

A large, stylized illustration of a volleyball player in a ready position, rendered in shades of teal and green. The player's arms are extended forward, and their body is slightly crouched. The background of the entire cover is a gradient from teal at the top to red at the bottom, with several overlapping circles in various shades of red and orange.

# COACHES HANDBOOK

*MELBOURNE, VIC  
3 - 8 DECEMBER 2017*

# CONTENTS

1.	KEY CONTACTS.....	3
2.	USEFUL INFORMATION .....	3
3.	OFFICIAL SCHEDULE .....	4
4.	GENERAL EVENT INFORMATION .....	5
a.	OPENING CEREMONY .....	5
b.	CLOSING CEREMONY .....	5
c.	COACHES TECHNICAL MEETING .....	5
d.	REFEREE INFORMATION .....	5
e.	DUTY INFORMATION .....	6
f.	SCORING.....	7
g.	VENUE USAGE SUMMARY .....	9
h.	FIRST AID & MEDICAL INFORMATION.....	9
i.	STUDENT MEDICAL INFORMATION.....	9
j.	MEDICAL FACILITIES IN LOCALITY OF MSAC .....	9
k.	MEDICAL FACILITIES IN LOCALITY OF SVC.....	10
l.	VA EVENT POLICIES .....	11
m.	PHOTOGRAPHY POLICY .....	11
n.	TEAM PHOTOS – PURE SPORT IMAGES (Formerly - B MALONE PHOTOGRAPHY) .....	11
o.	MEDIA POLICY .....	11
p.	COMMUNICATION .....	12
q.	BUS AND CAR PARKING .....	12
r.	TOURNAMENT MERCHANDISE.....	12
s.	COACHES & MANAGERS ROOM .....	12
t.	VENUE INFORMATION .....	12
u.	COMPETITIONS .....	13
	APPENDIX 1 - EMERGENCY PROCEDURES, INFORMATION FOR MAJOR AND MINOR EVENTS MSAC.....	14
	APPENDIX 2 – SVC EVACUATION PROCEDURES .....	16
	APPENDIX 3 – SNHC EVACUATION PROCEDURES.....	17

## 1. KEY CONTACTS

<b>Tournament Director:</b>	Kasia Stawski	0411 020 400
<b>Competition Manager:</b>	Peter McConnon	0407 258 606
<b>Referee Delegate (AM):</b>	Danielle Francis	0402 017 317
<b>Referee Delegate (PM):</b>	David Rosamilia	0409 544 132
<b>Operations Manager:</b>	Baz Wedmaier	0410 425 157

