



# QUEER VOLLEYBALL LEAGUE

| ORGANIZATION OF A MATCH DAY |

The organization of a league match day is one of the honorable tasks of every team in the league. The more teams are willing to organize a matchday in their city, the more colorful the league will be. This guide is intended to help you organize and carry out a league match day successfully.

### **\_01\_ CONTACT PERSONS OF THE LEAGUE**

#### **BOARD OF DIRECTORS OF THE QUEER VOLLEYBALL LEAGUE**

The league's board consists of six people who support the matchday according to their respective areas of responsibility.

#### **BOARD MEMBERS (MITGLIEDER@QUEERLEAGUE.DE)**

The Board of Directors MEMBERS monitors the playing rights of the competing teams and the late registrations of players during a match day. The group coordinator must send the late registrations of a matchday to the board, as the results of teams with unregistered players cannot be counted.

#### **CHIEF FINANCIAL OFFICER (FINANZEN@QUEERLEAGUE.DE)**

The Board of Directors FINANCES reimburses the expenses for catering during the match days. All receipts and invoices must be forwarded to the Finance Board in the original immediately after the matchday. There is also a template for this, which is available in the cloud and on this website.

#### **BOARD OF DIRECTORS FOR MATCH OPERATIONS (SPIELBETRIEB@QUEERLEAGUE.DE)**

The GAME OPERATIONS board prepares the match schedules for all levels and sends the match report sheets to the group coordinators. This is currently done via the online tool MeinSpielplan ([www.meinspielplan.de](http://www.meinspielplan.de)). In the event of cancellations of match days or changes in place and time, the board must be informed in order to be able to adjust the match schedules.

#### **CHIEF DIGITAL OFFICER (DIGITAL@QUEERLEAGUE.DE)**

The board for DIGITAL updates the contents of the homepage in the event of changes in the match schedule and the group divisions. If a matchday is cancelled or postponed, the board must be informed to keep the website up to date. Links to the respective results and tables of the groups must be maintained on the website. These are automatically updated by the group coordinator recording the results.

## **BOARD MEMBER SOCIAL MEDIA (SOCIALMEDIA@QUEERLEAGUE.DE)**

The board for SOCIAL MEDIA creates a report About the match day including results and table via the corresponding accounts, if available. Approved photo material can be made available for publication. The board coordinates with the board for digital, and if necessary, article content is also taken over on the website.

## **BOARD OF DIRECTORS PR (PR@QUEERLEAGUE.DE)**

The PR board communicates with all clubs to ensure better communication. If you need support, the PR board can lead and direct communication in various groups. Furthermore, the board of directors does PR public relations work at various queer events and tournaments.

## **\_02\_ GROUP COORDINATOR**

She/He takes care of the coordination of the match days in a season and is the direct contact person for the board. He or she will bring the match report sheets to the match days. In the event of a lack of equipment in the halls or other problems, the group coordinators will take care of replacements. After the matchday, he or she will send the documents on the match results to the Match Operations Board, which will charge the results.

## **\_03\_ TEAM MANAGER**

He organizes the participation of his team on the match days and monitors the registrations and late registrations of her players as well as the timely payment of contributions to the league.

## **\_04\_ HOST TEAM**

The host team is responsible for the smooth running of a matchday. Billing and reimbursement of the catering costs minus deposit are carried out by the Finance Board. All original receipts and invoices must be made available to the CFO 4 weeks after the matchday, but no later than 15 October of the current calendar year. In the event of scheduling problems for a planned matchday, the team captain will first inform the group coordinator. This person will try to find an alternative date with the host team and the other teams in the relay. The new date will be communicated to the Match Operations Board and the Digital Board.



## **\_05\_ DISTRIBUTION OF TASKS ON A MATCH DAY**

Numerous people are involved in the implementation of a match day. In the following, these tasks are distributed among the various participants.

