



**Organisation of
Competitions & Events
for
Category I
and
Category II
National Federations**

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I. INTRODUCTION

The proper organisation of a Volleyball event is a fundamental factor in the development of the sport itself and of any National Federation.

The preparation and organisation should be adapted to each country and to each level of development. The aim is to adjust the means available to the goals that have been set. It is always possible, even with limited means, to take small steps to promote development.

Needs and limitations should not be viewed as obstacles. They should be considered as difficulties that may be overcome, even if this means curtailing initial aims.

Each Federation should come up with answers based on its own situation and identify areas of development enabling it to draw up planning strategies for the organisation of tournaments and national Championships. In so doing, it should take into account all of the human resources available – players, coaches, referees and managers – which are the team's driving force. It should not forget the supporters who feed the flame of this sport and are essential for its development.

The next step is submitting an initial plan for the development of the sport.

This plan should include all the logistical, administrative and operational aspects linked to its realisation, and should detail the conditions required to ensure that it may be implemented with minimum human and material resources.

A pragmatic vision is essential to succeed in the shortest timeframe.

After this initial stage, the main issues are how and where to begin.

II. STEPS IN THE IMPLEMENTATION PROCESS

The planning process is continual. Strategic plans are developed within a predefined framework and are followed by several specific plans in different operational areas.

1. Strategic planning

A successful sports organisation like FIVB (International Volleyball Federation) relies on an effective and ongoing planning process. Such planning fosters a common-sense approach within the organisation – knowing what one wants. The strategy encompasses the guidance and leadership of an organisation, and aims at ensuring that both present and future goals are met.

It is therefore important to define in simple terms the strategic plan of the Federation, i.e. the intentions or aims that affect its future. This plan enables it to run its day-to-day activities more efficiently.

Other plans that may be considered include:

- Financial Plan (1 year – resources/income and expenditure)
- Business and Management Plan (1 to 3 years)
- Operational or Annual Plan
- Marketing Plan (provisional and variable structure)
- Public Relations Plan (provisional and variable timeframe)

1.1 Organisation of Competitions and Events

a) A Strategic Platform for the Event

The management of the Federation defines the starting point as well as the aims, values and desired results. Given the constant political and social change, creative and strategic thinking are required. Formal planning should cover a 3-5 year period, although this timeframe may be reduced.

b) The Mission Statement

This instrument briefly describes the intentions or aims of the organisation, together with its main goals and values.

Aims – Brief statement indicating why the organisation exists and spelling out its aims (it does not define how the aims will be achieved)

Performance – Main working methods, activities and services of the organisation

Values – Principles that guide the members in their efforts to achieve the proposed aims

c) Aims

Aims are the organisation's specific statements of intention and management, and they usually refer to particular areas. An organisation may have goals in the following areas:

- Programs/Activities
- National and international positioning profile
- Desired financial results
- Administrative efficiency

d) Goals

Goals are achievable targets that specify what is going to be accomplished, by whom, when and where. Goals should be SMART, i.e.:

- Sustainable
- Measurable
- Attainable
- Realistic
- Temporally defined

e) Results

Results are what will happen if an organisation achieves its goals. They are a way of measuring the level of implementation of an activity within a certain timeframe.

Therefore, even with regard to the organisation of a tournament or national Championship, strategic planning is always important: from the beginning, because it is a continual, flexible and systematic process, and subsequently, because it helps the organisations think through all options and future directions and, hence, adapt more easily to change.

A strategic plan assists the organisation in identifying the direction that should be followed and the means required to reach the goals that have been set. This type of plan may be a powerful aid for an organisation, enabling it to work more efficiently and successfully.

Therefore, strategic planning can:

- evaluate surrounding conditions (market demand for certain sports/products; competition activities of other sports) and thus help the organisation to survive and prosper
- provide a clear direction for action through the definition of goals and targets that provide a basis for evaluating the organisation in the pursuit of its aims
- identify clearly what is necessary in order to obtain the desired results
- involve all components in a process of consultation and planning with regard to practical action
- respond to all surrounding changes
- unify the organisation and foster a common vision
- facilitate the development of subsidiary plans
- allow the organisation to adapt on an ongoing basis
- secure the commitment and support of all participants and clients
- develop a reliable platform for the decision-making process and the drawing up of other plans.

2. Who should be involved in this Strategic Plan?

In addition to all executive and managerial staff, the plan should encompass all clients and users (players, team managers, teams, etc.).

Planning takes time, resources and commitment – time to consider all options/problems and to define a process that stays within the budget while blending in with the culture and structure of the organisation.

Time and expense are key factors. Think about them before you initiate the process. Consider the following:

- What are the potential problems as far as the process and results are concerned?
- Is it necessary to seek the guidance of specialists?
- What are the desired results?

3. Planning instruments

Proper use of the following instruments is important:

Brainstorming – Allows ideas to develop freely. A large number of ideas are good. More ideas mean more chances of finding productive ones. Criticism is not allowed in this initial step. Only later should critical comments be taken into consideration. It is necessary to combine and improve ideas. Everyone should be creative and come up with ideas. Groups should consist of 6-7 persons.

