Assignors

Zone 1 - Edmundston Rita Levesque <a href="mailto:rita.levesque16@gmail.com">rita.levesque16@gmail.com</a>	Zone 5 – Moncton Mark Gough <a href="mailto:MonctonVolleyball@gmail.com">MonctonVolleyball@gmail.com</a>
Zone 2 – Nackawic Jody Crawford <a href="mailto:jody.crawford@nbed.nb.ca">jody.crawford@nbed.nb.ca</a>	Zone 6 - Miramichi Loretta Gorbett <a href="mailto:Loretta.Gorbett@nbed.nb.ca">Loretta.Gorbett@nbed.nb.ca</a>
Zone 3 – Fredericton Matt van Raalte <a href="mailto:mattvanraalte@rogers.com">mattvanraalte@rogers.com</a>	Zone 7 - Bathurst & Acadian Peninsula Charles Comeau <a href="mailto:clmrc@nbnet.nb.ca">clmrc@nbnet.nb.ca</a>
Zone 4 - Saint John Peter Taylor <a href="mailto:peteretaylor68@gmail.com">peteretaylor68@gmail.com</a>	Zone 8 - Campbellton Mae Cameron <a href="mailto:mae.cameron@nbed.nb.ca">mae.cameron@nbed.nb.ca</a>

### **Step 3-Submitting a VNB Host Application Form**

Fill out the VNB Host Application Form and submit it to the VNB Program Coordinator electronically at: [vnbcoordinator@nb.aibn.com](mailto:vnbcoordinator@nb.aibn.com). VNB's Program Coordinator will contact you to confirm they have received the form and if you were successful in your application.

**\*Submitting a host application form does not automatically guarantee your club/team will host on the requested date. All fields on the form must be filled out before being accepted by VNB's Program Coordinator\***

#### **Step 4- Running a VNB Tournament**

Once you have been informed that you won the right to host a sanctioned tournament teams will be able to register for your tournament through the VRS system. You can visit the VNB Website ([www.vnb.nb.ca](http://www.vnb.nb.ca)) to download score sheets, wall charts, line-up cards and results templates. A minimum of 4 teams is needed to run a tournament (3 registered online + the host team, for exp.) VNB allows 4 teams per court to ensure the tournament ends at a reasonable time for teams to return home after the event. (2 courts = 8 teams, for exp.)

Your club/teams responsibilities in running a VNB tournament include: gym set up, tournament coordination, providing score keepers, identifying a tournament director (they will be the 'go to person' during the event) and contacting your officials zone assigner. VNB also encourages hosts to set time aside after the gold medal match to make presentations and recognize the winning team.

#### **Step 5- Tournament Wrap-up**

At the completion of your tournament please collect all score sheets and keep them in a file that you will give to VNB's Program Coordinator at the VNB Provincials. *\*These score sheets are used if an appeal or question about your tournament comes up\** Next take a look at the results template and submit the required information of your tournament results via e-mail to the VNB Program Coordinator by **SUNDAY AT 7P.M.** VNB needs these results before Monday to update rankings and prepare for the following weekends tournaments.

If you have any questions please contact VNB Program Coordinator at:  
[vnbcordinator@nb.aibn.com](mailto:vnbcordinator@nb.aibn.com)

I have read all the steps to host a great event and understand what I, the event coordinator, have to do.

\_\_\_\_\_ (Initials or first name)

## Hosting Procedures

### Tournament Allocation

VNB will determine allocation of tournaments to hosts by ensuring the following criteria are met:

- Tournament Host serves the teams in the league and allows all areas of the province to host and promote the sport of volleyball in their area.
- Allows equal opportunities for all clubs to host.
- A first come first serve basis will be used in situations when the criteria above is fulfilled.

### Tournament Schedules

Tournament schedules will be facilitated by VNB (unless otherwise specified) and sent out at least 3 days prior to the scheduled tournament.

VNB will work in cooperation with the host committee to ensure the following criteria are met:

- Each team will receive a minimum of 6 sets.
- No team will play more than twice in a row (unless requested).
- Each round robin match will be given a 50 -1 hour time slot.
- Each 2 of 3 match will be given a 1 hour and 10 minute – 1 hour and 15 minute time slot.
- Each 3 of 5 Match will be given a 1 hour and 30 minutes - 2 hour time slot.