## 2. USEFUL INFORMATION

**MSAC Tournament Office (VIP 2):** (03) 9926 1635

**MSAC Volunteer Headquarters (VIP 1):** (03) 9926 1634

**MSAC Coaches Lounge (VIP 3):** (03) 9926 1636

**MSAC Information Desk:**  
(Foyer Outside Show Court) (03) 9926 1524

**Melbourne Sports and Aquatic Centre:**  
Aughtie Drive, Albert Park (03) 9926 1555

**Volleyball Victoria Office (at SVC):** (03) 9794 0009

**Taxi Cabs:** Black Cabs 132 227  
Silver Top 131 008  
CABiT Taxis 13 22 22

**City Hospitals:**  
The Alfred (03) 9076 2000  
Royal Melbourne (03) 9342 7000  
St Vincent's (03) 9231 2211

**Dandenong Hospital:** (03) 9554 1000

**Fire, Police, Ambulance:** 000

**Directory Assistance:** 1223 or 12456

**Public Transport:** **MSAC** - Tram 112 from Collins Street, Stop 130 or call 1800 800 007

**SVC** - Pakenham or Cranbourne line from City to Dandenong Railway station, then bus 901 towards Melbourne airport.

See the Metlink website at <http://ptv.vic.gov.au/> or call 1800 800 007

### 3. OFFICIAL SCHEDULE

ACTIVITY	DATE/TIME	LOCATION	COMMENT
<b>SATURDAY 2 DECEMBER 2017</b>			
AVL Semi Finals - Women's Game 1	10:00	MSAC Show courts	All invited
AVL Semi Finals - Women's Game 2	12:00	MSAC Show courts	All invited
AVL Semi Finals - Men's Game 3	14:00	MSAC Show courts	All invited
AVL Semi Finals - Men's Game 4	16:00	MSAC Show courts	All invited
<b>SUNDAY 3 DECEMBER 2017</b>			
Training Courts	8:00 - 15:00	MSAC courts	Check schedule at Information Desk
Registration	8:00 - 15:00	MSAC Foyer	One school representative to attend registration
<b>AVL Men's Bronze Medal</b>	9:30	MSAC Show courts	All invited
<b>AVL Women's Bronze Medal</b>	11:30	MSAC Show courts	All invited
Tablet Seminars	From 9:00 refer to official program for specific times	MSAC Crèche	15min overview on how to use tablets
Referee Seminar	13:00	MSAC Crèche	Meeting to discuss match protocol, protest resolution, playing boundaries etc.
<b>AVL Men's Gold Medal</b>	13:30	MSAC Show courts	All invited
Registrations Closed	15:00	MSAC Foyer	Final signoff on draw, event rules and expectations from the participants to guarantee a safe and fun week
Training Courts Closed	15:00	MSAC Courts	All courts to be cleared
Technical Meeting	15:00 - 15:30	Nat Cook Courts - Table Tennis Hall	All team officials
Banner Bearers assemble	15:30	Grassed Area at Outdoor Pool	Assessment of banners
Schools Assemble for Opening Ceremony	15:30 - 15:45	Grassed Area at Outdoor Pool	Assemble in Grand Stands - Outdoor Pool
Opening Ceremony Commences	16:00 - 16:30	Outdoor Swimming Pool	
<b>AVL Women's Gold Medal</b>	17:00 - 19:00	MSAC Show courts	All invited
AVSC Matches Commence	17:30 - 22:00	MSAC Courts 3 - 24 only	All scheduled teams
AVL Finals – CEREMONY	19:00 - 19:30	MSAC Show Court	AVL Ceremony
<b>TUESDAY 5 DECEMBER 2017</b>			
Jumping Competition	10:00 – 12:00	MSAC Foyer	Test your jumping ability against your peers, exciting prize packs up for grabs for every age division. Go to tournament office to collect prize
<b>WEDNESDAY 6 DECEMBER 2017</b>			
Jumping Competition	10:00 – 12:00	MSAC Foyer	Test your jumping ability against your peers, exciting prize packs up for grabs for every age division. Go to tournament office to collect prize
<b>FRIDAY 8 DECEMBER 2017</b>			
Closing Ceremony	18:00 - 19:00	Ben Hardy Hall - Badminton Hall	Finals Matches conclude approx 5pm

## 4. GENERAL EVENT INFORMATION

- a. Opening Ceremony
- b. Closing Ceremony
- c. Coaches' Technical Meeting
- d. Referee Information
- e. Duty Information
- f. Scoring
- g. Venue Usage Summary
- h. First Aid and Medical Information
- i. Student Medical Information
- j. Medical Facilities in the Locality of MSAC
- k. Medical Facilities in the Locality of SVC
- l. VA Event Policies
- m. Photography Policy
- n. Team Photos- Pure Sports Images
- o. Media Policy
- p. Communication
- q. Bus & Car Parking
- r. Tournament Merchandise
- s. Coaches' & Managers' Room
- t. Venue Information
- u. Competitions

### a. OPENING CEREMONY

The opening ceremony will be held at the outdoor swimming pool deck at MSAC. Teams are advised to assemble outside on the grassed area beside the grandstand at 15:30 on Sunday 3<sup>rd</sup> December. Parents and friends are welcome to attend the Opening Ceremony.

The opening ceremony will commence at 16:00 sharp. **All team members should be in team uniform.**

#### ***BANNER PARADE***

As has been the tradition in past years, the school judged to have the best banner will be awarded a voucher. Banner bearers should take their banners to the grassed area near the outdoor pool at 15:30. Banners will be presented in school alphabetical order.

This competition will be judged by the Tournament Director Kasia Stawski and AVSC EC Chair Stephen Doyle. Judging will occur throughout the tournament and the winner announced at the closing ceremony.

#### ***LONG SERVICE AWARDS***

All award recipients and VIPs are to assemble on Pool deck at 15:30. The presentation of awards to long serving AVSC contributors will be made during the opening ceremony.

### b. CLOSING CEREMONY

The Closing Ceremony will be held at the conclusion of the open honours finals in the Ben Hardy Hall - Badminton Hall MSAC from 18:00 - 19:00. The best school banner will be announced and medals will be presented to the champion teams in each age division and gender. The **AVSC** trophy will also be presented to the champion School.

### c. COACHES TECHNICAL MEETING

The technical meeting will be held at 15:00 on Sunday 3<sup>rd</sup> December in the Natalie Cook Courts (Table Tennis Hall) MSAC. A representative (coach and/ or manager) from **EVERY school MUST attend \$50 fine applies** for schools that do not attend.

