



VOLLEYBALL NEW ZEALAND
POIREWA AOTEAROA

52nd New Zealand Secondary School Volleyball Championships **2021**

Tournament Manual



School Sport New Zealand Sanctioned

Dated: January 2021



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Volleyball New Zealand Values

- The following values underpin Volleyball New Zealand events:
 - providing a range of quality events that encourage participation and excellence in performance across all ages and levels;
 - providing a high-quality experience in a safe and enjoyable environment;
 - using limited resources to provide value to Volleyball New Zealand and our delivery partners; and
 - delivering events professionally.



Fundamental Principles for NZ Secondary School Volleyball Championships

Further to the values underpinning all events, Volleyball New Zealand is committed to the following principles:

- providing annually a high-quality competitive event;
- encouraging and rewarding excellence in performance, attitude, and presentation; and
- promoting the principles of fair play:
 - Integrity
 - Fairness
 - Respect



Policies and Procedures

- Policies and procedures must comply with the Volleyball New Zealand Constitution and regulations;
- VNZ will be responsible for the review of the Event and will make recommendations to the Volleyball New Zealand Board on matters contained in this manual.

Championship Regulations

1. Tournament Dates

- 1.1. The Event will be held in the allocated Term One Tournament Week sanctioned by the New Zealand Secondary Schools Sports Council (NZSSSC).

2. Event Location

- 2.1. Volleyball New Zealand (VNZ) will determine the Event location based on criteria determined and documented by VNZ, which will include the following (not in order of preference):

- Availability of a suitable/financially viable venue;
- Availability of volunteer personnel from within the region;
- Potential sponsorship/partnership/funding opportunities;
- Accessibility of venue; and
- Cost-effective accommodation options for travelling teams.



- 2.2. VNZ may contract regional personnel as independent contractors on a contract-for-service basis to assist with the management of the Event.

3. Primary Roles

- 3.1. Event Manager (National Office)
 - Responsible for the delivery of all facets, including but not limited to administration, operations and logistics, marketing, media, finance, sponsorship, and delivery of the Event;
 - Responsible for engaging suitably qualified personnel for the positions listed following 3.1 and all other appropriate personnel for the administration of the Event.
- 3.2. Tournament/Technical Director and Deputy Directors (VNZ appointed)
Volleyball New Zealand will appoint Technical Directors who will be contracted by and report to Volleyball New Zealand.

- Responsible for the smooth running of the Event, including technical responsibilities for equipment, draws, format, and regulations;
- Provide a report to VNZ Office within 30 days of the completion of the Event.

3.3. Results Manager (VNZ appointed)

Volleyball New Zealand will appoint a Results Manager who will be contracted by and report to Volleyball New Zealand.

- Responsible for the drafting of, consultation on, and final presentation of the draw, collation of team registrations, management of results and draw, and website updating at the Event.

3.4. Referee Delegates (VNZ appointed)

Volleyball New Zealand will appoint at least 3 Referee Delegates who will be contracted by and report to Volleyball New Zealand.

- Responsible for referee qualification requirements, referee support, and delegation of duty teams to pre-determined matches;
- Responsible for ensuring that matches are played following the FIVB Rules of the Game (with VNZ modifications) and that the Event is run following the conditions in this Tournament Manual and the Event programme; and
- Responsible for the pre-event Referee Meeting.



4. Finance

- 4.1. Entry is subject to the payment of the tournament entry fee—including membership fees.
- 4.2. A Tournament Bond will not be asked from schools upon registration, but schools will be penalised if obligations are not met. Some penalty fees may be asked to be paid during the tournament or schools will be invoiced. Penalty fees can range from \$50-\$100.