Trend analysis – Trends are based on the assumption that what happened in the past could happen again in the future. They may be developed graphically (number of players, financial resources obtained, etc.).

SWOT analysis (anagram of the words Strengths, Weaknesses, Opportunities and Threats) – Strengths and weaknesses refer to factors that are usually within the control of the organisation, whereas opportunities and threats are external factors outside its control. The objective of this analysis is to build strategies that are likely to take advantage of strengths and opportunities while overcoming the threats. A group comprising a manager, a coach, a player and a press officer is ideal for this type of reflection.

4. Operational plan

The ultimate step of the strategic planning process is to put everything into practice. This is done by means of the operational plan.

This instrument, also called the action plan, specifies the usual questions – **what, where, when and who** – and spells out how the actions and activities are to be carried out. The operational plan identifies all key tasks and indicates the persons responsible and the relevant timeframe.

a) Definition of activities in the operational plan

b) How to draw up an operational plan

Defining the goals

- Consider the activities necessary to achieve the goals and the desired results. Write down what will happen, when and with whom, as well as the likely expenditure and other required resources.
- Make a complete list of actions to be carried out. Define the timeframe of each action and the key milestones.
- Indicate who has the responsibility to ensure that all goals are met.
- Evaluate the work for each period and make the necessary adjustments. You may find that the workload exceeds the capacity of the organisation at certain times – June/August – and you may decide to make certain adjustments as a result. Make sure that these aspects are reviewed and monitored clearly in your planning.
- Use this operational process for every main target defined in your strategic plan.

Nowadays, organising a sports event raises many issues relating to information and logistics.

When organising a sports event, you should follow three fundamental steps:

Make a list of all your needs

In this step, you should analyse and define everything that is required to ensure the success of the planned event.

This entails compiling a checklist of the steps to be taken and setting intermediate goals. Only then may you move on to the next step.

Draw up a schedule

When you have a list of all the intermediate phases and of the relevant staff, material and logistic needs, you have to program the overall timing with a view to meeting the final goal.

Monitor execution

Everything that was previously defined will require certain adjustments here and there, depending on the difficulties encountered in the process of organising events. Throughout this phase, you should follow all actions closely so that you may intervene when things are not going as planned.

Details connected with the organisation of a sports event include:

- Contacts with public or private entities
- Logistics of the event venue
- Reception and transportation of players and accompanying persons
- Coverage (previous steps to attract sponsors, systematic publicity in the local media)
- Sharing of responsibilities within the organisation committee

It is fundamental to know how and what to build. In this respect, it is useful to give thought to criteria and goals contained in some guiding principles.

Examples of the variety of principles linked to the implementation of a plan:

Goals

The practice of sports has a significant social impact, especially in view of the fact that competition is a motivating factor for behaviour that seems to be the basis for achieving individual and social status.

It is understandable and acceptable that the definition of goals should be precise and targeted. The way in which the sport/competition is perceived should be a consequence of the desired goal, not of changes induced by principles unrelated thereto.

- Competition

Competition, which is result-oriented, is part and parcel of the practice of every sport. In this connection, the interpretation of results is important. These may be divided into several levels (local, regional, national). Special attention should be given to the competition scenario, which should correspond to the interests of those concerned and meet their training needs.

- Training

Competition training should give rise to appropriate training procedures and should not lead players (especially the younger ones) in the wrong direction owing to disproportionate competitive demands. A competition organised with a training goal should not

set unattainable standards and be associated, as is often the case, with high-level sport.

Resources

- *Human*

The human dimension of the organisation of tournaments should focus on the number of teams, players and referees.

Knowing the number of people involved is one of the key elements of a good organisation. In the specific case of Category I and Category II Federations, attracting volunteers to carry out non-competitive activities is necessary.

- *Material*

The difficulties experienced by the Federations at which this project is aimed may be overcome with just a few resources. The most important thing to note here is that the practice of sport may be adjusted to fit the surrounding conditions.

Among the various ways to build fields and put up poles, the examples below are safe and easy to follow.