### d. REFEREE INFORMATION

#### ***DUTY OF CARE***

Referees will only referee whilst their school is on duty. Duty of care always remains with the supervising adult for all members of the duty team.

## **REFEREE RESPONSIBILITY**

Each referee in charge of a match must;

- Ensure that the net is at the appropriate height, coordinating with Court Supervisors to make adjustments when necessary.
- Ensure that the electronic tablet for the match is present. If the tablet is missing or not working please consult the Court Supervisor immediately. Note: Duty teams will be held responsible for the tablets and should they be damaged or stolen, the duty team will be held accountable.
- Collect the match ball from the previous duty team in the presence of the Court Supervisor.
- Ensure that the match starts on time.
- Conduct the match in accordance with the rules of volleyball and tournament regulations.
- Monitor the safety of the playing area – bags and drink bottles under seats, only players on benches, etc.
- After the match
  - Ensure that the scoring application has been completed fully and ‘signed’ by both coaches.
  - Duty teams must hand the tablet to the new duty team before leaving the court. Do not leave the tablets unattended.
  - Pass the volleyballs and coaches sash to the new duty team.

## **CODES OF BEHAVIOUR**

The AVSC Code of Behaviour must be adhered to by all referees:

[http://www.avsc.org.au/images/Codes\\_of\\_Conduct\\_2017.pdf](http://www.avsc.org.au/images/Codes_of_Conduct_2017.pdf)

## **REFEREE SUPERVISION**

Each competition venue will have a number of Court Supervisors and Referee Supervisors.

Most of the people the referees will deal with will be Court Supervisors, whose primary role is to ensure the smooth and safe running of matches according to the schedule and tournament regulations. Some Court Supervisors will also act as Referee Supervisors. Only those persons with adequate refereeing qualifications and experience will carry out Referee Supervision duties. These duties are:

- Oversee refereeing within that venue.
- Conduct protest resolution.
- Provide feedback where necessary to referees to promote consistency throughout the event.
- Sign referee log books as requested.
- Consult the Referee Delegate when appropriate.

Referee Supervisors have been given the authority to intervene in any match exhibiting signs of unacceptable behaviour from players and/or coaches, and to initiate the issue of penalties via the referee.

## **e. DUTY INFORMATION**

- The best attitude for a team to take to court is to duty the match the way they would expect others to handle their games.
- A duty team must supply a first and second referee, a scorer, scoreboard operator and two line judges. **Remember that an adult MUST be part of the duty team and wear the coloured sash provided during the game for identification.**
- All referees must have the correct officiating levels; please refer to the 2017 AVSC Tournament Regulations section 8.
- Duty teams must be appropriately attired which includes wearing team uniform and enclosed shoes.
- The second referee should always be someone with a working knowledge of the rules.
- The two line judges will be standing at forty five degrees to the corners aligned to position five on each court, this way they can move in close to the corner and make judgements on both the baseline and sideline in their control. Wearing of hats, ipods (or similar) and mobile phones are banned for line judges, and line judges should not chat with their mates during the game.
- Schools are required to supply a scorer who will be required to score on the electronic tablets via a scoring app. Tablet seminars will be held from 9am - 3pm on Sunday 3 Dec that will allow schools to become familiar with the application.

- Since not all members of a team are required at the same time it is possible to share the work around. It is permissible to swap personnel (not the referees or scorer and not during the sets) or teams may prefer to roster their players to alternate between different games.
- Teams can expect to have roughly half the number of duties as they have matches, so be prepared.
- If teams do their job well when doing duty they will help keep the AVSC the great sporting event that it is.

**DUTY VIOLATION POLICY**

- All 6 people on court duty, and including the adult supervisor, **MUST** be at the court for the warm up. A referee not suitably qualified constitutes a duty violation.
- As already mentioned, a supervising adult is also required as part of the duty team, in accordance with the Tournament Regulations, Section 8: Officiating. This is very important, not only from a duty of care and supervision perspective but to provide support to young referees. The adult supervisor will be required to wear the **coloured sash** provided at every court so that they are easily identifiable to event staff.
- Court Supervisors will monitor and report the absence of a responsible adult and duty roster violations (failure of one or more of the 5 persons to be courtside for the warm up) to the Tournament Director.
- The penalty for a duty violation is \$20 per person. Duty violations will be sent via email directly to the primary contact of the school. Schools incurring duty violations will have the respective amount deducted from their duty bond. Please be aware that repeated violations may put at risk acceptance into future AVSC events. Should team managers wish to dispute the violation, please see the Tournament Director at MSAC prior to the end of the tournament (Friday 8 December).