These obligations are:

- Paying the registration fee on or before the due date;
- Providing all the eligibility documents for additional/ change player, additional/ change coach, additional/ change manager, signed by the principal before the first day of the tournament or during the preliminary inquiry (team sign-off);
- Having named Referees, Team Coach, and/or Manager attend and sign in at the General Technical Meeting;
- Returning all trophies and shields already engraved and in top condition;
- Playing all matches as scheduled;
- Arriving for duty no less than 20 minutes before the start of the match and beginning the competing teams' 15-minute protocol no less than 15 minutes before the scheduled start time of the match (with the exception of 9.2);
- Performing all duties scheduled (or as directed by Tournament Director/Referee Delegate);
- Providing a 1st Referee of at least the Local Qualification and providing at least five other appropriate duty personnel (2nd Referee, scorer, assistant scorer, and two line judges);
- An adult must be present (either as the 1st referee, 2nd referee, or at score bench), **wearing the VNZ-supplied fluorescent vest** or VNZ Referee top **at all times** during duty;
- Ensuring that their duty scoresheets are fully completed (i.e. totals in the result sections; signatures of the referees, coaches, and captains; etc.); and
- Meeting all the requirements under Tournament Regulations.



- 4.3. Entries to the Event are confirmed on receipt of the School Entry Form signed by the Principal, Entry and Bond Fees, and completed on-line Team List signed by the Principal.
- 4.4. If a team enters, then withdraws from the Event, the refund policy is:
- | | |
|---------------------------|--------------------------------|
| On or before 8 March 2021 | Full refund of entry fees paid |
| After 8 March 2021 | No refund |

5. Player/ Team Eligibility

Players participating in the Event and in all qualifying matches must meet the following eligibility criteria:

- 5.1. Be under 19 as of 1 January of the year of competition.

- 5.2. Be a "full-time" (80%) student enrolled at the school the player is competing for and be a registered member of Volleyball New Zealand Incorporated;



- 5.3. Comply with the eligibility criteria as set down by the School Sport New Zealand (NZSSC) and adopted by Volleyball New Zealand (VNZ):

- A quota of three (3) new-to-school and non-domestic students will apply;
- The period for which a student is new-to-school is two years prior to the first day of the Event; and
- An exemption from the quota is available for new-to-school students who can provide evidence that their primary caregiver has relocated and that they could not reasonably be expected to have remained at their previous school.

- The birthdates of players competing in the Event and in all qualifying matches must be declared on the official Team List/s. This form must be signed by the Principal of the school, acknowledging that all team members meet the eligibility requirements.
- A maximum of two (2) Junior players (Year 9 and 10) are allowed in the roster and may both take court at the same time.



- 5.4. Changes to team list(s) (players and officials) made after the school principal has signed off the list submitted online will be accepted only on school letterhead signed by the principal (as per SSNZ regulations).
- 5.5. For player dispensation, please contact the Event Manager at om@volleyballnz.org.nz. and send the dispensation form. Further instructions will be provided. The decision will be made by the tournament officials with the guidance of School Sport NZ.

6. Association Qualifying Events

- 6.1. New Zealand is divided into Associations within which qualifying competitions are run to determine regional seedings for the Event. The Volleyball New Zealand Board is responsible for confirming the number of associations, their boundaries, and their seeding allocations.
- 6.2. All qualifying competitions must be completed **at least 10 days** prior to the start of the Event.



7. Grades and Divisions

- 7.1. Entries will be sorted into initial grades of 32 teams (eight pools of four).
- 7.2. Lower grades will be determined by the number of entries.
- 7.3. Following pool play, each grade of 32 will split into divisions of 16 or in the case of lower grades as determined by the number of entries.
- 7.4. There will be automatic promotion/relegation of the regional position between grades based on the finishing places of the bottom three/top three New Zealand placed teams in each grade.
- 7.5. Seedings within each grade will be based on the previous three years results of a region. This will be calculated as follows:
 - 60% weighting for the results from the previous year;
 - 30% weighting for the results two years previous; and
 - 10% weighting for the results three years previous.
- 7.6. For the first round, pools will be arranged to ensure that, **where possible**, there will be an even distribution of teams from each region as follows:
 - Changes of one seeded place may be made in the bottom half (17-32) of the draw when moving teams between pools to accommodate the even distribution of teams from the same region.
- 7.7. A team must play in the grade they are seeded in.
- 7.8. Regions are not guaranteed a Top-32 seeding.



8. International Teams

International teams are encouraged to participate in the Event.

- 8.1. A maximum of two international teams may be entered in the Top 32 in both girls and boys division.



