

## HOSTING TIPS and PROCEDURES

### 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:

- Place a copy of the schedule on the table (can use sticky tac)
- Pens for scoring
- Score sheets for each round
- Line-up cards for coaches

### AROUND THE GYM:

- Use the provided sticky tac to hang these posters around the gym:
  - Heads Up – Enter at Your Own Risk
  - Mandatory Warmup
  - Rowan's Law
  - TIMU
  - Become a Ref
- Tape court markers to the wall to make for clear identification (i.e., Court 1)

### DURING THE TOURNAMENT:

- Collect all white copies of the score sheets at the end of each match (these sheets must be saved throughout the year and dropped off at the Ontario Championships)
- Update your results as soon as you have the scoresheet in your event on the TIMU.ca web app.
- 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)

### FILL OUT THE FOLLOWING TOURNAMENT INFORMATION SHEETS:

- Hosting expense claim
- Accident or Incident form if needed

### AT THE END OF THE DAY:

- 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 Hosting an OVA Tournament

#### **1. Sending in the Results (only via email)**

- 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.
  - Please include in this email any sanctions that occurred during your event. Please include the individual's name, team name and colour of card for any sanctions given out during the event.

#### **2. Sending in the Hosting Expense Claim**

- a. Please complete the Hosting Expense Claim form located [HERE](#) and send by email to [accounts@ontariovolleyball.org](mailto:accounts@ontariovolleyball.org). Please send in facility invoices with the Hosting Expense Claim. NOTE: hosting claims without facility invoices cannot be paid out.

#### **3. Sending in the Hosting Package**

- a. Please keep all volleyballs/completed scoresheet and supplies until you have finished hosting for the season. All hosting materials can be dropped off at the 2024 Ontario Championships.
  - Please DO NOT THROW OUT COMPLETED SCORESHEETS. All Completed scoresheets can be included in your hosting materials drop off at the Ontario Championships in April.





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