In the event that teams default after Friday at 4:00pm the responsibility will be placed on the host committee to do their best to ensure that the above criteria are met. Every situation and circumstance cannot be foreseen and interpretation as to how the tournament shall proceed is left up to the host committee.

### Tournament Seeding

A serpentine seeding system will be utilized to place teams into pools. The system will first seed teams that have already participated in tournaments of the current season. Teams who are participating in their first tournament will then be seeded based on the previous year's provincial results.

VNB reserves the right to adjust the seeding in order to avoid teams from the same club/area from playing in the same pool in the preliminary draw as well as if teams need to travel a lot more than other participating teams.

## Tie-Breaking Procedures as well as ranking teams for the playoffs

Vocabulary for tie-breaking

Match = best of 3 OR best of 5

Game = set (2/2 OR 3/3)

The following Volleyball Canada Rules will apply, in the following order, in the event that two or more teams are tied at the end of round robin play:

- a) The team having the best ratio of won/lost matches, considering matches between the tied teams, will be ranked higher;
- b) The team having the best ratio of won/lost games, considering matches played between the tied team, will be ranked higher;
- c) The team having the best ratio of won/lost games, considering all matches of the round, will be ranked, higher;
- d) The team having the best ratio of points for/against, considering games played between the tied teams, will be ranked higher;
- e) The team having the best ratio of points for/against, considering all games played during the round, will be ranked higher;
- f) As determined by the Organizing Committee (e.g. extra game, toss of coin, etc.)

When you apply this rule to break a tie you should follow this sequence:

- 1) When two teams are tied, the tie-breaking criteria are applied one after the other until the tie has been broken.
- 2) When three or more teams are tied, the tie-breaking criteria are applied one after the other until all the tied teams have been ranked.

Note: This means that if there is a tie among teams X, Y, Z and criteria "b" is able to determine X as first, Y as second and Z as third, then no further criteria are to be used. The tie is broken. However, if criteria "b" determines X as first and there is still a tie between Y and Z then the ranking of the remaining teams will be determined by proceeding to criteria "c" and so on, if necessary. Do not start at "a" again. Continue through the sequence of criteria. Also, please note that when the number of teams are not even in each pool, VNB will respect a perfect record and rank that team first of their pool. After ranking the teams within their pool, the ranking for playoffs will be done by using points for/against.

In conclusion, here are the steps to follow:

- 1- Look if the teams in question have played each other, the tie break goes to the winner of that game
- 2- If no matches (best of 3 OR best 5 – this determines a clear winner) have been played, you must do the won/lost game ratio
- 3- If you still have a tie or have not ranked all the teams, you will do a point ratio. (Add all the points the team has won divided by the sum of the points lost)

4- Last resort, coin toss.

### Tournament fees and Charges

Tournament hosts will set a registration fee based on their host expenses and the current season's acceptable rates.

Host teams will be charged an expense for officials used during their tournaments. VNB will pay the officials for the hosts following the events. For 2016/17 there will be a 10% administrative fee charged to each tournament. This fee has remained the same from 2015/16. This helps offset VNB costs of scheduling, planning, promoting and paying the officials for the events. Portions of the administrative fee also cover the cost of the registration system and the PayPal fees.

Following the completion of your tournament VNB will send you an expense form detailing the money you received for team registrations and the charges that occurred during your event. VNB will then cut you a cheque and mail it to you.

### Tournament Awards

It is at the discretion of the host committee to:

- To give out team awards based on their performance
- To give out individual awards, such as MVP's and all stars.

It is recommended that the host acknowledges the finalist after the gold game.



League Tournament Hosting Info Sheet

Name of Tournament: \_\_\_\_\_

Tournament Contact: \_\_\_\_\_  
(Name and Telephone number – this will appear on the schedule)

Age Category: \_\_\_\_\_  
(Class and Gender)

Tournament Entry Fee: \_\_\_\_\_

Cheque made payable to: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Tournament: \_\_\_\_\_  
(City)

Facility used for Tournament : \_\_\_\_\_

Number of courts available: \_\_\_\_\_

Canteen available: (yes or no) \_\_\_\_\_

Date of Tournament: \_\_\_\_\_

Start Time of Tournament: \_\_\_\_\_

Expected End Time: \_\_\_\_\_

Maximum teams in tournament: \_\_\_\_\_

PLEASE KEEP YOUR SCORESHEETS AND BRING THEM TO PROVINCIALS – THANK YOU