- 8.2. Australian school teams must be ranked in the Top 10 of Honours Division (AVSC) to be accepted into Top 32 Grade.
- 8.3. Seedings will be determined by VNZ with the top ranked team allocated a seed between 9-12 and the second team allocated a seed between 21-24.
- 8.4. The New Zealand teams ranked 28 and or 29 may be relegated to positions 33 and/or 34 subject to International entries.
- 8.5. The seeding of all other International teams will be determined by VNZ.



A photograph of three volleyball players in green jerseys with yellow accents, jumping to block a ball. The player on the left has the number 12, the middle player has 13, and the player on the right has 14. They are all reaching up with their hands near the net. A volleyball is visible in the air above their hands. In the background, a man in a blue shirt is partially visible, and the court floor is green.

11. The Official Team

- 11.1. Only players and team officials (as **printed** on the scoresheet) are permitted on the playing areas during allocated match times.
- Additions to the team list (players and/or officials) must be signed off by tournament management prior to the match commencing.
- 11.2. If an ineligible player is discovered to have played in a match, the team will forfeit that match (recorded as a 25-0, 25-0, 25-0 loss).
- If discovered during a match, the team will forfeit all points in all sets where the ineligible player has entered the court. Play will continue with the revised score.

12. Match Ball

- 12.1. The official tournament ball is the **Mikasa V200W**.
- 12.2. One match ball per court is supplied.
- It is the Duty Team's responsibility to return the match ball to the court controller at the conclusion of the match.
- 12.3. All matches will play the one ball system.

13. Team Uniforms

Team players shall wear uniforms that comply with VNZ rules for this event:

- 13.1. Team shirts and shorts must be matching in design and colour (except for the Libero).



- 13.2. If two or more sets of uniforms are used, it is preferable players wear the identical number for each set of shirts.
- 13.3. Shirt numbers must be clearly visible and numbered 1-99 front and back (preferably numbered 1-20).
- 13.4. The Libero must wear a **distinctly contrasting** coloured shirt for identification, numbered front and back as per 13.3.
- 13.5. Compression aids may be worn for protection or support.
- 13.6. Players are not permitted to play with casts (FIVB Rule 4.5.1).

14. Allocation of Duties

Where possible, the following principles will be followed when allocating team duties:

- 14.1. The first duty on each day will be carried out by one of the teams playing the third-round matches of the day.
- 14.2. Teams will do duties on matches that follow their own matches.
- 14.3. A team will have a minimum break of one match after completing a duty.
- 14.4. Teams that play or do duty on the last match will not play or do duty on the first match the next day.



15. Protests

Should any team wish to make an official protest during the game, the team Captain must indicate this to the 1st Referee. A \$50.00 **cash** fee shall be paid to the Tournament Director or Referee Delegate for the protest to be considered (this fee will be refunded if the protest is upheld). The match is frozen until the Disputes Committee meets and settles the protest.

A protest will only be considered:

- On an application or interpretation of a rule;
- Immediately following the referee's ruling (or lack thereof).

Once the referee has authorized service for the next point, protests concerning the previous rally will not be accepted.



Match Play Rules and Regulations

16. Set Format

- 16.1. **Where possible** pool play matches will be best of five sets (the first 4 sets to 25, and the final set to 15) with a two-point advantage in all sets.
- 16.2. Different set/match formats may be used by the organisers at their discretion to meet draw and court availability requirements.

17. Substitutions

Domestic Rule: The 12-substitution rule applies.

- 17.1. A team shall be allowed a maximum of twelve (12) substitutions in any one set.
- 17.2. Players starting a set may be replaced by a substitute and may subsequently re-enter the set twice.
- 17.3. Each player may enter the set three times. A player shall not enter the set for a fourth time (starting shall count as an entry).
- 17.4. Players re-entering the set must assume the original position in the service order in relation to other teammates.

- 17.5. Any number of players may enter the set in each position in the service order, only limited by 17.1, 17.2 and 17.3.
- 17.6. In case of injury, exceptional substitutions are allowed according to FIVB Rule 15.7.



18. Libero

Domestic Rule: One Libero may be nominated per set.