### **BOARD**

- \_ Preparation and dispatch of the match schedules to the group coordinators
- \_ Sending the match report sheets to the group coordinators
- \_ Dispatch of match day documents to the host team
- \_ Dispatch of medals for the award ceremony on the last day of the season
- \_ Monitoring of gaming eligibility and receipt of membership fees
- \_ Calculation and dispatch of the results of the match days
- \_ Publication of the results on the website

### **ASSEMBLY OF DELEGATES**

- \_ Determination of the relays and the associated teams in the annual delegates' meeting
- \_ Determination of the dates and venues of the match days
- \_ Determination of the group coordinators for all relays

### **GROUP COORDINATOR**

- \_ Bringing the match report sheets to the match day
- \_ Recording the results via [www.meinspielplan.de](http://www.meinspielplan.de)
- \_ Bringing the medals for the award ceremony on the last day of the season
- \_ Holding a dignified award ceremony on the last matchday of the season
- \_ Contact person of the board for postponements or cancellations of participations of individual teams

### **TEAM LEADER**

- \_ Dispatch of the registration form and timely payment of membership fees
- \_ Timely registration for the bed exchange and transmission of the information provided by the host team provided the sleeping places to his team
- \_ Late registration of players on the late registration form during the match day
- \_ Payment of late registration fees by the end of the month following the day of the match at the latest. Otherwise, the registered player is considered ineligible to play.

- \_ Application for the sports hall at the city administration.
- \_ Payment of any hall fees that may be incurred. These are used against receipt reimbursed by the board indefinitely.
- \_ Confirmation of the match date with the group coordinator of the relay and the board of game organization
- \_ Organization of a private bed exchange. Experience has shown that the procurement of sleeping places is the most time-consuming and should be started before the invitation.
- \_ Organization of a common meeting point on the day of arrival before the day of the match for participants who travel from far away [optional]
- \_ Organization of a joint event after the match day [optional]
- \_ Organization of a brunch in the morning after the game day [optional]
- \_ Announcement of the registration date for sleeping place reservations of guests
- \_ Announcement of the hall address, travel instructions, hall opening, start of the game and dates of the optional events to all participating teams
- \_ Disclosure of the names and addresses of the hosts of the bed exchange to the members of the guest teams.
- \_ Organization of catering in the hall. The planning of the catering is time-consuming and should be carried out by several people. If possible, look for external volunteers to take care of the catering during the games.
- \_ Procurement of a sufficient number of networks and antennas. Report missing equipment to the group coordinator and possibly borrow it from other teams.
- \_ Control of the equipment of the hall: net holders, court lines, sanitary facilities, stands, electricity. In case of problems, inform the group coordinator.
- \_ Entry of the results at MeinSpielplan. Send the result sheets to the board members. If possible, this should be done electronically by e-mail.
- \_ Dispatch of the late and re-registration list as well as the match report sheets to the board of members organization.
- \_ Dispatch of the statement of catering and receipt of hall fees paid to the Finance Board.

## **\_06\_ CATERING IN THE HALL**

The total amount reimbursed by the league is 45 euros per team per matchday.

The food should include at least 12 liters of water per team as well as smaller meals for all players.

Coffee, tea and homemade salads or cakes are often also offered. When shopping, please note the maximum refund limit. Amounts exceeding this amount will not be refunded by the league.

When submitting the invoices to the Finance Board, please deduct the deposit received back from the invoice amount. Increased costs for mineral water will be covered by the league in case of high heat beyond the maximum reimbursement limit.

For all planned food, please think about how it must be eaten and make sure there are enough plates, bowls, spoons and knives.

In many cities and municipalities, the waste generated may not be disposed of in the garbage cans on site, but must be transported and disposed of separately. For this, please calculate sufficient garbage bags and transport options.

A basic cleaning of the rooms in which meals were eaten is also necessary after most match days. Provide appropriate household help such as brooms, dustpans or other appliances.

