

HOSTING TIPS and PROCEDURES

LIST OF MATERIALS TO BRING

- Markers/Pens
- Tape
- Calculator
- White-out
- Extra paper

AT THE BEGINNING OF THE DAY

- Set up nets and antennae
- Set up the officials stand
- Set up tables and chairs for scorekeepers
- Set up benches for players/chairs for coaches
- Set up chairs for spectators

ON EVERY SCORE KEEPERS TABLE:

- Tape a copy of the schedule to the table
- Pens for scoring
- Score sheets for each round
- Line-up cards for coaches

AROUND THE GYM:

- Tape the main score boards (pool/playoff charts from OVA) in a prominent place outside the gym with a copy of the schedule
- Tape a copy of OVA tie-breaking procedures near the score boards located in the Competitions Manual
- Tape court markers to the wall to make for clear identification (Court 1)

DURING THE TOURNAMENT:

- Collect all white copies of the score sheets at the end of each match (these sheets must be sent to the OVA office after the tournament)
- Have only **1 person** mark the results on the score boards to ensure consistency
- Post all game results on the score boards ASAP
- Do “garbage duty” periodically—try to keep the gyms as clean as possible (talk to coaches and try to have players clean up after each game)
- Give head official tournament host evaluation

FILL OUT THE FOLLOWING TOURNAMENT INFORMATION SHEETS:

- Tournament results (8, 9, 10 or 12 Team Results Template)
- Hosting expense claim
- Sign up sheet for visiting coaches or recruiters
- Accident form if needed

AT THE END OF THE DAY:

- Collect tournament host evaluation from head official
- All tables, chairs, nets, etc... have to be put away (custodians are very helpful, but do all you can to lend a hand—this helps with re-booking the same facility for a future event)
- Make sure all volleyball equipment goes back into the proper box (if used at your site) including antennas, sleeves, flip cards, chairs, benches, and nets.

AFTER THE TOURNAMENT:

- Once your club/team has finished all their hosting duties send all white copies of score sheets, game balls, extra medals back to the OVA office. DO NOT SEND Pool boards or Play off Charts. See address on this letterhead
- Please send results to: results@ontariovolleyball.org within 24hrs of the event

After Hosting an OVA Tournament**Sending in the Results (only via email)**

1. Hosts using the TIMU.ca scoring platform
 - a. Once all results have been inputted into the TIMU.ca scoring platform, click on menu --> Submit
 - b. The OVA results template will then automatically populate with the results entered throughout the day.
 - c. Click on the "results@ontariovolleyball.org" email address at the top of the automatically generated results page which will email the results to the OVA
2. Hosts not using the TIMU.ca scoring platform
 - a. To retrieve the Results Template. www.ontariovolleyball.org > Clubs > Hosting Tournaments > Results Template (Choose either the 8,9,10 or 12 Team Template)
 - b. Enter the tournament results onto the Results Template (electronically). Once this task has been completed, save the document to a location that you will be able to locate on your computer (may be easy find if it is saved on to your desktop).
 - c. Please send the results via email to the OVA office within **24hrs of the event**. Create a new email > Enter the appropriate Program Coordinator's email address > Attach Locate Results Template file > Send
 - d. **NOTE:** Results must be sent to the OVA office no later than the Sunday night after your tournament by 11:59pm. If the results are not submitted to the OVA office by this time a \$20.00 per day will be deducted from the hosting fee (as per the Youth Competitions manual).

Please **EMAIL** results to: results@ontariovolleyball.org

Sending in the Hosting Expense Claim

1. Please visit the OVA website and view the following:
www.ontariovolleyball.org > Clubs > Hosting a Tournament, Click on Hosting Expense Claim Form (this form can also be found in the hosting package).
2. Please complete the Hosting Expense Claim form and send by email/fax/mail to the OVA office as soon as possible. Please send in facility invoices with the Hosting Expense Claim. **NOTE:** hosting claims without facility invoices cannot be paid out.

Sending in the Hosting Package

1. Please return all left over materials (score sheets, medals and volleyballs) to the OVA office within one week, via regular mail. Please do not return the balls if you are hosting multiple events.

Sending in Post Tournament Report

Please list any incidences or issues that have arose from the tournament on the Post Tournament Report Form. For example: teams that do not fulfill officiating duties, teams that do not obey facility rules, etc.