- 18.1. The Libero shall be nominated per set by the coach indicating the Libero number on the line-up sheet for the set. If the Libero box is left blank on the line up sheet, there will be **no Libero permitted** for that set.

- Note Libero(s) are not nominated on the scoresheet before the match, only on each set's line-up sheet; therefore, any player listed in the team list can be a Libero.

- 18.2. Re-designation of a Libero during a set may be made as per FIVB Rule 19.4.



19. Warm Up

- 19.1. The toss shall be conducted as soon as the court is free and both teams are present.
- 19.2. Teams then have a **minimum** five minutes warming up with balls on their side of the net. **If a court is running late**, teams have **no more than five minutes** warming up with balls on their side of the net (see 19.4).
- 19.3. Teams will then have ten minutes warm up together at the net.

- At the toss, if either captain requests separate (consecutive) warm-ups at the net, the teams are allowed five minutes each; the team to serve will go first.

19.4. If a court is running late, the 15-pre-match protocol will be enforced (see Appendix: Pre-match Protocol)

20. Allocation of Competition Points

20.1. Match 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 (25-0; 25-0; 25-0)

Volleyball New Zealand 46th NZCT Secondary School National Championships														
Boys Division 1 Pool A														
Rank	Team	Points	Wins	Losses	Points For	Points Against	Set Ratio	Point Ratio	Rank	Team	Points	Wins	Losses	Points For
1	Western Hargate H.S. A	12	4	0	120	55	2.18	1.20	1	Western Hargate H.S. A	12	4	0	120
2	Waikanae H.S. A	9	3	1	110	85	1.28	1.10	2	Waikanae H.S. A	9	3	1	110
3	Western Hargate H.S. B	6	2	2	95	100	0.95	0.95	3	Western Hargate H.S. B	6	2	2	95
4	Waikanae H.S. B	3	1	3	85	110	0.77	0.77	4	Waikanae H.S. B	3	1	3	85
5	Waikanae H.S. C	0	0	4	55	120	0.46	0.46	5	Waikanae H.S. C	0	0	4	55
6	Waikanae H.S. D	0	0	4	55	120	0.46	0.46	6	Waikanae H.S. D	0	0	4	55
Boys Division 1 Pool B														
Rank	Team	Points	Wins	Losses	Points For	Points Against	Set Ratio	Point Ratio	Rank	Team	Points	Wins	Losses	Points For
1	Waikanae H.S. A	12	4	0	120	55	2.18	1.20	1	Waikanae H.S. A	12	4	0	120
2	Waikanae H.S. B	9	3	1	110	85	1.28	1.10	2	Waikanae H.S. B	9	3	1	110
3	Waikanae H.S. C	6	2	2	95	100	0.95	0.95	3	Waikanae H.S. C	6	2	2	95
4	Waikanae H.S. D	3	1	3	85	110	0.77	0.77	4	Waikanae H.S. D	3	1	3	85
5	Waikanae H.S. E	0	0	4	55	120	0.46	0.46	5	Waikanae H.S. E	0	0	4	55
6	Waikanae H.S. F	0	0	4	55	120	0.46	0.46	6	Waikanae H.S. F	0	0	4	55

20.2. Rankings will be determined as follows, in order of priority:

- Number of Victories** = Teams will be classified in descending order by the number of matches won.
- Match Points** = in the case of equality in the number of matches won by two or several teams, teams will be ranked in descending order by their total number of match points as allocated per 20.1.
- Set quotient** = in the case of equality in the match 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 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.

- **If the tie persists following all of the above**, there will be a drawing of lots.

21. Codes of Behaviour

Players, Coaches, and Managers are expected to demonstrate good sportsmanship and to behave appropriately at all times. Inappropriate behaviour that in the opinion of the organisers brings the game into disrepute will be subject to sanction penalties.

- 21.1. Team members who demonstrate poor sportsmanship during matches will be subject to the Sanction Scale as per the official FIVB Rules of Volleyball. Any other matters that arise (not covered by the official rules or happen outside a match) will be dealt with by the Disputes Committee. The decision of the committee is final.
- 21.2. Volleyball New Zealand does not tolerate improper behaviour including but not limited to bullying, racism and sexual harassment of any form from participants to spectators.
- 21.3. During matches Tournament Management have the authority to issue penalties to players or coaching staff in accordance with the sanction scale in the rules of the game.