**f. SCORING**

**HONOURS DIVISIONS**

**Match Warm Ups**

Teams will have a minimum of 15 minutes warm up on the match court. This consists of 7 minutes general warm up, 6 minutes spiking, 1 minute serving and 1 minute coaching instructions. Other combinations of time allocation may be used with mutual agreement of both coaches, but the overall time may not be increased.

**Match Duration**

Where the participating teams could still finish in the top 4 placings, best of 5 sets will be used - sets 1-4 are played to 25 points and set 5 is to 15. In all sets a lead of two points is required. All other matches are played as per divisional matches.

**Match Format**

To win, a team must win 3 out of 5 sets. All sets are played with Rally Points System (every rally scores a point). A set is won by the team which first reaches 25 points with a 2 point advantage. In the 5<sup>th</sup> and deciding set a team must reach 15 points with a 2 point advantage. There is no point limit in any set. In the 5<sup>th</sup> set the teams change ends at 8 points. There are two time outs (per team) in each set including the 5<sup>th</sup> set. Each time out is 30 seconds. Score sheets must be signed by both Team Coaches as an accurate record of the game result.

**Who Serves**

The winner of the toss has the right to choose one of three options - to serve, to receive or to select the court end they wish to start playing on. The loser of the toss should be invited to select one of the remaining two options.

**Substitutions**

The 12 sub rule will be used. The Libero player can be used and can be changed each set.

**Time-Outs**

Two per team per set – 30 seconds duration.

<b>Set 1</b>	<b>Set 2</b>	<b>Set 3</b>	<b>Set 4</b>	<b>Set 5</b>
25 Points	25 Points	25 Points	25 Points	15 Points

## **DIVISIONAL - TIME LIMITED MATCHES FOR ALL DIVISIONAL MATCHES**

### **Match Warm Up**

Teams will have a minimum of 10 minutes warm up on the match court. This will consist of 5 minutes general warm up, 4 minutes spiking together, and 1 minute serving. Other combinations of time allocation may be used with mutual agreement of the coaches, but time may not be increased.

### **Match Duration and Format**

ALL divisional matches are fixed time.

### **Pool Matches**

These matches have a fixed playing time of 60 minutes, in addition to the warm up as described above. The start and finish of a match will be signalled by an audible siren, or similar. If the referee has whistled for service prior to the final siren, then that rally must be played, and shall count toward the scores. The referee alone shall determine whether the whistle preceded the siren.

Sets are played to 25 points. A team wins a set when they have a score of at least 25, with a lead of 2 points. Any number of sets may be completed within the specified playing time. In particular the match does not end when a team is leading 2 sets to nil.

A set that has not reached a normal conclusion when the final siren sounds, shall be counted as a completed set if the leading team has reached a score of at least 13 points, with a lead of at least 2 points.

The winner of a match shall be determined by the number of sets won. If teams are equal on sets, then the winner shall be determined by the total number of points won in all sets, completed or not. If the teams are still equal then the result is a draw.

If the final siren goes off to signify the end of the match during a rally, the rally must be played out.

Time-outs are not permitted during the final 5 minutes of a match. A time-out which commences prior to the last five minutes shall be completed normally. It is the referee's responsibility to check the running clock, before authorising a time out.

Substitutions are permitted during the final 5 minutes of a match, but teams delaying the substitution process during this time should expect the strict application of the rules in relation to time-delays.

### **All Other Matches ( i.e. Crossovers /playoffs after Pool games to progress towards finals)**

As pool matches, with one exception:

A match cannot be a draw. Should the result of a match be a draw at the normal conclusion of the match, then one additional rally shall be played and included in the score, thus breaking the tie.

### **Finals Matches**

ALL matches are fixed time. However in all positional playoff matches, if teams are level on sets and in the process of playing a deciding set when time expires, the match will continue until one team gets a lead of two points.

### **Shortened Matches**

In the event a timed game is shortened due to injury or unforeseen circumstances the following will apply:

- If 30 minutes of play has been completed a result will be declared for the game at the time of suspension based on the rules for timed matches.
- If less than 30 minutes of play has been completed, if one team has achieved 2 sets, the result will be declared accordingly. If not, then
- For pool matches the result will be declared a draw, but actual sets and points won will be credited to each team
- For recharge matches, the match will be determined by total points won. Should this be equal, then if one team holds a lead on sets, they are the winner, otherwise the winner shall be the team that was leading (on total points) prior to the last rally that was conducted.



