



## **TECHNICAL DELEGATE DUTIES AT VOLLEYBALL ENGLAND EVENTS**

### **BEFORE EVENT**

- Sense check the official Volleyball England communications (Event Plans, Competition Handbooks, Bulletins and Official Communications).

### **BEFORE EVENT (PRIOR TO DEPARTURE)**

- Read the official communications.
- Refresh yourself on the relevant rules and regulations for the competition.
- Gather information about teams in the competition, venues (hotels and sport halls).
- Check travel arrangements.
- Inform yourself about the other members of the Organising Team.
- Prepare paper or digital versions of the Rules of the Game, Competition Regulations, Official Communications, Guidelines, contact numbers, Bulletins, Competition Handbooks and Event Plans.
- Keep in active communication with the Event Manager(s).
- Offer help to the Event Manager(s) during the preparations.
- Check and approve the training, competition and transport schedules as agreed with the Event Manager(s).
- Prepare agenda / meeting content for Preliminary Enquiry and Pre-Game / Technical Meetings.

### **ON ARRIVAL:**

- Meet with Event Manager(s) and lead members of Organising Team (regarding problems, challenges, match technology availability, organisation security, and accreditation system).
- Check the schedule for Venue Inspection, Preliminary Inquiries, Pre-Game or Technical Meetings.
- Tournament and Major Events: Attend scheduled briefings for all people concerned:
- Referees, Referee Coaches, Line Judges, E-scorers, Statistician, Ball Retrievers and Quick Moppers, Press Officer, Official Photographer, Sport Presentation Team, Team Liaisons).
- Be aware of transportation - means of transportation for the teams and officials, routes and transportation times between hotels and competition venue(s).
- Know laundry arrangements.

## **IN THE COMPETITION HALL**

- Check court set up is in line with Regulations.
- Ensure that all equipment required is present.
- Check running list for LED courtside boards / positions of static courtside boards.

## **OUTSIDE OF THE COMPETITION HALL**

- Walk through all areas to be used by the event with the Event Manager(s) to ensure that the areas are set up as required and that they are safe.

## **MEETINGS**

Confirm who attends:

- Preliminary inquiry:
  - Tournament: Member Organising Team, Team Managers, Head Coach, Captain, Medical Official (Physio or Doctor), Referee Coaches, Referees.
  - Single match: Member Organising Team, Team Managers, Head Coach, Captain, Medical Official (Physio or Doctor), Referee Coaches, Referees.
- Technical / Pre-Game Meetings:
  - Member Organising Team, Team Managers, Head Coach, Captain, Medical Official (Physio or Doctor), Referee Coaches, Referees.
- Check and confirm team sheets / rosters.
- Ensure you check player eligibility (cross reference player's passport or official ID with Team Sheet, International Transfer Certificate, VolleyZone (or other) Registration) and Classification for international Sitting Volleyball events.
- Confirm the identity, eligibility, and function of all Team Officials.
- Check the people entitled to sit on the team bench and what they intend to wear.
- Confirm attendance of Team Media Officer(s) and set out areas they can access.
- Check samples of the Team Uniforms (Captain and Libero).

Items to be mentioned:

- Match protocol.
- Check national anthems, if applicable.
- Team photo before 1st match (match protocol).
- Number of officials on the bench.
- Possibility of Libero change.
- Dress of team officials.
- Uniform colours.
- Wearing of sleeves during the match: colour of uniform or black/white without advertising.
- Whether the Challenge System will be used (regulations).
- Possible doping control.
- The location for team video cameras.
- Position of team statisticians (only two people can be sat at the table during a match).
- Team assistant to be used for communication with statistics between sets.

- Arrangements for event Bulletins / Information sharing (In Official International Tournaments, it is likely that the Bulletin will be produced after Preliminary Inquiry and sent by email).
- More Bulletins only in case of changes.
- Arrangements for media and media coverage of the event.