## \_07\_ SCHEDULE CHRONOLOGICALLY

All tasks are arranged here in chronological order. Experience has shown that the deadlines mentioned give all parties involved sufficient planning leeway.

after the DV	Application for the hall to the city or municipality
- 60 days	Distribution of tasks and appointments
- 60 days	Preparation of the bed exchange: Purchase of beds in the club, with friends and acquaintances Reservation for meeting point before the match day Reservation for brunch,
- 30 days	Invitation letter to teams: Date, hall opening, arrival Meeting point reception, arrival sports hall Date Feedback for participation and bed exchange
- 14 days	Evaluate receipt of registrations: number of participants, number of beds required Record registration of participation Record addresses for the bed exchange
- 10 days	Bed distribution: Allergies and special requests take into account Letter to guest via host
- 10 to 0 days	Monitor feedback on participation and bed exchange If there is no feedback, call the team leader Look for volunteers to supervise the catering
- 05 days	Preview of the hall: equipment, nets, antennas, display boards Power supply for catering, tables and benches Create a schedule for construction
- 02 days	Purchase for catering, ordering drinks from the supplier Vehicles for transport and disposal Storage of food until the day of the match
Match day in the morning	Structure of the facilities: nets, net posts, antennas, referee podiums, field labelling, scoreboards, pens Construction of the tournament management: Hang out match schedules, lay out match report sheets, lay out late registration forms Structure of the catering: Provide drinks and food Supervision of the catering by the host team or helpers
Match day during the day	concentrate on the game and enjoy the organized day
Match day in the evening	Dismantling of the nets and tournament management, dismantling of catering Disposal of waste, cleaning of the hall Checking of match report sheets and late registration forms Dinner together with guest teams or restaurant and nightlife suggestions
+ 01 day	Farewell brunch the next morning [optional]
+ 02 days	Sending the match results and match sheets Sending the late registration form Determining the claim to the league minus deposit invoices to the league with supporting documents



**PURCHASING CATERING**

- ☐ Mineral water still 12 x 1 litre
- ☐ Mineral water normal 12 x 1 litre
- ☐ Orange | Apple juice 06 x 1 litre
- ☐ Glasses | Mug
- ☐ Paper Tablecloth
- ☐ Napkins
- ☐ Sweetener | Sugar
- ☐ Coffee | Tea
- ☐ Filter
- ☐ Jam
- ☐ Muesli bars
- ☐ Margarine | Butter
- ☐ Milk
- ☐ Yoghurt
- ☐ Cheese
- ☐ Sausage
- ☐ Meatballs
- ☐ Bananas
- ☐ Fruit
- ☐ Rolls
- ☐ Homemade things such as salads, cakes or other things

**CATERING EQUIPMENT**

- ☐ Clutery | Bread knife
- ☐ Coffee machine
- ☐ Garbage bags
- ☐ Scissors
- ☐ Sponge | Dishcloth
- ☐ Washing-up liquid

**TECHNICAL EQUIPMENT**

- ☐ Nets
- ☐ Antennas
- ☐ Scoreboards
- ☐ Yardstick
- ☐ Ballpoint Pen
- ☐ Cable ties
- ☐ Extension cable
- ☐ Scissors | Cutter
- ☐ Referee whistles
- ☐ Adhesive tape for pitch lines
- ☐ Adhesive tape for hanging the game boards
- ☐ Sound system for music and announcements [optional]



## \_09\_ CONSTRUCTION AND EQUIPMENT OF THE PLAYING FIELDS

The technical equipment of the courts must meet the minimum requirements of the QUEER VOLLEYBALL LEAGUE e.V. When reserving the hall, please make sure that the requirements are met.

### PREREQUISITES FOR PLAYING FIELDS

- Playing field lines must be clearly recognizable and distinguishable from other markings by color. Playing fields can be created for this purpose with suitable adhesive tape.
- All networks must be equipped with antennas.
- The net height for mixed is 2.43 m, for the FLINTA\* 2.24 m.
- Every arbitration tribunal has a functioning scoreboard.
- There should be at least 3 m of space above each playing field; no devices are allowed to hang from the ceiling here.
- Each pitch has a referee's podium and a place for the person writing the marker.
- A complete arbitral tribunal consists of a first and a second referee as well as two linesmen. Please encourage the refereeing teams to fill all positions.
- in addition, one person is required to operate the scoreboard and one person to fill out the match report sheet. Experience has shown that it makes sense to distribute these tasks between two people.

### LAYOUT AND EQUIPMENT OF THE PLAYING FIELDS

