



VOLLEYBALL NEW ZEALAND
52ND CLUB CHAMPIONSHIPS
AUCKLAND 2019

TOURNAMENT MANUAL

Final 21/08/2019



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Strategy: Playing the Game

Volleyball New Zealand (VNZ) is committed to:

- The delivery of high quality events
- Meeting the needs of our members across all ages and levels
- Working with our regional associations, our providers and our sponsors to ensure volleyball is delivered professionally, productively and profitably
- Consistently delivering a quality product which will establish the Volleyball New Zealand event brand as meaningful to our volleyball community, our stakeholders and our sponsors
- Delivering events professionally
- Ensuring all events contribute financially to the sustainability of VNZ
- Ensuring that events are, as much as possible, equally accessible to all players

Fundamental Values for the VNZ Club Championships

Underpinning the Volleyball New Zealand commitments to delivering the sport, VNZ is also committed to the following values:

- Annually providing a high quality competitive event
- Encouraging and rewarding excellence in performance
- Providing a quality experience for all participants in a safe and enjoyable environment
- Promoting the principles of “fair play”:
 - Integrity
 - Fairness
 - Respect
- Support a smoke and drug free event

Regulations

1. Zone Boundaries

The following regions which are defined by the Board by regulation from time to time are included in the following zones:

- Northern Zone
 - Northland, North Harbour, Auckland, Waitakere, Counties-Manukau, Waikato, Bay of Plenty (Note: this zone will split into North and Midlands for 2020 season)
- Central Zone
 - Taranaki, Wanganui, Manawatu/Wairarapa, Wellington, Hawkes Bay/Poverty Bay
- Southern Zone
 - Tasman, Canterbury, Aoraki, Otago, Southland

2. Location

VNZ will determine the event location based on the following (in no order of preference):

- Availability of a suitable/financially viable venue
- Availability of volunteer personnel from within the region
- Potential sponsorship/partnership/funding opportunities
- Cost-effective accommodation and transfer options for travelling teams
- Financially accessible to all participants

3. Primary Roles

3.1. NZCC Advisory.

A NZCC Advisory will be annually appointed by VNZ for a term to be determined from time to time by the Board. Responsible for receiving submissions from any participant in the NZCC event.

- Make recommendations for improvements to the Event Manual to VNZ by an agreed timeframe

3.2. NZCC Event Staff:

3.2.1. Event Manager

The Event Manager will be contracted by, and report to VNZ.

Responsible for the delivery of all facets, including but not limited to administration, operations and logistics, marketing, media, funding, sponsorship and delivery of the NZCC, in collaboration with the Technical/Tournament Director, the Referee Manager, and the Match Play Committee.

Responsible for engaging suitable/qualified personnel as independent contractors to assist with the management of the event, and any other appropriate personnel to assist with the management and administration as required.

3.2.2. Technical/Tournament Director

VNZ will appoint a Technical/Tournament Director for the NZCC event. The Technical/Tournament Director will be contracted by, and report to VNZ.

The responsibilities of the Technical/Tournament Director are performed in collaboration with the Event Manager, Results Manager and Referee Delegate as follows:

- Leading the pre-tournament Technical Meeting
- Responsible for the smooth running of the event to include technical responsibilities for equipment, draws, format and regulations
- Provide a report to the VNZ national office within 14 days of the tournament
- Should a protest be lodged at the NZCC, convene the Protest Committee for the tournament, as per procedures for protests (Reg. 13)
- Convene the Protest Committee (Reg. 3.3)
- Convene a complaints Committee that deals with issues beyond the scope of the Protest Committee

3.2.3. Results Manager

VNZ will appoint a Results Manager who will be contracted by and report to VNZ. The responsibilities of the Results Manager are as follows:

- Drafting, consultation and final presentation of the draw (in collaboration with the technical director)
- Collation of team registrations
- Management of results and draw
- Website updating at the event

3.2.4. Chief Referee

VNZ will appoint a Chief Referee Delegate who will be contracted by and report to VNZ. The Chief Referee Delegate is responsible for:

- Leading the pre-tournament Referees Meeting
- Being a member of the Protest Committee (Reg. 3.3)
- In collaboration with the Technical/Tournament Director, appoint refereeing officials to games
- Supervise the performance of officials and provide appropriate feedback as required
- Provide a report to the VNZ National Office on the performance of officials, including any relevant comment on rule knowledge exhibited by team members, within 14 days of the tournament

3.3. Protest Committee

- The Protest Committee will be convened by the Technical/Tournament Director and include the Technical/Tournament Director, Chief Referee Delegate and Event Manager (VNZ). If any of these personnel are unavailable the Technical/Tournament Director may appoint alternative personnel
- Decisions will be final

4. Zone Qualification

Each Zone will be responsible for the qualification process for teams vying for Division I Zone places.