22. Players

As a player, you are expected to:

- Be a good sport;
- Play for enjoyment;
- Work hard for your team as well as yourself;
- Treat all team-mates and opponents as you enjoy being treated;
- Play by the rules;
- Co-operate with team and game officials;
- Control your behaviour on and off the court; and
- Learn to value honest effort, skilled performance, and improvement.



23. Teachers and Coaches

As a Teacher or Coach, you are expected to:

- Set a good example for all players;
- Encourage and create opportunities to develop individual skills;
- Teach a wide range of team skills;
- Ensure the level of competition is appropriate for the age group and the skill development level of the players involved;
- Teach your players to respect and be friendly towards officials and opponents;
- Give all interested players a chance to participate in training and matches;
- Remove from the field of play any of your players whose behaviour is not acceptable; and
- Keep your own knowledge of coaching and the developments of the game up to date.

24. Parents

As Parents, you are expected to:

- Encourage participation by your children;
- Provide a model of good sports behaviour for your children to copy;
- Be courteous in your communication with players, team officials, game officials, and sports administrators;
- Encourage honest effort, skilled performance, and team loyalty;
- Make any new parents feel welcome on all occasions; and
- Not interfere with the conduct of any events.

25. Administrators and Officials

As Administrators and Officials, you are expected to:

- Ensure rules, equipment, training, schedules, and matches are safe and match the needs and skill level of the children involved;
- Ensure that equal opportunities for participation in sports are available for all children;
- Involve children in the planning, evaluating, and decision-making of events;

- Ensure everyone involved (including parents) understand their responsibilities regarding fair play and appropriate behaviour;
- Encourage a positive attitude towards children's sport by:
 - Emphasizing fun and enjoyment;
 - Encouraging both teams; and
 - Setting a good example.
- Be consistent, courteous, and helpful towards all participants;
- Use common sense to ensure that the spirit of the game for children is not lost by overcalling violations;
- Ensure that qualified and competent coaches and officials capable of developing appropriate sports behaviour and skill techniques provide adequate supervision;
- Remember that children play for enjoyment rather than awards;
- Focus on the needs of the participants rather than the enjoyment of the spectators; and
- Distribute (or publish in programme) a Code of Behaviour sheet to spectators, players, coaches, and the media and take other positive steps to ensure people understand their responsibilities regarding fair play in children's sport.



26. Spectators

As Spectators, you are expected to:

- Demonstrate appropriate social behaviour;
- Not let your behaviour detract from the participants' enjoyment;
- Let game officials conduct events without interference;
- Support skilled performances and team play with generous applause; and
- Demonstrate respect for opposing players and their supporters.

27. The Media

The Media are expected to:

- Provide coverage of children's sport as well as reporting adult sport;
- Be aware of the difference between adult sports programmes and children's sports programmes;
- Not place unfair expectations upon children (i.e. children are not miniature professionals);
- Place in proper perspective the isolated incidents of unsporting behaviour rather than make such incidents the "highlight" of the Event; and
- Focus upon children's fair play and their honest effort.