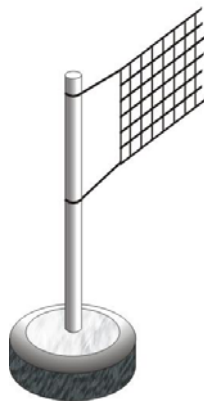


Figure 1 – Using a tire to hold the pole

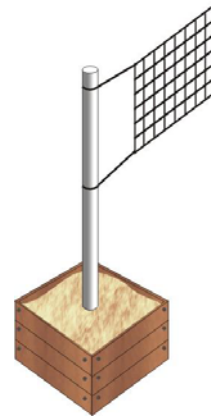


Figure 2 – Using a wooden box filled with sand and stones

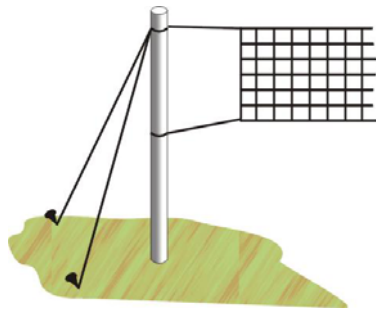


Figure 3 – A pole stuck in the ground
With towropes or plastic ropes



Figure 4 – Using trees or walls

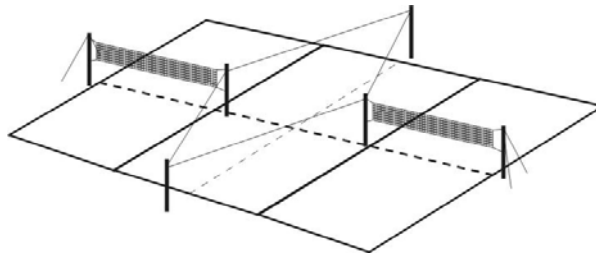


Figure 5 – Making 2 fields

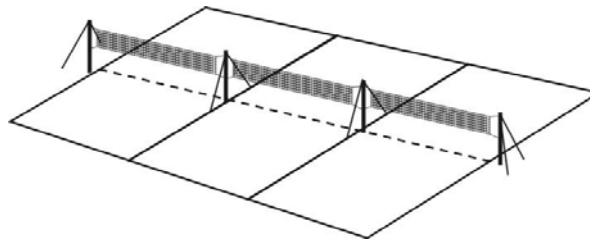


Figure 6 – Making 3 fields

When making the necessary adjustments in terms of space and ground, you may configure different types of playing fields.

Practice conditions should be suited to the space available.

- ***Match logistics***

- *Scoresheet*

To reduce costs, we suggest the following scoresheet, which is simple and easy to use:

0		0
1		1
2		2
3		3
4		4
5		5
6		6
7		7
8		8
9		9
10		10
11	1	11
12		12
13		13
14		14
15		15
16		16
17		17
18		18
19		19
20		20
21		21
22	Patrocinadores	22
23		23
24		24
25		25

Figure 7 - Scoresheet

- Match bulletin

This document makes it possible to monitor the progress of each team during a match.

Figure 8 – Match bulletin

- **Timing**

Time management is essential if the event is to finish within the allotted timeframe. Adjust resources to fit human, financial and logistical dimensions, while keeping in mind the basic principle that “impossible is not a fact”.

- **Financial aspects**

Talking about sports nowadays means talking about a constantly changing reality, breaking with the past and facing other social agents (Portuguese Sports Confederation, 2001); talking about other companies showing their power (Pires & Elvin, 1998); talking about business, trade, profits, television rights (Heinemann, 1998); and talking about a multidimensional and complex reality where

ideas, thoughts, facts, factors and agents come together as a whole (Costa, 1999).

Given this framework, a balanced management of the budget is essential to ensure the successful organisation of the event.

Reducing expenses without jeopardising the quality of the event is one of the key factors. Securing sponsors, ensuring good relations with several institutions (schools, city halls, etc.), attracting volunteers and involving players in several activities are possible ways of diminishing expenses. Given the characteristics of the Federations at which this project is directed, we should think about the sports reality.

The existence of under-development in sport leads us to consider some organisational aspects.

Sports development may only be meaningful if it flows into other social activities, thereby reaching the majority of the population. This being the case, sports development should be steered in such a way as to enlarge the number of players.

In this respect, we may suggest some guidelines to assist in acquiring financial resources in a gradual and progressive way:

Volunteers – Having people collaborating in several volunteer activities and in free-time occupation is good, both socially and functionally. Everyone needs motivation to perform tasks well.

As volunteers require a special incentive, you should focus on four essential points: variety (in activities, work development and groups); an opportunity to be involved in decision-making (work development and problem-solving); challenges and goals (realistic aims and need for feedback); appreciation of work (knowing that one's efforts are important for overall success).

Contacts with several institutions (schools, city halls, etc.) – Such contacts help reduce expenses. Cooperating with these institutions is important because it diminishes the volume of resources required (finances, equipment, services, etc.), thereby helping to cut costs.

Multi-activity performance – Take advantage of multi-activity performance. For example, if you have people who may engage in two activities, such as refereeing and playing, you may reduce costs by 50%.

Sponsorship (local and regional business) – Fundraising for a local sports event enlarges the overall budget because sponsors mirror the event. Small companies attach great importance to a successful event in which clients see them. This is beneficial for them and the organisation alike.

Lotteries – Fundraising for equipment may rely on lotteries where such resources are awarded as prizes.

Sponsorship – Nowadays, companies see sponsorship as a good way to channel their messages to specific audiences. Consequently, companies want their brand to be associated with a quality product. Sponsorship should accordingly lead to a business deal, not charity, which presents the product in cooperation with a sports entity.