Zone Qualification (ZQ) is to start no earlier than 14 June. No ZQ events are permitted on weekends of 13-14 July and 20-21 July. ZQ is to be completed by Sunday 15 September.

Zone Convenor / Committee:

Responsibilities will include:

- Ensure Zone Qualification (ZQ) is played within the allocated zone window.
- Ensure no ZQ events are played during Performance Window i.e. on the weekends of 13-14 July and 20-21 July.
- Management of their Zone Qualification process
- Ensure all participants in any part of the qualification process for the zone have completed VNZ membership and transfer requirements
- Management of a draw in consultation with participating Clubs to ensure fairness and equity in competition format
- Should a protest be lodged at the Zone Qualification Tournament/Competition, convene a suitable Protest Committee
- Provide the VNZ National Office with Results of Division I qualifying within 24 hours of the completion of the event qualifying process
- Ensure that all players participating in the NZCC have met the necessary qualification regulations as stipulated in this Event Manual

5. Entry Process / Finance

5.1. Payment Method

Payments shall be made by internet bank transfer to Volleyball NZ Inc.
ASB 12-3192-0023920-00

5.2. Teams Entry

5.2.1. Entry must be completed on the online form on the Volleyball NZ Webpage for the 2019 Club Champs and is subject to the payment of:

Tournament entry fee and tournament bond being received on or before 4 September 2019

5.2.2. Teams withdrawing from the event after 5.00 pm 4 September 2019 will forfeit all entry fee, or if they have not paid the entry fee they will still be required to pay.

5.3. Tournament Bond

A Tournament Bond, amount to be advised on the entry form, must be lodged with VNZ at the time of Entry. This bond will be returned after the tournament if all the following obligations have been met. These obligations are:

- 5.3.1. A team list recorded on a score sheet at the NZCC must not include any ineligible players.
- 5.3.2. Play all matches as scheduled or as rescheduled by the Technical/Tournament Director.
- 5.3.3. Wear uniforms compliant with the uniform regulations (Reg. 12.6).
- 5.3.4. Perform all duties scheduled (or as directed by the Tournament Director/Referee Delegate).
- 5.3.5. For Duty, in all Divisions, provide a minimum of 2 Regional qualified referees as 1st/2nd referees (Reg. 12.4).
- 5.3.6. Division I teams that provide a National (or higher) qualified 1st referee will receive a discount on their Division I entry fee. All referees intending to referee at the event must attend the scheduled Referees meeting.
- 5.3.7. Team Coach and/or Manager must attend the scheduled Technical Meeting.
- 5.3.8. Meet all other requirements as per the Regulations.
- 5.3.9. Where a team fails to meet the uniform compliance regulations (Reg. 12.6), the bond shall be forfeited. The match will be permitted to continue but the non-compliance matter must be resolved and Technical/Tournament Director notified prior to the next match commencing. If the matter is not resolved the next match will be forfeited.
- 5.3.10. Where a team fails to meet their obligations during the event, the bond shall be forfeited immediately and the team will be required to post an additional bond with VNZ prior to continuing to participate in the event.

- 5.3.11. Where a team/club has forfeited the Tournament Bond at any Championships, that team/club shall be required to post a bond that is twice the amount specified for the event in the year following.
- 5.3.12. Where a team/club has forfeited the Tournament Bond in two consecutive Championships, right of entry to subsequent events may be determined by VNZ.

6. Right of Entry

- 6.1. Each Zone is guaranteed two positions per gender in Division I
- 6.2. Only Clubs that are members of an affiliated VNZ Regional Association may enter the NZCC or Zone Qualifying.
- 6.3. Clubs entering the Zone Qualification Events/Tournaments may only enter the Zone Qualification Tournament process in their Zone.
- 6.4. Where Clubs qualify two (2) or more teams in Division I, the Club is required to attest to the rankings of the teams on the Final Team Lists submitted.
- 6.5. International teams may not enter Division I at the NZCC but may enter Division II at the invitation of VNZ. An International team is classified as;
 - 6.5.1. A team with ALL athletes who have a Federation of Origin that is not VNZ OR
 - 6.5.2. A team that is residing and competing in competitions outside of New Zealand
- 6.6. For the purposes of the event, VNZ recognises NZDF as a club.

7. Seeding System

Seeding will be determined as follows:

- 7.1. 2019 NZCC remains as a 12 team Division I tournament with Promotion/Relegation from Div I to Div II with a minimum of 2 teams being represented from each zone in Division I.