## **g. VENUE USAGE SUMMARY**

### ***MATCHES AT MSAC, SVC & SNHC***

The matches will be held at MSAC, SVC and SNHC on Monday through to Friday. The following table defines the limits of scheduled match times.

Refer to the draw for your match locations.

	MSAC		SVC		SNHC	
	Start	Finish	Start	Finish	Start	Finish
Sun	5:30pm	10:00pm				
Mon	8:00am	10:10pm	8:40am	9:40pm	8:30am	9:30pm
Tue	8:00am	10:10pm	8:40am	9:40pm	8:30am	9:30pm
Wed	8:00am	10:10pm	8:40am	9:40pm	8:30am	9:30pm
Thu	8:00am	10:10pm	8:40am	9:40pm	8:30am	9:30pm
Fri	8:00am	5:20pm	8:40am	3:40pm	8:00am	4:10pm

## **h. FIRST AID & MEDICAL INFORMATION**

### ***FIRST AID***

- Sports Medicine Australia (SMA) will provide the first aid services for this year's event.
- At MSAC, the main first aid room is located in the main foyer.
- At SVC, the first aid room is located to down the hallway to the right of the foyer.
- At SNHC, first aid room is located near the tournament office down stairs.
- All students **MUST** be accompanied by an adult if first aid is required.
- In the case of serious injury, i.e. referral to a doctor or transportation to a hospital either by a school official or ambulance, the relevant school official **MUST** report the outcome to tournament staff.
- SMA will complete a daily record of treatment for Volleyball Australia (VA) to help maintain a record of injuries that occur during the tournament.
- In the case of any emergency at any of the venues, call 000 immediately, followed by contacting the venue staff.

### ***SPORTS TRAINER SERVICES***

- SMA will provide a sports training and strapping service at all venues, if available.
- Players must bring their own tape and the service will be provided free of charge. If players/schools do not have tape they can purchase it from the AVW merchandiser located in MSAC and SVC.

### ***SPORTS MEDICINE CENTRES***

- At MSAC, SMA will refer any serious injuries requiring a medical opinion to the Bounce located on the Ground Floor. At SVC they will be referred to the Stud Rd Medical Centre, Cnr David and Stud Rd, Dandenong.

### ***INJURIES REQUIRING HOSPITALISATION / AMBULANCE SERVICES***

- SMA will assess if a serious injury will require hospitalisation or indeed the need for an ambulance.

### ***ICE FOR INJURIES***

- Ice is available from the First Aid room at each venue.

## **i. STUDENT MEDICAL INFORMATION**

Please ensure that all coaches have copies and record of their player's medical history in case of an emergency. This will assist the medical officers with their duties.

## **j. MEDICAL FACILITIES IN LOCALITY OF MSAC**

### ***SPORTS MEDICINE & SPORTS INJURY CLINICS: (Medical and Physiotherapy)***

Lakeside Sports Medicine Centre

MSAC Ground Floor, Suite 7 Aughtie Drive, Albert Park

Ph: 03 9682 6029 | 7am-8pm (6.00pm Fri)

**PUBLIC HOSPITALS:** (*Casualty Departments*)

The Alfred Hospital (1.8km)  
55 Commercial Rd, Prahran  
Ph: 03 9076 2000

The Royal Children's Hospital- U16 years (5.5km)  
50 Flemington Rd, Parkville  
Ph: 03 9345 5522

**GENERAL PRACTICE:**

Craigrossie Clinic (1km)  
45 Victoria Ave, Albert Park  
Ph: 03 9690 1744  
8.30am- 6:00pm (4:00pm Friday)

Albert Park Medical Centre (1km)  
51 Dundas Place, Albert Park  
Ph: 03 9699 8044  
8:30am- 7:30pm (M-Th), 8:30am- 5:00pm (Fri)

**AFTER HOURS CLINICS:**

Medical One Elwood (3km)  
61-69 Brighton Rd (cnr Chapel St), Elwood  
Ph: 03 9531 9811  
8:00am- 8:00pm

**k. MEDICAL FACILITIES IN LOCALITY OF SVC**

**Hospital/ Medical Centre**

Dandenong Hospital  
135 David St, Dandenong  
Ph: 03 9554 1000  
Open 24 Hours

Stud Rd Medical Centre  
82 Stud Rd, Dandenong  
Ph: 03 9794 5055  
8:30am-10:00pm

Dandenong Superclinic  
60 Stud Rd, Dandenong  
Ph: 03 9791 5344  
After Hours: 03 9793 7777  
9:00am- 10:00pm

Dandenong City Clinic Physiotherapy  
9 Pultney St, Dandenong  
Ph: 03 9791 9044  
8:00am- 5:00pm