As this project targets Federations with scant resources, there is a need to define certain issues when lobbying potential sponsors. You should bear in mind that we are talking about sports organisations for small teams (local teams, popular groups) that aim to respond to local sports needs.

In this context, the principle for joint action (schools, city halls, etc.) should be implemented early in the process in order to meet basic needs and create the foundation for human and logistical development (recreational and sports infrastructures).

We know that, for this level of sponsorship, the product has to possess great value, which may only happen through results or social valuing. This latter consideration should be the starting point for the sustained and extensive development of Volleyball in Categories I & II Federations.

Based on this framework, it is necessary to draw up a budget for the event, which is important for ensuring both its financial balance and that of the organising entity.

Drawing up a budget is a specific and complex process that should follow two main guidelines, i.e. *Income* and *Expenditure*.

To simplify the elaboration stage, we present hereafter a model budget (Figures 9 and 10):

	Income	Value
1	Public receipts	€
2	Sponsors	€
3	Advertisements	€
4	Space rented	€
5	Donations	€
6	Registrations	€
7	Tickets sold	€
8	Merchandising	€
9	Bars/Restaurants	€
10	Broadcasting rights (TV or others)	€
11	Others	€

	Expenditure	Value
1	Contract with the organising Federation	€
3	Promotion of the event	€
3	Enclosures	€
4	Human resources	€
5	Sports equipment	€
6	Board and lodging	€
7	Transportation	€
8	Food	€
9	Office equipment	€
10	Computer equipment	€
11	Communication	€
12	Other	€

- ***Geographical aspects***

The distance between the teams involved in an event constitutes an important aspect of its organisation. Travel costs may be a relevant factor for the presence or absence of certain teams. To overcome this problem, several types of competitions may be staged: local, regional and national. These events may be associated with different types of competition settings: simple elimination, double elimination, everybody against everybody (one or two rounds), mixed forms... with separate categories or groups.

Next, a competition setting should be designed for this complex process.

Criteria for the organisation of competition settings include:

Homogeneity – It is fundamental that sports competitions involve similar teams or players (age, etc.).

Initial evaluation of capacities – Every annual planning should include an initial evaluation of capacities.

Structuring of competition grids and determination of winners – Series and divisions should not be tight.

c) How to structure sports competitions

In every activity, competitions need to be structured.

Possible ways of doing so include:

- Simple elimination
- Double elimination
- Everybody against everybody
- Mixed formula

Competition settings

- Simple elimination

The main objective of this setting is to keep only the winning teams in competition. It is best suited to situations where space and time are not plentiful. It should not be used for training purposes as it may have a bad influence on the teaching/learning process, given that some teams will be eliminated after only one game. This may lead to competitive disparities.

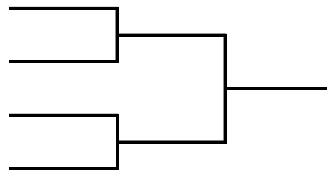


Figure 11 – Competition grid for simple elimination

To know the number of matches, subtract 1 from the total number of teams.

e.g. 4 teams $4-1=3$ (number of matches)

This may be done within the same group or between several groups.

- Double elimination

This is a more complex setting composed of two symmetrical keys, forming a winner's and a loser's grid. This format allows a team that has suffered a defeat to win the event. It offers a more balanced competitive level and a final ranking which reflects the real value of the teams. However, it entails some disadvantages, such as a longer event, a bigger sequence of matches, and the need for more playing fields.

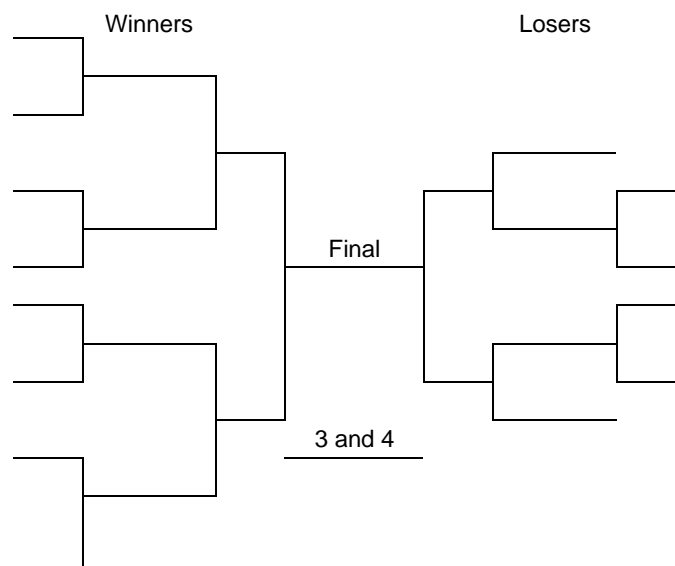


Figure 12 – Competition grid for double elimination

To determine the number of matches, apply the following formula:

$$(T-2)2+2=\text{matches}$$

e.g. 8 teams $(8-2)2+2=14$ (number of matches)

- *Everybody against everybody in one round*

This system is based on what happens in senior categories. It offers certain advantages: a possibility to play against all teams, an identification of the most consistent team, and a more balanced management of the competition. The disadvantages are a higher number of matches, lopsided matches, and a lack of motivation due to competitive imbalance.

