



Volleyball Alberta 2022 Indoor Venue Coordinator Job Description

(Contract Position on weekends throughout the indoor club season February to May – please note that the number of venue coordinators will vary weekend to weekend, and you may not be asked to work every weekend.) [Tournament Schedule](#)

Volleyball Alberta venue coordinators are required to be fully vaccinated against Covid - 19 by January 16, 2022, or hold a valid exemption and be able to comply with the Restrictions Exemption Program of all venues used by Volleyball Alberta. Staff will be required to maintain fully vaccinated status while being employed by Volleyball Alberta.

Venue Coordinator General Responsibilities

- Pick up tournament kits from the Volleyball Alberta office prior to the tournament after consulting with Volleyball Alberta staff.
- Verification of all supplied equipment (check list included in appendices).
- All venue coordinators must wear the Volleyball Alberta staff vest throughout the tournament.
- Set up and take down of all necessary equipment.
- Management of tournament venues in conjunction with respective facility staff.
- Assist with facility Covid – 19 protocols
- Adjustment of net heights when necessary.
- Track score sheets with notable items in the Sanctions/Remarks section. Separate these score sheets from others and submit to the Program Director when dropping off the kit.
- Presentation of medals and awards.
- Daily social media updates.
- *Edmonton Staff: assist with setup & teardown of the Volleyball Alberta Pop Up Store at Saville.*
- Event staff should maintain a list of Recruiters at their venue (if any).

Facility Set-up

- Volleyball specific facilities: Venues such as the Saville Centre, Rally Pointe and Talisman Centre - the courts should be setup prior to your arrival.
- **Non-Volleyball specific facilities:** Local high schools will require the venue coordinator to set up and organize all nets, team benches, score tables and spectator seating. Primary point of contact to access the equipment will be the school janitorial staff. Introduce yourself, ensure you know where the janitorial staff can be reached throughout the weekend. Request their contact information.
- Each court should receive:

- Volleyball
- Score sheets and pens
- Line-up cards
- Flip score card (if not supplied by local institution)
- Line Judge flags (2)
- Establish a control table in the general area of the facility and stow all extra equipment (blood kit, tournament binder, completed score sheets, etc.)
- Post the following items:
 - Tournament schedule
 - Pool Sheets
 - Playoff Sheets
 - Team List (if provided)
 - Spectator conduct sheet

Roster Verification Procedures

- Prior to every Premier and Provincial Championship, the head coach of the team will be required to formally verify their roster for that event.
- On the first event day, prior to competing in a match, the head coach must come to the venue coordinators station and review and verify the roster.

Social Media

- Send Content (photos, videos-short ideally no more than 90 seconds, boomerangs etc.) with a description (team, venue, age). Content should be sent multiple times throughout the day. On Sundays please make sure to get photos of the medal winning teams.

Time Management

- All teams and referees are aware of the minimum ten (10) minutes of on court warm-up time.
- If courts start running behind schedule, a reminder may be necessary for the teams and referees that the ten (10) minute period is to start as soon as the court is available to the teams.

Event Management

- If you are courtside at the end of a match, remind the coaches that they are responsible for cleaning their benches prior to departing.
- Regular trips throughout the facility will be required to ensure that teams and spectators are being respectful of the facility space.
- The following items are **not permissible** at Volleyball Alberta events:
 - Warming up in hallways.
 - Posting of personal sponsorship banners or items.
 - Bringing coolers, cookware, large containers or boxes of food into facilities.
 - Speakers playing music in venues.
 - Congregating and congesting the main hallways.

Posting of Results

- Collect completed score sheets at the end of each match.
- Make initial recordings into the tournament binder.
- Make secondary recordings onto the public results board.
- Post results after each round into the Google Doc for public viewing.
- In the event of a tie between two or more teams, follow the instructions for tie-breaking procedures (see appendices).
 - Prior to tie breaks becoming official one other staff member must verify the tie has been broken correctly.
- File all score sheets after results are correctly recorded.

At the end of the event, ensure that all information is accurately recorded in the tournament binder, so Volleyball Alberta has a complete record of results.

End of Day Responsibilities

- Collect the volleyballs, score sheets, line-up cards, etc. from the courts.
- Ensure all results are accurately posted.
- Flag scoresheets with comments in notes to give to Referee Program Director
- General facility tidying. May be required to pick up larger pieces of refuse and recycling.
- Gather all lost and found items (water bottles are not considered lost and found).
- Return all items to Volleyball Alberta (at conclusion of Sunday competition).

