## JUNIOR/BLUE/GREEN VOLLEYBALL
# PRELIMINARY and CITY CHAMPIONSHIP HOST RESPONSIBILITIES

**A. Pre-Playoff Arrangements:**

- Book Gyms for the night of preliminaries or finals that will be hosted at your school (Check with the Phys. Ed. Department Head to find out who you see about this).
- Arrange for another staff member to assist you. This person will be able to assist in running the tournament, while you coach.

**B. Playoff Set Up:**

**Reminder that a GATE must be set up for all Preliminary Pool Play and the City Finals.**

- Admission: $5.00 ADULTS | $Free STUDENTS - with student card
- See Athletic Director for cash box, money float and gate reporting form
- Arrange for students/staff to run the gate. The gate should be set up 45 minutes before first game and can be taken down after the first game of the final match
- Gate Funds must be submitted to SSSAD – via the SSSAD Gate Reporting procedures

- **Gate reporting will be done electronically on the SSSAD web site – your Athletic Director can help you with this process**
- **This is a play-off event, so we will be charging adults $5.00 and students will be free when they present a student ID card.**
- **Association referees are assigned for all Preliminary and Final events**

**Arrange for court and equipment set up:**

- **Label** COURTS 1 and 2
- **Nets** - have the nets measured before games begin
- **Benches** - put 2 towels on each bench
- **Score tables** - flip cards, score sheets, pens, pencils
- **Practice balls** for teams
- **Change room facilities** open - no locks/towels provided to teams
- **Bleacher area** set up for spectators, and teams not playing
- Remind coaches to have athletes keep gym bags and backpacks at benches – do Not leave personal things unattended

- **Arrange for appropriate number of scorekeepers and lines people to work the event**

**Playoff Schedule and Wall Charts**
- Schedules should be posted at the gym entrance.

**Awards**
- SSSAD Gold medals, silver medals, and City Champion plaque will be presented at the end of final game
- The host school will need to arrange to have someone there to present the medals
- If possible, have an administrator from the schools playing available to help with medals

**Post Playoff Take Down and Results Reporting**
- Take down and put equipment away and report results
- Report full results to Scott aaros@spsd.sk.ca immediately after all matches are done - indicate which team(s) advance to next round

**C. Officials:**

The SSSAD office will arrange for and pay for all association officials for Preliminary and Finals nights. Host schools must arrange the following:
- Table workers for each court
- Lines people for each court