A simpler way to organise this system is to rotate all teams in the same order (see Figure 13).

Match n°	Team A	Team B	Match n°	Team A	Team B
1	B	E	10	A	E
2	C	F	11	B	D
3	D	A	12	C	F
4	A	C	13	F	A
5	F	B	14	E	B
6	E	D	15	D	C
7	D	A			
8	C	B			
9	F	E			

Figure 13 - Competition grid for everybody against everybody

In this system, we use the following formula to determine the number of matches: $N = \frac{T(T-1)}{2}$

e.g. 6 teams $\frac{6(6-1)}{2} = 15$ (number of matches)

If you have an odd number of teams, rotate the teams leaving one aside:

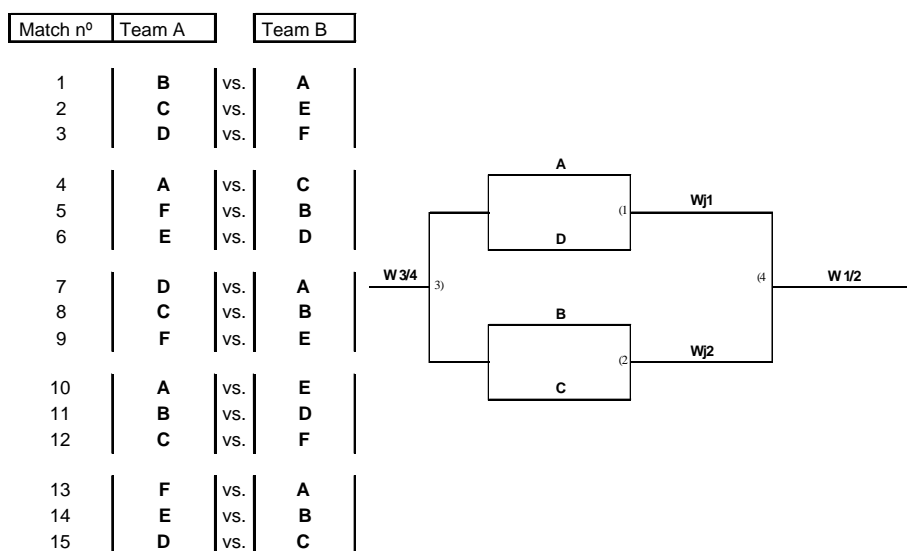
Left out	vs	5	Left out	vs	4
1	vs	4	5	vs	3
2	vs	3	1	vs	2

- *Everybody against everybody in two rounds*

This is similar to the previous grid, but each team faces the others twice.

- *Mixed*

These are complex forms of event organisation, as several competition grids are combined.



Note: each competition grid may be controlled by time and score variations.

Administrative process

This point comprises all administrative tasks: player, team and referee registration and legalisation; regulations referring to the organisation of events and tournaments; drawing of lots; event control and management (reception and communication of results; drawing up of classification; preparation or amendment of match schedule; appointment of referees, etc.).

Event Regulations

This instrument is a necessary part of the staging of a national Championship. It should include in a simple way all points fundamental to the organisation of the event:

- name and date of event;
- persons responsible for the organisation;
- specific rules for the participation and selection of teams;
- classification – with tie-breaking situations;
- drawing of lots;
- match calendar;
- competition grids;
- Player and team registration.

Event Regulations usually comprise 5 chapters:

- Chapter I: *Event organisation*
- Chapter II: *Official events*
- Chapter III: *Team participation*
- Chapter IV: *Competition venue and preparation*
- Chapter V: *Match conduct*

Chapter I – Event organisation

Event organisation indicates, defines and limits the beginning and the end of the official season – usually between 1 August of one year and 31 July of the following year. It also refers to other official events organised under the aegis of the Federation. Official events are those organised by the Federation and other authorised entities.

The rules for the acknowledgement of events are also defined, as is the provision of information about the Federation's decisions.

Event organisation also defines the application, in every official event, of the official FIVB rules and the refereeing guidelines.

Chapter II – Official events

This chapter defines the body of events organised by the Federation each season:

- Senior National Championship (Men and Women) – Divisions I, II and III (not including events organised by regional associations such as regional Championships)
- Junior National Championship (Men and Women); (zonale, regional and national events)
- Youth National Championship (Boys and Girls); (zonale, regional and national events)
- Senior National Cup Senior (Men and Women)

It also includes the organisation of periodic events for players under the ages of 16 and 14 (Boys and Girls).

In addition to these events, other events may be organised in accordance with the strategies worked out for the development of the sport.

The events presented are conducted according to the specific rules defined in the Event Regulations, including the competition grid.

