



VNB Host Responsibilities and Guidelines

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

Step 1 – Picking a Date

Take a good look at the competitions calendar and determine which date would be best for your club to host.

Step 2 – Booking a Gym

It is the club/team responsibility to book a gym for the tournament. This can be done by contacting the school board in your area and applying 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 classroom. 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 Director of Operations 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 more than likely be recovered from the entry fees you will charge.

Step 3-Submitting a VNB Host Application Form

Fill out the VNB Host Application Form found here - <https://forms.gle/UqhXSsfRHGqXdFiB6>
VNB's Director of Operations 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.***

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 (volleyballnb.org) to download the materials needed for the tournament.



Hosts Responsibilities

- Name a tournament director who will be on site
- Tournament setup and tear down
- Pay the appropriate authority for the gym
- Manage the tournament on-site
- Offer a canteen if you can
- Enter the match results in ISET at the completion of each match (this can be the tournament director or another designated person)
- Hosts may provide medals, but they are not required to do so

Volleyball New Brunswick Responsibilities

- Manage the registration system and collect the registration fees
- Update the host on registration
- Complete the tournament schedule by the Wednesday prior to the tournament
- Inform the Officials' Zone Assignor of the tournament so they may schedule the officials
- Pay the Officials
- Pay the VNB administration fee
- Pay the hosts the remaining balance from registration fees collected.