Risk Management Plan

Event: NZ Secondary Schools Volleyball Championships

Venue/Date: Central Energy Trust Arena, Palmerston North 29 March – 3 April 2020

Analysis	Description		
Risks Accidents & Injury	<ol style="list-style-type: none"> 1. Life-threatening e.g. heart attack 2. Major Injury e.g. broken bones, serious wounds 3. Non-Life-Threatening e.g. asthma induced through exercise 4. Minor Injuries e.g. sprains, grazes, injured muscles 5. Other Injuries/Medical conditions 		
Dangers	People <ul style="list-style-type: none"> • Inappropriately attired participants e.g. footwear, kneepads • Court controller unaware of safety measures to watch out for 	Equipment <ul style="list-style-type: none"> • Wires dangling from net • Support wires from poles • Over inflated balls • Objects attached to poles e.g. net winder 	Environment <ul style="list-style-type: none"> • Loose balls during warm ups and from other matches • Slippery surface • Lack of surround space • Poles too close to court • Natural disaster e.g. earthquake
Risk Management Procedures	<ul style="list-style-type: none"> • Tournament Director to ensure, through training, that volunteers have sufficient knowledge to deal with risks • Participants are made aware of the safety procedures/considerations for the activity • participants are checked for appropriate attire for activity • participants are familiar with rules for activity 	<ul style="list-style-type: none"> • Facilities & Equipment Coordinator check all equipment daily • All appropriate safety equipment is used e.g. padding around poles • Dangerous support wires clearly marked 	<ul style="list-style-type: none"> • Court Controller to check playing area prior to each match • Court Controller ensures there is sufficient surround space available before each match (e.g. remove gear bags etc.) • Team benches are placed well away from the side/end of the courts • Venue safety plan and evacuation plan included in technical meeting briefing for all teams
Management Procedures	<ul style="list-style-type: none"> • A phone on hand at all venues to call for emergency First Aid. • First Aid Kit and ice available at all venues • Vehicle on hand at all venues • Establish a clear communication process for first aid treatment 		
Policies & Recommended Guidelines	<ul style="list-style-type: none"> • Only the most appropriately skilled personnel be responsible for coordinating the Event • The Tournament Director, Stadium Management and Court Controllers familiarize themselves with the facilities and the equipment prior to the Event commencing • Ensure appropriate supporting services are informed of event and procedures undertaken to cover risk – fire, injury, legal • Venue management provide safety and evacuation plan to be distributed to all teams and included in technical meeting briefing • Evacuated teams are the responsibility of team management once in the evacuation area 		

**Skills Required
Coordinators &
Volunteers**

- Positive and enthusiastic attitude toward the Event and participants
 - Good communication skills
 - Good planning and organisational skills
 - Committed to working in a team, to contribute to a well-run event
 - Clear understanding of their roles and responsibilities
 - Clear understanding of the rules/regulations for the Event
-

**Tournament
Director**

Signed: _____

Date: _____

Risk Management Procedures for an Emergency

Communication

1. Cell phone/ Landline
2. Facebook Messenger/ Social Media
3. Word of Mouth

Priorities of Emergency

1. Life-threatening (e.g. heart attack)
2. Major injury (e.g. broken bone)
3. Non-life-threatening (e.g. asthma attack)
4. Minor injury (e.g. sprain)
5. Other incl. injuries/medical conditions/fire/legal

Procedure:

1. Referee freezes match/s and if appropriate calls Court Controller
2. Lower priority emergencies treated at court if appropriate, and measures taken to ensure court is clean and safe for continuation of match.
3. Court Controller communicates with the Event Manager/Technical Director or Referee Delegate the priority level of emergency if requiring further medical assistance.
4. Event Manager/Technical Director immediately calls for external medical assistance for high priority (1-2) emergencies, and priority 3-5 if considered appropriate.
5. Event Manager/Tournament Director complete Accident/Emergency Report immediately after the match is completed and emergency managed, and file with Event Manager.

Appendix: Pre-match Protocol

The following 15-minute protocol is used when a court is running behind schedule. If the court is running on time, the same protocol is used except part 1 can be extended and part 2 begins 11 mins before the scheduled match start time.

Teams		Duty Team		
15	Teams can warm up with ball on their side of the net (pepper)	Part 1	Get coaches to sign scoresheet to confirm the printed team list	
14			Get captains and perform toss and sign scoresheet	
13				
12				
11				
11	Coaches submit line up sheets for first set.			
10	Combined Net Time	Part 2	Serving Team	If either captain requests separate net times at the toss, the serving team gets the first 5 mins which begins once the opposing team have left the court.
9				
8				
7				
6				
6			Receiving Team	Scorer enters first set line ups onto scoresheet
5				
4				
3				
2				
1				
0	Starting 6 enter court, line ups checked & match begins			

Please note only 1 person is required to run this protocol. It is best for the majority of the duty team to rest and relax and only get into position before the teams are about to take the court to begin the match.