Depending on their level in the hierarchy, competitions may be open or closed. Open competitions may be disputed in local, zonale, regional or national championship finals.

The number of teams to move on to the next phase of a competition is determined according to the total number of teams in that category. It is calculated as follows:

Number of teams in a group

$$\frac{\text{Number of teams in a group}}{\text{Total number of teams in the category}} = \% \text{ of teams of the group}$$

Percentage (%) of teams of the group x N = number of teams moving on to the next phase

N = number of teams taking part in the phase (zonale, regional, national)

If the result is less than 1.5, only one team in the group moves on to the next phase.

In the event of decimal equality, the qualified team is the one whose region has the lesser number of teams.

Place of origin

Teams are considered as belonging to the same place or zone whenever they have to travel a similar distance (as defined by reality/local circumstances) when going to an event. This aspect should be taken into consideration when grouping teams by series.

In case of communication or travel difficulties in certain regions or countries, groups may take the form of tournaments which take place at certain times of the year, weather and social conditions permitting.

Classification

For national Championships, the classification in closed divisions is determined by the addition of points. Classification in open divisions, for finals staged as concentrated events or tournaments, is determined according to the same procedure.

Counting is done as shown below:

- | | | |
|----|------------|----------|
| a) | Match won | 2 points |
| b) | Match lost | 1 point |
| c) | Walkover | 0 point |

When organising tournaments, classification may be determined by victory or defeat.

Ties in classification

If, in a competition, there is a tie between two or more teams, classification is determined as follows:

The team with the best ratio between total winning and total losing sets.

The team with the best ratio between total points scored and total points lost.

Replacing the tie, the classification of teams can be ordered in relation to the classification gained in the matches played amongst them.

In the event of ties in the organisation of tournaments, classification may be determined as shown above.

Classification in the event of elimination

When a team is eliminated because it fails to turn up or withdraws after the start of a competition, its classification is deemed null. Therefore, it should not be considered for the final classification.

Drawing of lots for Championships and zonale/regional tournaments

For each championship phase, a drawing of lots should be conducted and a calendar drafted in the presence of team delegates or their representatives. In closed divisions, this drawing of lots should take place two months before the Championship.

In the case of regional or zonale phases, the drawing of lots should take place in the first or second week after the competition.

If this is not possible, the Federation should organise the drawing of lots in the presence of an impartial authority.

In both cases, an act describing the drawing of lots should be written up.

In the case of tournaments, the drawing of lots may be conducted in the presence of team delegates or their representatives, upon their arrival.

Match calendar

The match calendar should be sent out to the teams as soon as possible. It should be received at least one week after the drawing of lots and one or two months prior to the Championship. This is the procedure for closed divisions.

In open divisions, the calendar may be sent out while the drawing of lots is being conducted. It should be received one or two weeks prior to the beginning of the next phase.

Teams cannot allege that they did not receive the calendar. They should seek information in this connection.

How to conduct a drawing of lots

To establish the match order in different events and tournaments, the following scale might be adopted:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Nr. Teams
1-2	3-1	2-3									3
2-1	1-3	1-4									4
3-4	4-2	2-3									
2-1	1-3	4-1	1-5	5-2							5
3-5	5-4	3-2	2-4	4-3							
2-1	1-3	4-1	1-5	6-1							6
3-5	6-2	3-2	2-4	5-2							
4-6	5-4	6-5	3-6	4-3							
2-1	1-3	4-1	1-5	6-1	1-7	7-2					7
3-7	7-4	3-2	2-4	5-2	2-6	6-3					
4-6	6-5	5-7	7-6	4-3	3-5	5-4					
2-1	1-3	4-1	1-5	6-1	1-7	8-1					8
3-7	8-2	3-2	2-4	5-2	2-6	7-2					
4-6	7-4	5-7	3-8	4-3	3-5	6-3					
1-2	3-5	3-7	1-3	1-4	3-8	5-2	8-2	3-10			10
3-4	2-7	2-9	4-2	2-3	2-10	7-4	6-3	2-6			
5-6	4-9	4-5	5-8	8-9	4-6	9-3	10-6	4-8			
7-8	6-1	10-6	9-6	10-5	1-5	10-1	9-1	1--7			
9-10	8-10	8-1	7-10	6-7	9-7	6-8	7-5	5-9			
1-2	3-1	1-5	7-1	1-9	11-1	1-12	10-1	1-8	6-1	1-4	12
3-4	2-5	7-3	5-9	11-7	9-12	10-11	12-8	6-10	8-4	2-6	
5-6	4-7	9-2	3-11	12-5	7-10	8-9	11-6	4-12	10-2	3-8	
7-8	6-9	11-4	2-12	10-3	5-8	6-7	9-4	2-11	12-3	5-10	
9-10	8-11	12-6	4-10	8-2	3-6	4-5	7-2	3-9	11-5	7-12	
12-11	10-12	10-8	8-6	6-4	2-4	2-3	5-3	5-7	9-7	9-11	

These examples may be used for several different organisational systems with varying numbers of teams.

