

JUNIOR GRAND PRIX SERIES

HOSTING PACK

IN ADVANCE

- 1** Select the structure of your event.
[6v6 guidance](#) or [4v4 guidance](#) for U14 / U15 Tier 2 hosts
- 2** Access the contact details for your opponents on VolleyZone. (Information to follow).
- 3** Send a [confirmation email to teams](#) in the group to share event details.
- 4** Ensure that [safeguarding requirements](#) are met.
- 5** Read and understand the [Junior Competitions Regulations](#) and [code of conduct](#).
- 6** Preparing the results spreadsheet. The method of [recording results](#) is via Google Sheets.
- 7** Print all materials as necessary: [scoresheets](#), [spare team sheets](#), [pool tables](#).
- 8** Complete risk assessment ([template available if required](#)).
- 9** Recruit [volunteers for supporting roles](#) on the day.

JUNIOR GRAND PRIX SERIES

HOSTING PACK

PRE-EVENT

- 1** Brief **volunteers** supporting the event
- 2** Set up a **registration desk** for teams to check in on arrival
- 3** Set out **scorer's tables and scorers' sheets**
- 4** Put up the **event schedule** around the venue
- 5** Please **meet and greet** all teams on their arrival
- 6** Collect **2 teams' sheets per team** (store one away and take the other to the scorer's table)
- 7** Deliver **event briefing** ([template available if required](#))

JUNIOR GRAND PRIX SERIES

HOSTING PACK

DURING-EVENT

- 1 Check venue and equipment safety throughout.
- 2 Update the results on Google Sheet and / or paper results sheets.
- 3 Ensure the competition runs to time.
- 4 Support volunteers throughout.
- 5 Ensure safeguarding requirements are met (including photography / media consent).
- 6 Manage any disputes in accordance with [regulation \(R. Disputes\)](#).

JUNIOR GRAND PRIX SERIES

HOSTING PACK

POST-EVENT

- 1** Ensure that all teams check and take photos of the results before leaving the venue.
- 2** Take photos of team sheets and email to competitions@volleyballengland.org. Checks will then take place for player eligibility.
- 3** Update the results use the Google Sheets.
- 4** Report issues to competitions@volleyballengland.org by the evening of the competition.
- 5** Store the scoresheets in a safe place until the end of the season. They can be used as proof to settle any potential disputes.
- 6** Share any photos and success stories of the event with Volleyball England. We want the competitions to be very visible on social media.