Meeting with key people concerned so, you know who will help if you need anything:

- Have a copy of the Event Organisational Chart.
- Meet key Managers for example the Referee Manager/Coach, Court Manager(s), and Courtside Assistant Manager(s).
- Line judges, scorers, statisticians (check if the Event Manager has all necessary people required to run all planned elements of the event, check if they have substitutes in case of necessity).
- At Tournaments and Major Events coordinate with event CPD activities and side events.
- Make sure everyone is uniformly dressed, event staff and volunteers.

Sports Presentation:

- Check if they have mastered the match protocol, check their skills -1 day before the tournament, if needed help them discreetly the 1st day).
- Check plans for fan engagement and planned activities for between matches and sets.
- Review plans for opening/closing ceremony and Press conference(s) and awarding ceremony with the Sports Presentation Team.

Event Team WhatsApp Group:

- Join the WhatsApp Group.
- Keep abreast of communications in the WhatsApp channel.

## **DURING THE EVENT (MATCH DAYS)**

Final inspection visit (if necessary):

- Check the general court layout and ensure that all equipment required is present.
- Be in the sports hall on time. 2 hours before the match for final check of the E-score service & Data Volley (if in use) – ensure that the latest software is installed; test wired connections and own operations. A USB stick and back-up laptop availability.
- Check the presence of Lines People and Scorer.
- Check the presence of Ball Retrievers and Quick Moppers.
- Check the flags (both hanging and those to be presented in front of National Teams).
- If using E-Score Print-out scoresheet (to be signed before the start of the match).
- Collect the passports or accreditation cards as determined at the Preliminary Inquiry / Technical Meeting.

- Remind the teams and the Photographer for the team photo.

#### During the match:

- Watch the smooth running of the event following FIVB/CEV/WPV/PVE/VE Rules and Regulations.
- Follow the TV / Livestream feed and ensure the venue is presented nicely.
- If using E-Score check the performance of the e-scorer on screen.
- Enter the spectator's number in the e-scoresheet / Match Report (Jury) Form at the end of 2nd set.
- Check live scoring works properly.
- Check that online statistics are updated after each set (will only be available if the EScore and Stats data is fed through a Competition Management Platform).
- Complete the Match Report (Jury) Form - check the Team Members on court including the players, capture the starting 6s, and record substitutions, fill in the number of spectators after the 2nd set (give it to the scorer and to the statistician), make notes of any issues during the match and record any final remarks on the form.
- Save the team submitted Line-up Sheets, if using a paper scoresheet.
- Check the scoresheet and statistics after each set, if possible.

#### After the match:

- Check the scoresheet against the Match Report (Jury) Form.
- Confirm the scoresheet by signing scoresheet.
- Collect the signed scoresheets (make sure to collect all parts before the match, after the match (if using E-Score) and Libero control sheet) and team submitted Line-up Sheets.
- Check the final stats report.
- Collect a paper or electronic copy of the final stats report.
- Make copies of the scoresheet and stats report available to the teams via upload to Event folder.
- Manage all disciplinary matters according to the VE/FIVB/CEV/WPV/PVE regulations.
- Finalise the match report form.

#### Take the following documents to the Event Office:

- Collect all paper documents from the matches including the following:
  - Original Team Sheet documents (if a single match). For Tournaments, the Team Sheet documents will be used for further matches, so will be left on the Scorer's table.
  - Signed scoresheets (make sure to collect all parts before the match, after the match (if using E-Score) and Libero control sheet).
  - Team submitted Line-up Sheets.
  - Match Jury Members Match Report Form.
- Hand over the paper documents to the Event Manager.

## **SUMMARY**

- Wear appropriate smart clothing, smart casual when working.
- Have access to a laptop or mobile computing device (if possible).
- Be able to access the relevant Official Regulations / Official Communications.
- Have a mobile phone with access to WhatsApp.
- Have a device to take photographs with (mobile phone).