Prior arrangements

Mindful that staging tournaments with teams from different regions is a complex process, the organising entity or the Federation may make prior arrangements with a view to ensuring the smooth conduct of events.

Matches in the last round

At this point, the final results are already known. Therefore, in order to avoid unsporting behaviour, closed division matches should be played at the same time.

Match changes

Two teams wishing to change the date, hour or venue of their match should present their agreement in writing to the organising entity or the Federation.

All requests should follow the rules laid down by the organising entity:

- Requests should be notified to the organising entity or the Federation in advance of the date initially planned (as set in the calendar) and the new date, accompanied by a small financial contribution (to discourage date changes for unimportant reasons). For example, the request should be sent 10 days before the date initially planned and 5 days before the new date, along with USD 5 or 3.
- Other alternatives may be considered:
 - Requests made more than 10 days before the date initially planned and more than 5 days before the new date are not subject to fines.
 - Requests made 5 days before the date initially planned and 3 days before the new date are subject to a fine of USD 20 – if the request is approved.
- Exceptional cases should be analysed individually.

Agreed dates may be changed but the round order should be maintained.

In the last round of each phase, no changes are allowed, in order to guarantee the simultaneity of matches.

If a match does not take place at the set date and if no change was requested, both teams are deemed to have withdrawn.

Country representatives

When teams are able to participate in continental competitions organised by the respective Confederation, the national Champion (Cup Winner or other) represents its country.

If there is a continental event for cup winners, the qualified team represents its country unless it is already doing so in the champions' cup. In this case, the second team in the classification represents the country.

National Cup – registrations

If there is a national Cup, the organiser should:

- set the date/deadline for registration and inform the teams accordingly
- define the obligatory participation for closed division teams and the optional participation for open division teams
- Present the event framework and make it appealing, so as to ensure the participation of the greatest number of teams possible, without extensive financial, logistical or organisational needs.

Chapter III – Teams participation

Participating teams

If you want teams to participate in the national championship, you should set deadlines for registration and simplify the overall procedure. Never forget that the organisational framework is the most important factor when it comes to attracting teams.

However, it is important to set a registration schedule for teams and players, as well as the minimum number of players (6) according to a predefined deadline.

As far as Junior and Youth training teams are concerned, deadlines should be broader, with special registration arrangements for promotional tournaments as well as player projection and qualification.

Other organisations which cooperate with the organizing entity or the Federation at the zonale or regional level should receive registrations according to a jointly set deadline. This deadline should be different for Senior and training teams.

Failure to participate for admitted teams

It is assumed that all admitted teams would want to participate in all events. However, in order to encourage teams to assume the responsibility of their decisions, it is important to impose sanctions for those which fail to complete their duties.

Accordingly, we recommend making provision for sanctions consisting of fines and exclusion from future events.

Let us take as an example a closed division, with a championship involving the promotion or relegation of teams. In this case, the teams that cannot or do not wish to participate should provide notification of their decision within a set period, as determined by the organising entity

or the Federation. If this information is not provided, the team is subject to sanctions or a fine, or relegated to a lower open division. The decision should be taken on the basis of each specific situation.

In open divisions that have local phases, teams that qualify for zonale or regional phases and do not wish to participate in those events should provide notification within 8 days following the end of the local competition.

The best ranked teams in promotional matches replace teams that confirm their non-participation or fail to confirm their entry. If there have not been any promotional matches, the qualified teams will be the winners of matches between the best qualified teams that were relegated and the best ranked teams that were not promoted.

Absence

Absence at any match from an eliminatory event means the defeat of the absent team.

In other events, a team is only eliminated at the second absence.

In case of absence, victory will be awarded to the opponent (3 sets to 0; 25 points to 0), unless the opponent is absent too. If so, neither team will score any points.

Teams failing to turn up are sanctioned, usually by means of a fine set in accordance with the level and phase of the competition.

A second absence is sanctioned more severely, by way of suspension or fine.

Absences in the first two rounds of any event are subject to the heaviest fines.

Notwithstanding, local social reality should be considered as well as all the problems related to the absence.

Beginning and end of events

Events or national Championships should begin on the dates set by the organising entity or the Federation in accordance with the yearly activity plan.

The same applies to closing dates of such events or national Championships.

Home team equipment

If the uniform of both teams is of the same colour, the visiting team's uniform prevails.

Chapter IV – Competition venue and preparation

Characteristics

Competition venues should follow international rules relating to:

- Match area
- Match poles and net

The official measurements for the net are:

- Men: 2.43 m Women: 2.24 m
- Veterans: 2.35 m
- Boys & Girls under 16: 2.20 m
- Boys & Girls under 14: 2.10 m

If weather conditions are unfavourable, teams that play outdoors should arrange for an alternative venue, whenever possible.

The home team is responsible for its competition venue, which should meet all of the conditions set by the Regulations and the Federation.

