

OVA Hosting – Summary of Responsibilities

Pre-Tournament:

1. Review the inventory sheet in the hosting box to confirm the dates/inventory are correct.
2. *Reminder* - OVA Staff will create the event in TIMU.ca/ova roughly 2-3 weeks prior to the event. An event password will be emailed through TIMU to the host contact for the club with the login information.
3. *Reminder* - The OVA books/schedules the referees.
4. Ensuring the Field of Play is setup at least 30 minutes prior to first serve (45min – 60min prior is preferred if the permit start time allows for it).
 - o Volleyball poles/pads and ref stands/pads are put into place.
 - o Volleyball net is set to the correct height and antennas installed.
 - o 2 player benches per court with 2 coach chairs next to each player bench.
 - o 1 score table with 2 chairs.
5. Hosting box supplies:
 - o Hang up the posters received in the hosting box with the provided painter's tape (Enter At Your Own Risk, Warm-Up Protocol, Rowans Law, TIMU QR Code, Venue Vibes and Become a Ref).
 - Enter At Your Own Risk posters should be hung at every entrance into the gym. The other posters can be hung in locations based on the hosts discretion.
 - o Score table setup:
 - Fip Chart, Scoresheets, Warmup Protocol Poster, Pens, Lineup Cards & Game Ball.

During Tournament

1. There is no team check-in. Coaches can join the ref meeting at 8:30am if they like as this is optional for coaches. The host should introduce themselves to each team and pass along any relevant info to the team for the day.
2. Utilize TIMU.ca/ova for inputting all results. (REIMINDER - OVA Staff will create the event in TIMU prior to the event). The tournament host will log into the event and input all scores/sanctions throughout the event.
 - o Please review the TIMU eScoreboards YouTube channel located [HERE](#) to review the "How to Videos" for operating the timu.ca/ova platform.
 - o Any questions around TIMU can be directed to Darren Ervine at feedback@timu.ca

3. Utilize TIMU.ca/ova to record any cards that have been given out. There will be a prompt after you enter the scores asking if there were any sanctions during the match. If yes, then follow the prompts as a way to enter the sanction(s).
4. Complete “garbage checks” periodically. Try to keep the gyms as clean as possible (talk to coaches to ensure their team’s clean up after each game).
5. Complete venue walkthroughs periodically to ensure teams/coaches/parents are abiding by the venue rules.
 - Feel free to give a courtesy warning to a player/team/parent, etc that is breaking the venue rules. Be sure they know that if the problem persists, the host will fill out an incident report form and the OVA will deal with it.
6. Dealing with any on site issues as they arise (Please contact the Youth Competitions Hotline # if you need OVA staff support at 647-467-5514).
7. Fill out the Accident Form located [HERE](#) or the Incident Form located [HERE](#) as needed and email to info@ontariovolleyball.org
8. Handle any protests on site:
 - Protest protocol can be found in Section 6.20 of the Youth Competitions Manual.
 - \$100 fee must be paid immediately by registering for the “Protest Fee (\$100)” clinic in MRS in order for the jury to form.
9. Unwrap medals and hand out to winning teams.
 - Formal medal ceremony is not required.

End of the Day

1. All tables, chairs, nets, etc. must be put away (custodians are very helpful, but do all you can to lend a hand—this helps with re-booking the same facility for a future event).
2. Make sure all volleyball equipment goes back into the proper box (if used at your site) including antennas, sleeves, flip cards, chairs, benches, and nets.
3. Ensure all results/sanctions have been inputted into Timu.ca/ova and close out the event in TIMU by clicking on menu and then “SUBMIT”. This will automatically generate the results template for the OVA staff to post.

Post Event

1. Submit the Hosting Expense Claim Form to accounts@ontariovolleyball.org

2. The Hosting Expense Claim Form can be found under Club Resources on the OVA website located [HERE](#).
 - These can be submitted after each event or monthly (1 form per event).
 - Reminder – The Permit Fee is the amount the school board charges your club for the permit.

3. Please keep all hosting materials throughout the season and return to the OVA HQ at the Ontario Championships. Completed scoresheets do not need to be returned to the OVA but the host must keep them until May 31st in case they need to be reviewed (i.e. player eligibility, scores, etc.).
 - Posters are to be reused throughout the season
 - Medals, Scoresheets, Lineup Cards, Painters Tape & Pens will be replenished throughout the season along with any other supplies as need be.

Resources:

1. Several hosting/competition resources can be found on the OVA website under Club Resources located [HERE](#).