



Volleyball Alberta – Hosting a Tournament Best Practices

Volleyball Alberta registered clubs in good standing that want their 12U-18U tournament covered under the Volleyball Alberta insurance policy (providing coverage for all members participating in the tournament under our plan) can apply for tournament sanctioning.

VA Best Practices for hosting a tournament

- Book your facility
- Register as a Club member with Volleyball Alberta
- Submit your event to Volleyball Alberta to become a Sanctioned Event
- Request referees
- Submit a list of teams attending event
- Scheduling
- Staff

Booking your Facility

Volleyball Alberta considers the below to be best practices for competition facilities.

- Court space: 2m of free space - 15U or less, 3m+ of free space = any age class
- Ceiling height of 28ft or more
- Ball control between courts – curtains or netting
- Net systems that include a net, antennas, posts, and post pads. Single- cylinder telescope posts are preferred and considered safer than tri-pod style posts.
- Referee stands and padding
- Tables and chairs available for headquarters, benches and score tables
- Bleachers or chairs, enough to seat about 75 people per court, outside of the free space.
- Access to bathrooms
- Confirm/create an Emergency Action Plan
- Parking availability

Register as a Volleyball Alberta Member

VA Club Registration and Membership:

It is the host responsibility to ensure that all clubs registered in the tournament are members in good standing with Volleyball Alberta by using the [2026-2027 Club Registry LIST OF CLUBS BY CATEGORY.pdf](#) Athletes that participate in Club Hosted Tournaments, Premiers, Provincials, or Nationals, must have a Youth Competitive Player – Indoor membership.

VA Sanctioned Event Submission

Volleyball Alberta registered clubs in good standing that want their 12U-18U tournament covered under the Volleyball Alberta insurance policy (providing coverage for all members participating in the tournament under our plan)

This form needs to be submitted 4 business weeks the tournament start date to provide enough time for sanctioning approval and referees to be assigned. If the tournament is not submitted 4 weeks before the tournament date a \$100 late fee will be sent to the organizer of the tournament.



Approved tournaments will be posted as sanctioned on our website within 3 business days of being sanctioned.

Volleyball Alberta requires the organizer to:

1. Submit Club Hosted Event Form
2. Confirm all teams are registered competitive members of Volleyball Alberta, Provincial Association & Volleyball Canada prior to participating so the tournament can be insured.
3. If there is interest from an out of province team, the organizer will submit the team's name and province to: ageclasscoordinator@volleyballalberta.ca, so VA can confirm membership with the team's Provincial Sport Organization. VA encourages host organizers to do this as soon as possible to ensure the tournament can be sanctioned.

Once sanctioning is confirmed by Volleyball Alberta, it is time to request referees.

Request Referees

Please submit the information below 4 weeks prior to the tournament so the assignor has time to assign referees:

- Tournament Name, Location & Dates
- Age Category
- Match Type (Best of 3 or Best of 5)
- # of Courts and # of Matches on each court (attach schedule if possible)
- Contact Name and Information of Payee
- Tournament schedule

Volleyball Alberta will do our best to provide certified referees for your tournament; however, this may not be possible based on the demand and number of events happening on your tournament date. Requests for referees must be made via email to your Zone Referee Assignor (see below). If certified referees cannot be provided the tournament must utilize approved registered Volleyball Alberta members (screened Persons in Authority) to fulfill that role. We recommend other coaches or leaders within the club, as they should already have completed these requirements. If coaches or leaders are not able to fill those roles additional individuals can purchase a VA Leader – Volunteer membership at the cost of approx. \$31 and complete the remaining PIA requirements for active membership.

Zone 1: Lethbridge & Area

Zone 1 Assignor: referees.zone1@volleyballalberta.ca

Zone 3: Calgary & Surrounding Areas

Zone 3 Tournament Assignor: tournaments.zone3@volleyballalberta.ca

Zone 4: Central Alberta

Zone 4 Tournament Assignor: tournaments.zone4@volleyballalberta.ca

Zone 5: Medicine Hat & Area

Zone 5 Assignor: assignor.zone5@volleyballalberta.ca

**Zone 6: Edmonton & Area**

Zone 6 Assignor: tournaments.zone6@volleyballalberta.ca

Zone 7: Eastern Alberta

Zone 7 Assignor: northabrecruitment@volleyballalberta.ca

Zone 8: Grande Prairie & Area

Zone 8 Assignor: assignor.zone8@volleyballalberta.ca

Zone 9: Fort McMurray & Area

Zone 9 Assignor: assignor.zone9@volleyballalberta.ca

If you have any other questions please check out the [Volleyball Alberta Referee Hub](#).

Scheduling

Scheduling best practices include no more than 5 matches in a day in relation to the LTAD model for load management. VA also recommends that Fridays start later in the day so that athletes do not have to miss school as well as ending earlier on Sundays to provide time to travel.

VA recommends that host provides a draft schedule **4 weeks prior** to the tournament, this will allow teams and families to make plans for accommodation and travel. Ideally the schedule would be finalized 2 weeks before the first date of the tournament.

The finalized schedule will need to be sent to the VA referee assignor 4 weeks before the tournament to assign referees.

It is recommended that the schedule be printed out, kept up to date and posted at the tournament headquarters so spectators and teams can follow their progress throughout the tournament.

Staff

Positions to consider having at the tournament:

- Venue Coordinators - It is recommended that hosts have 1 venue coordinator for 3 courts
- Athletic Therapist – to host a safe tournament for all teams and athletes it is recommended that the host has an athletic therapist on site during the tournament
 - o If an athletic therapist is not accessible VA recommends having a stocked medical kit and someone who is certified in First Aid and CPR onsite during the entire tournament. This individual should also be given a copy of the EAP so they can act if an emergency occurs.