Lifecare Knox Physiotherapy  
365 Stud Rd, Wantirna South  
Ph: 03 9801 7364  
8:00am- 7:00pm

Springvale Road Physiotherapy & Sports Injury  
Clinic  
368 Springvale Rd, Springvale  
Ph: 03 9548 3608  
9:00am- 6:00pm

## I. VA EVENT POLICIES



The AVSC, a sanctioned VA event utilises the following VA Policies:

- Risk Management
- Codes of Conduct
- Blood Policy
- Hot Weather Policy
- Lost Property Policy

This event is covered under VA's National Public Liability's Professional Indemnity and Capital Benefits Insurance Program. These policies can be viewed: <http://www.avsc.org.au/event-info/health-safety>

### m. PHOTOGRAPHY POLICY

VA promotes its activities to the volleyball and wider community. The AVSC is a marquee event on the national volleyball calendar and VA is mindful of the issues surrounding inappropriate photography of students participating at sporting events.

As a national secondary school sporting event, VA acknowledges the Departments of Education, Duty of Care and Child Protection Policies. VA also acknowledges the policies of the Australian Sports Commission relating to the acquisition and display of images of child participants. VA adheres to any regulations imposed by the management at competition venues which are used for its events, including the photography of participants. In determining the balance between the rights of parents and any concerns associated with the photography of students, VA adopts the following policy.

The taking of photographs is permitted at the Australian Volleyball Schools Cup, with the following exceptions:

- Where an event is held at a venue which prohibits such photography
- For students who do not have parental consent for such photography

The management of this policy is the responsibility of the Tournament Director in consultation with appointed tournament officials, team officials and venue management.

### n. TEAM PHOTOS – PURE SPORT IMAGES (Formerly - B MALONE PHOTOGRAPHY)

Pure Sport Images will be producing high quality team photographs for every team participating at AVSC 2017. Team Photos will be available at MSAC, please see the team for further information about pricing and photo deals/packages.

Photos will be taken at MSAC from 8am Sunday 3<sup>rd</sup> December and will continue throughout the week depending on demand. Due to the high number of teams and time permitting, we highly recommended pre-booking a timeslot as soon as your team/s receive their draws and fixtures. To book a time, simply visit Brandon Malone and his team in the photography area in the MSAC foyer. Alternatively contact Halina on 0413 157 614.

*Note 1: Team photos will be used on all AVSC trophies where available. Please ensure your team gets their photo taken whether or not you intend to purchase.*

*Note 2: Action shots can ONLY be arranged after putting in a request at the photography desk during the competition.*

Only official AVSC team photos will be permitted to use the AVSC logo in any related imagery.

### o. MEDIA POLICY

The potential to profile our sport and this event as a participation event for school students is great and we will look for as many opportunities to raise the awareness of volleyball in the media where we can.

The event has a number of locations and multiple entry points to each of them, so the process of monitoring entry of media and their access to participants for photos and interviews is an area in which all coaches/managers and AVSC Tournament staff are asked to assist.

The information desk will assist by directing any journalists to the tournament office for registration and provide information on the event, team/school performances, etc so the assistance of schools in being vigilant or aware of this area to maintain privacy and protection of our participants would be greatly appreciated.

## **p. COMMUNICATION**

### **SCHOOL FINES**

AVSC Tournament Management will communicate to schools via email to the nominated primary contact who will be notified of any incurred fines. Fine disputes can only be made at the tournament office throughout the week, prior to the closing ceremony. If there are any other issues, the tournament office will contact the school directly, if the matter affects a specific team, the team manager/coach will be contacted directly.

### **DAILY NEWSLETTERS**

A daily event newsletter will be posted daily on the AVSC website <http://www.avsc.org.au/about-us/newsletters>. Online newsletters will allow all teams, managers and participants to view the newsletters and eliminates wasting paper.

### **THE INFORMATION DESK**

Personnel at the information desk located in the foyer of each venue will provide the first point of contact for all information required in respect to the draw or general event information. There will also be a TV located at the information desk at MSAC and SVC which will display information about the event, venue, reminders, special events and any important/critical information.

### **THE TOURNAMENT OFFICE**

The Tournament Director and key event staff will be available in the Tournament Office located above the show courts (MSAC VIP room 2).

## **q. BUS AND CAR PARKING**

### **MSAC**

Mini buses will be able to park at Lakeside car park further along Aughtie Drive using the normal Parks Victoria charges. There is timed parking in the streets surrounding MSAC, where you may have to drop off students then go and park your bus. The southern multi-deck car park is available for all MSAC users.