Competition venue preparation

The competition venue should be ready and equipped – with the net, net antenna, refereeing chair, net measuring rod and scoring table – at least 30 minutes before the start of the match.

Minimum warm-up time should always be 30 minutes, including a 15-minute leeway before the start of the match.

Alternative competition venue

If there is likelihood of bad weather, arrangements should be made for an alternative competition venue.

Changing room

The home team is obliged to provide visitors and referees with private and hygienic changing rooms. It may be fined for failing to do so.

Special places

Teams should reserve seats for team delegates and official entities.

Match balls

Official balls for official events are those recognised by the FIVB. However, the Federation may choose other ball brands for national events.

The home team should provide the balls for the match. Failing to do so may forfeit the match.

Match bulletins

Official match bulletins are required at national championships and cups. The home team is responsible for their presentation and marking.

If match bulletins are unavailable, the match may be scored on an alternative sheet of paper. However, the latter should bear all the necessary signatures and be properly laid out.

Numbered cards

Whenever possible, the home team should present numbered cards to use for substitutions, especially at the highest divisions of a national championship.

These are composed of 2 sets of 18 cards numbered from 1 to 18.

Dispatch of match bulletin

The winning team is responsible for dispatching the match bulletin. It should be sent to the Federation within 2 or 3 days, depending on local conditions.

The match bulletin should contain the match numbers and all the relevant information making it possible to analyse various situations of play.

If, by the end of an elimination phase of a national Championship or Cup, the match bulletin fails to reach the Federation, both teams will be considered as having lost the match. They will receive a point for the match but no set points.

Small fines may be levied for bulletins received late.

Chapter V – Match conduct

Match hour

Matches should begin at the hour set on the calendar of the event.

If one or both teams are absent or in the event that the competition venue cannot be used, the referees should grant a 15-minute leeway before the start of the match. When the 15 minutes are up, the absent team(s) is (are) deemed to have lost.

If the competition venue does not meet all of the required conditions and the teams do not bear responsibility for organising the event, the matter should be solved by the organisers, the teams and the referees.

When the 15 minutes are up and it is still impossible to use the competition venue, the home team is granted an additional 30-minute period to arrange for another competition venue.

If a competition venue is taken up by a game of the same sport, the referee should grant a 90-minute leeway. However, a home team playing more than one match in a venue should take a 120-minute break between matches.

Players' Licenses – Proof of players' registration

Before the match, the teams should show the referee the official licenses of each player and coach, as well as medical certificates as the case may be. Any person not holding the appropriate license cannot participate in the match.

Players or coaches unable to show their licenses may present a document identifying them (ID, driving license or passport) but a fine will nonetheless be levied.

Licenses should remain at the scoring table and cannot be removed without the referee's permission. Any unauthorised removal of licenses is sanctioned by a fine.

Irregular use of players

If an unauthorised or unregistered player is used during a match, that player's team concedes a walkover and may be subjected to additional sanctions.

If a team uses players who have reached the age limit, it concedes a walkover and is given a fine.

Absence of referees

No match may be postponed owing to the absence of an officially appointed referee. Therefore, at the time set for the presentation of both teams, the match should:

- Be umpired by any active referee from among the spectators, failing which an inactive referee may umpire the match. If two or more referees are chosen from among the spectators, the visiting team gets first choice.
- If there is no official referee in attendance, the match is umpired by an unofficial referee acceptable to both teams.
- In extreme cases, a player from each team umpires the match. The visiting team provides the first referee.

Police

If necessary, the police may be called upon to ensure the orderly staging of a match, especially if previous matches were marred by problems with spectators. The home team has to arrange for the presence of the police.

Unplayed or unfinished matches

Any match that was not played or was interrupted due to unusual circumstances should be replayed within a 5-day period. The home team should book the competition venue.

If the match involves air transportation, the 5-day period may be extended in an effort to find the best solution for both teams, bearing in mind that only players registered at the time the match was postponed are eligible to take part in the replayed matches.

If the replayed matches are part of the first round of a competition, they should take place before the second round. If they are part of the second phase, they should take place before the final phase.

Any team failing to comply with the requirement that only players registered at the time of the match was postponed may take part in replayed matches concedes a walkover and is given a fine.

Break between two matches

Any player failing to respect the 15-hour break between consecutive matches is not allowed to play.

Any team failing to respect the above rule concedes a walkover and is given a fine.

Information relating to matches and results

All winning teams of national championship and cup matches, as well as winners of zonale phase and training team matches, should inform the Federation (by telephone, fax or e-mail) of the results of said matches, by the end of the afternoon of the following day.

Any team that fails to inform the Federation of the match results is given a fine.

The winning team and referee send to the Federation, within 48 hours, the original and a copy of the match bulletin.

The information concerning the match results is provided by the delegate to the Federation's press officer. All the information is sent to the media and announced on the Internet (Federation's official website).

The Federation should publish on a weekly basis the results and rankings of national Championships in a circular.