Medals, Prizing and Presentations

- For gold/silver and bronze medal matches, have the teams line up on their respective attack lines at the end of the match.
- Congratulate both teams on a great tournament.
- Recognize the team name and the corresponding medal won by that team
 - **13U Events only:** Consolation medals are presented to the team winning the back half of the bracket. These medals can be passed directly to the coach with congratulations to the athletes.
- 15 medals are provided per team. Please return any extras medals.
- Provincial Championship events will have a specified level of prizing that is identified in advance for the divisional winners.

Referees

- All referees will be informed of tournament specific rules.
- During the initial set-up at the start of the day, introduce yourself so the referees know who's responsible for coordinating the venue.
- Most large venues will have a Referee Evaluator on site. This individual will be available to assist with all matters relating to refereeing (exchange cellphone number for communication)

- Please fill out the referees tracking form for any unusual occurrences (E.g. late referees, missing referees, etc.) and/or advise the Referee Evaluator.
- Referees are expected to be on site for an event 30 minutes prior to the scheduled start time of the match.

Protests

- A formal protest is to be dealt with on site, at the time of the occurrence and prior to the resumption of the match.
- Procedures for management of a protest are included in the appendices.
- Members of the jury include:
 - Referee Evaluator
 - Venue Coordinator
 - Volleyball Alberta staff member

Forfeits and Defaults

- Volleyball Canada rules will be applied with regards to forfeits and defaults.
- All matches shall start on time as scheduled.
 - Failure of a team to be ready to play at the scheduled match time will be penalized by the loss of the first set by forfeit.
 - A further 15 minutes will be allowed before forfeiture of the second set.
 - In the event of a delay caused by the previous match, the ten (10) minute warm-up period will be granted.
 - Please contact Volleyball Alberta staff prior to defaulting a team, as there may be extenuating circumstances to be considered.
- Teams are not allowed to withdraw/drop out of an event without a valid reason.

Spectator Matters

- All spectators at Volleyball Alberta events are expected to comply with the terms of Spectator Code of Conduct posted at the event.
- In the event of minor behavioral issues, with support from the Head Coordinator, Referee Evaluator or Volleyball Alberta staff, a warning will be provided to the spectator(s). This warning will address the behavior in question and serve notice that if continuing behaviors are observed or exhibited, the individual(s) will be asked to leave the venue for the duration of the event.
- Any verbal abuse directed towards a player, coach, official, other spectators, tournament staff or facility staff will not be tolerated. The individual will be asked to leave for the duration of the event.
- If a spectator refuses to vacate the venue, notify facility staff to contact Security or Management to facilitate in the removal of the individual(s).

Emergency Protocols

- In the event of an injury/emergency, venue coordinators will likely be the first to arrive onsite.

- In the case of a significant injury, request the assistance of facility staff.
 - Facility staff will be responsible for implementing their established emergency protocols (contacting of ambulance, etc.).
- In the case of a venue emergency (fire, etc.) the facility staff will be responsible for executing their emergency evacuation procedures.
- Should the emergency/injury require play to be delayed or cancelled, please contact Volleyball Alberta at the earliest possible opportunity.
- Please refer to the Emergency Action Plan (EAP) in the tournament binder.

In addition to the Venue Coordinator's General Responsibilities: The Head Venue Coordinator will have the following additional responsibilities.

Head Venue Coordinator Responsibilities

The following will be done the week prior to the tournament :

- Prepare Tournament Binder
- Create Google Documents, give Venue Coordinators editing access, and post viewing link to VA website. Monitor for completion/accuracy
- Prepare kits for each venue

The following will be done on the weekend during the tournament

- Tournament Responsibilities:
 - Guide venue coordinators throughout the tournament; communication, problem solving, monitoring, assist when necessary (ie. Protest, code of conduct violations, facility issues)
 - Overseeing tie breaks
 - Liaise with Program Directors when necessary situations arise
- Extra Equipment (to be stored in the coordinators vehicle)
 - Net
 - Antennas
 - Score Sheets
 - Line Up Cards
 - Balls (1 or 2 of each ball)
 - Medals (1 set of each medal)

Please email resumes for Calgary and Area, and Red Deer to Ray Sewell by January 26:

rsewell@volleyballalberta.ca

Please email resumes for Edmonton and Area to Jim Plakas by January 26:

jplakas@volleyballalberta.ca