### **SVC**

There are over 400 free car parks. A number of bus parks are allocated towards the rear of the car park on the left hand side.

## **r. TOURNAMENT MERCHANDISE**

Australian Volleyball Warehouse (AVW) will be selling volleyball equipment and apparel at AVSC. AVW will be located at both MSAC and SVC so be sure to visit them for your latest volleyball kit.

## **s. COACHES & MANAGERS ROOM**

Each day tea and coffee will be provided in the Coaches Room (MSAC VIP 3) above the Show Courts. Coaches and Managers are invited to utilise this 'time out' room throughout the week. Players are not permitted in this area.

## **t. VENUE INFORMATION**

### **VENUE ADDRESS**

#### **Melbourne Sports and Aquatic Centre (MSAC)**

Address: Aughtie Drive, Albert Park  
Transport: Tram 112 West Preston – St Kilda  
from Collins Street to Stop 131 MSAC  
Phone: (03) 9926 1555

#### **State Volleyball Centre (SVC)**

Address: 270 Stud Rd, Dandenong North  
Transport: Take the Pakenham Line  
Phone: (03) 9794 0009

#### **State Netball and Hockey Centre (SNHC)**

Address: 10 Brens Drive, Royal Park Parkville  
Transport: Take the Upfield line and alight  
at Royal Park station  
Phone: (03) 8379 4222

### **VENUE CLEANLINESS**

One of the duties of every school is to ensure students do not consume food and drinks (with the exception of water) in the playing halls. It is also the duty of each school / team manager to be responsible for the school / team contribution to the overall cleanliness of the venue. When sitting in groups between games, leave the area clean and tidy.

**Please note, anyone consuming food and drinks (with the exception of water/sports drinks, NO SOFT DRINKS) in the playing halls will be asked to leave the playing halls and may incur a fine which will be deducted from the school's bond.**

The combined effort of all adults and students in maintaining clean playing halls and foyers in all venues is essential from a risk management perspective. It is an expectation that all teams leave the court they play on and the court surrounds clean and free of any rubbish.

### **WATER FOUNTAINS**

Please ensure students refill their water bottles from the water fountains provided, not from taps in the bathroom/change rooms. This will help minimise the risk of bacterial infection as a result of contaminated water consumption.

### **HAND SANITISER**

Hand sanitiser will be supplied on each court. It is highly recommended that duty teams and players use this prior to and post each match. This will help reduce the risk of a gastro outbreak.

### **COURT TOWELS**

Court towels will be provided for each court.

### **DRINK BOTTLES AND HOLDERS**

Players will need to bring their own drink bottle and it is recommended that it is clearly labelled (name and school). Every team is expected to have their own drink bottle holder. Drink bottle holders are not expensive and will help to ensure that drink bottles are not spread around the free zone. This will decrease the likelihood of spillage and improve safety for players, officials and spectators.

### **LOST PROPERTY – Located at the information desk at each venue.**

All clothing and other domestic type items that have not been claimed by the end of the week will be disposed of to a registered charity. Any valuable items will be kept at the VA office in Canberra until the 1 February 2017, before being donated to a registered charity. Please call the office post-event to claim your belongings by calling (02) 6214 3503

## **u. COMPETITIONS**

### **JUMPING**

The player recording the highest "jump reach" in each age group, will receive a Gerflor prize. The 2017 Gerflor jumping competition will be held in the MSAC foyer on Tuesday and Wednesday at 10:00am – 12:00pm. To claim your prize, winners please visit the tournament office during the week.

# APPENDIX 1 - EMERGENCY PROCEDURES, INFORMATION FOR MAJOR AND MINOR EVENTS MSAC

## Safety awareness:

The following information is intended to give you an understanding of our procedures for handling emergency and critical situations. This information extends to any First Aiders you have brought to the facility, for example St John's. In all emergency situations, medical or other, where it is felt that emergency services need to be contacted, MSAC staff are trained to direct and inform emergency services of an exact location for a faster response. Ensuring all organisers, partners and supervising staff involved in your event are aware of this information can aid MSAC in providing safe and prompt response to any emergency situation.