- 7.2. The promotion/relegation effect for the 2019 NZCC seedings shall be calculated using the finishing positions from the 2018 Division 2 Championships based on 7.1. and subject to 7.5
- 7.3. Where a team withdraws after qualifying, that zone position will go to the next placed team from that Zone. If there are no eligible teams the positions below the vacancy will move up and the vacancy will be allocated in order of:
 - 7.3.1. The Zone finishing places from the previous year's event
 - 7.3.2. By ballot of any other third placed teams in Zone Qualification events
- 7.4. VNZ retains the right to balance Zone representation in pools for seeds 5-12.
- 7.5. Promotion/Relegation
 - 7.5.1. The top placed team in Division 2 gain their zone promotion to Division 1 for the following year. The bottom placed team lose their zone representation in Division 1 for the following year.
 - 7.5.2. Where a team finishing bottom in Division I cannot be relegated due to the guaranteed 2 places per zone, the next lowest team unaffected by zone guarantee will be relegated to Division II subject to 7.1
 - 7.5.3. Where a team finishing first in Division 2 has not competed in the zone qualifying process, they are not eligible to earn that zone a promotion to Division 1 and the promotion goes to the next eligible team subject to 7.1

8. Player Eligibility

- 8.1. Teams must register all named players, management and coaches with VNZ prior to participation in any Zone qualifying league/tournament
- 8.2. Players transferring between clubs must complete a Transfer Form and lodge with VNZ prior to participation in any Zone qualifying league/tournament.

- 8.3. Following the conclusion of Zone Qualification events, each qualified Division I team may loan in one player from a non-qualified Division I team within the loan window which will be 16-24 September 2019
- 8.4. In the event of a dispute over the financial status of a player with the loaning Club, Reg. 8.3 applies to this loan.
- 8.5. Players must not be registered on more than one (1) Team List, other than as permitted in the Loan Window (8.3)
- 8.6. Players can register as a New Zealand Domestic Player (NZDP) or as an International Player (IP). Teams may register up to two (2) International Players
- 8.6.1. New Zealand Domestic Player (NZDP) means the person holds or has issued in their name, at least one of the following documents:
- A NZ Passport
 - A NZ Birth Certificate
 - A New Zealand Certificate of Citizenship
 - A NZ Residence Visa
 - A NZ Working Visa
 - A NZ Study Visa
- 8.6.1.1. An International Transfer Certificate (ITC) is required for all New Zealand Domestic Players who's 'Federation of Origin' is not VNZ
- 8.6.2. International Player (IP) Definition
An International Player is a player:
- 8.6.2.1. Who does not meet the New Zealand Domestic Player (NZDP) requirements (defined in clause 8.6.1 above)
- 8.6.2.2. An International Transfer Certificate (ITC) is required for all International Players who's 'Federation of Origin' is not VNZ
- 8.6.2.3. Must have played 4 official zone matches for the team they are registering with during the 2019 zone season.

8.7. Teams may register:

On or before 11 September 2019 up to 14 players on the Team Registration Form. Of the 14 players only 2 may be International Players (IP). All other players must have met the player eligibility requirements already established.

8.8. If an Ineligible Player is recorded on score sheet

- For a game at the NZCC, the Tournament Bond is forfeited, Reg. 5.3.1 applies and
- Match points and match results are immediately forfeited for all matches and games up to the point the ineligible player is identified. At that time, each completed game/set is recorded 0-25 in favour of the opposing team, and each completed match as 0-3 (sets). All points in the current game/set are forfeited. The player concerned is removed from any further participation in the event and may not be replaced.

8.9. Injured Player

Where a club wishes to replace a named player due to injury, the club must prove that the player is physically unable to participate in the event. Must name a registered member of the club as a replacement player.

9. Loan Window

9.1. The NZCC Loan Window shall be from 16-24 September 2019

9.2. Loans are only to granted at the discretion of the Loaning Club

9.3. Loans may not be granted if a player has an unsatisfied financial obligation (whether disputed or not) to the club for which an Invoice or other formal documentation supporting indebtedness to the Club has been issued prior to the application for the loan is received by the loaning Club.

9.4. Where a financial obligation between a Club and player is unable to be resolved this will be referred to VNZ for resolution. VNZ decision will be final.

Tournament Regulations

10. Competition Format

10.1. Draw Principles

- 10.1.1. There will be two divisions each for men and women. The First Division will consist of 12 teams
There will be a Second Division (for teams beyond the First Division teams)
- 10.1.2. All matches will be best of 5 sets
- 10.1.3. Two (2) hours will be allocated for all matches
- 10.1.4. Teams will play a maximum of two games in any one day
- 10.1.5. If any team is scheduled to play two successive matches, they will be entitled to a 30 minute break between matches. By agreement between both captains and the duty team this period may be shortened.
- 10.1.6. The draft draws will be completed and distributed to confirmed participating teams seven (7) days prior to the tournament date.
- 10.1.7. The final competition draw will be confirmed at the Technical Meeting held the day prior to the commencement of the event.

10.2. Allocation of Competition Points

- 10.2.1. Ranking Points shall be allocated as follows:

Match won 3-0; 3-1	3 points
Match won 3-2	2 points
Match lost 2-3	1 point
Match lost 0-3; 1-3	0 points
Match forfeited	0 points (0-25; 0-25; 0-25)
- 10.2.2. Rankings will be determined as follows (in order of priority)
 - Number of Victories = The teams will be classified in descending order by the number of matches won.
 - In case of equality in number of matches won the ranking points will be considered (as per 10.2.1)

- Set quotient = In the case of equality in the ranking points won by two or several teams, they will be classified in descending order by the quotient resulting from the division of the number of all sets won by the number of all sets lost
- Points quotient = If the tie persists as per the set quotient the teams will be classified in descending order by the quotient resulting from the division of all points scored by the total of points lost during all sets.
- If the tie continues as per the point quotient between two teams, the priority will be given to the team which won the last (official) match between them.
- When the tie in point quotient is between three or more teams, a new classification of these teams in the terms of the above three tie-breakers will be made taking into consideration only the matches in which they were opposed to each other.

11. Match Conditions

11.1. The NZCC will be played in general accordance with FIVB Rules of the Game and VNZ variations as below or as determined from time to time

11.1.1. Technical Time-outs do not apply

11.1.2. Match Ball is Molten V5M5000

11.1.3. Uniforms – refer 12.6

11.1.4. Court set up as constrained by venue capability and in the considered best interest of the game

11.1.5. Pre match protocol as determined by Referee Delegate

11.1.6. Before *each* match teams may nominate from their team list up to two Liberos by writing the names and numbers in the special lines reserved for Liberos

11.1.6.1. Re-designation of a new Libero during a match is permitted as described in FIVB rule 19.4

11.1.6.2. If a team has more than 12 players listed on the score sheet for a match, TWO Liberos are mandatory to be nominated before the match begins.

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For the real game

12. Club/Team Obligations

Participating Clubs are responsible for the following:

- 12.1. Enter and pay all notified fees by internet bank transfer to the VNZ ASB Bank A/C 12 3192 0023920 00
- 12.2. Ensure all team members are current registered members of VNZ
- 12.3. Provide team lists by 10 September 2019 as per the online link provided by VNZ.
- 12.4. Complete all team duties in a respectful and responsible manner and for all Divisions, provide a minimum 2 Regional referees, 2 scorers and 2 line judges.
- 12.5. To encourage a higher quality level of play, Division I teams are strongly encouraged to provide at least a National level 1st referee and will receive a discount in their entry fee for doing so (5.3.5)
- 12.6. Wear uniforms compliant with the uniform regulations:
 - Team playing tops must be matching in design and colour.
 - **Team playing shorts must be matching in colour and at least close to matching in design / length / pattern**
 - Shirt numbers must be clearly visible and numbered 1-99 front and back (preferably numbered 1-20).
 - Preferably centered on front & back and minimum of 15 cm in height on the chest, and a minimum of 20 cm in height on the back
 - Colour and brightness of the numbers must contrast with the colour and brightness of the jerseys
 - Captain's shirt must be clearly identified with a line under the number on the shirt front.
 - The Libero player(s) must wear a uniform which has a different dominant colour from any colour of the rest of the team. The uniform must clearly contrast with the rest of the team. The Libero uniforms must be numbered like the rest of the team.
 - **Where more than one set of uniforms is used in this event, it is preferable that players wear the same number for all matches, where this is not possible, changes must be neatly noted on the scoresheet.**

- Religious garments, support/compression garments, wraps, strapping, knee or elbow pads, and/or layers for warmth are permitted and may be visible so long as they are worn under uniforms as described elsewhere in 12.6.

12.7. Respect the support from sponsor/partners and funders and add value where possible.

12.8. Demonstrate the principles of Fair Play

13. Protests

Where a team wishes to lodge a protest during a match

13.1. The Captain must indicate to the 1st Referee that a protest is being lodged and the match will be frozen.

13.2. A Protest Fee of \$50.00 cash shall be lodged with the VNZ representative (Zone Qualification Director, Referee Delegate, Technical/Tournament Director) convening the Protest Committee.

13.3. The Protest Committee will convene and include any of the following: Event Manager, Directors, Referee delegate or alternative personnel as appointed by the convenor.

13.4. The decision will be final and binding.

13.5. If the Protest is upheld the Protest Fee will be returned.