### First aid response:

In the event of a Medical Emergency (Injury or Illness):

- Remain calm and reassure the injured or ill person
- If possible, send someone to a reception point or staff member for help
- DO NOT call emergency services unless the person is in immediate danger. If you are unable to send a messenger, call the Duty Manager on (03) 9926 1600 stating your exact location and the nature of the emergency
- Alert the Duty Manager immediately if an ambulance has been called
- Pass on any information about the person's condition or how the incident has occurred to MSAC staff so they are able to make an informed assessment.
- Do not crowd First Aiders and assist in keeping larger crowds away from the injured person
- You may be asked to leave the area or be moved away, please follow all MSAC staff instructions
- If necessary the MSAC Duty Manager will call an ambulance

### **Note for organisers sourcing external First Aid and/or Security service:**

External First Aid and Security providers facilitating on MSAC Site must report to the MSAC Duty Manager any incident and treatment given of a serious nature. This includes any incident: requiring ambulance, oxygen, CPR, defibrillation, prolonged attention, excessive bleeding, fracture or dislocation, altered conscious state, irregular or difficulty breathing or chest pain or irregular pulse/pressure.

Unless the patient is in immediate danger, please have MSAC Duty Managers assist in calling emergency services; they are trained to inform EMS of directions on-site for faster access to the patient.

### First response fire fighting:

In the event of a Fire within the facility:

- Remain calm
- Immediately contact the MSAC Duty Manager on 9926 1600 or enable a Break Glass alarm
- Do not approach the fire unless you have fire fighting equipment at hand and it is safe to do so remove all people in proximity to the fire
- Follow instructions from MSAC Staff and Evacuate the area as per instructions below

### Emergency evacuation procedures:

In the event of an Evacuation within the facility:

- You may hear an Alarm tone; this is a "BEEP, BEEP" noise
- Remain calm and await further instruction
- At the sound of the Evacuation Tone "WOOP, WOOP" make preparation for evacuation, follow all instructions and direction from MSAC staff
- Follow EXIT and directional signage to the assembly area
- Assist with directing people in your group
- Ensure all mobility impaired persons are paired with a "buddy" in a fire stairwell or other safe area; notify a warden of their location immediately
- Listen for further information

You may be held at the assembly area for a short amount of time, whilst here please await further instruction and account for all members of your group

**Assembly areas:**

Please listen to announcements for directions of which assembly point to use, or to an area as designated by the Chief Warden. Please follow all directions from MSAC staff.

**Primary Assembly Area – see map**

The primary evacuation point is located in the grassed area just outside the Parks Victoria Offices. If you walk around the building towards the Outdoor Pool (Eastern side) you will find the grassed area.

**Secondary Assembly Area – see map**

The southern car park, near the Wright Street tram stop. Move around the building past the basketball halls and into the rear car park.

Contact / Area	Number
Duty Manager	9926 1600
Lifeguard Supervisor / Aquatics	9926 1610
Venue Operations Supervisor / Stadiums	9926 1617
MSAC Security	9926 1601 or 9926 1600
Police, Fire or Ambulance	000



**Warden**

structure  
emergency  
Warden

**identification and the eco:**

The emergency control organization is the used to effectively manage and control any situation. The MSAC ECO is made up of the Chief (Duty Manager), Deputy Chief Warden, Area Wardens, and Wardens. The Chief Warden will control the situation from the Fire Control Room. All wardens will be clearly identifiable wearing safety vests and helmets. Please follow all instructions made by Wardens during an emergency.

**Emergency exits:**

Please follow the illuminated green exit signs as they will direct you to the nearest exit. Please ensure that all event staff are familiar with emergency exit points in the event area at the commencement of any event or shift.

**Emergency contact details:**

Please ensure that in the event of an emergency, that the Duty Manager is informed.

**Awareness of emergency procedures:**

All external Security and First Aid providers will be required to have a copy of this document and have read through it so that they understand our Emergency Procedures Policy. Please note, copies of qualifications may be requested for sighting by MSAC staff on event day.

MSAC Staff receive a high level of Nationally Recognised first aid and emergency response training at our own RTO. At a minimum, MSAC staff are Level 2 First Aid qualified and all Supervising staff and Duty Managers are Level 3 First Aid OH&S qualified. By opting the above assistance, you will receive a service of visible and accessible First Aiders with knowledge of the centre and with immediate back-up help in the event of an emergency. Formal records are kept of all treatment and staff are well versed in the organisation’s policies of child protection, disability action, privacy, complaints and OH&S.

MSAC recommends you to take advantage of our highly trained staff and request for an MSAC First Aider to provide first aid service during your event. You may also request a short presentation of this information to your staff and/or attendees to ensure their safety in the event of an emergency; recommended for larger events.

## APPENDIX 2 – SVC EVACUATION PROCEDURES

State Volleyball Centre staff will be ready to assist and direct patrons to exit the building in the most efficient manner. Please note that the exits from all playing halls have been depicted here, **patrons must follow the directions given to them by SVC staff**.

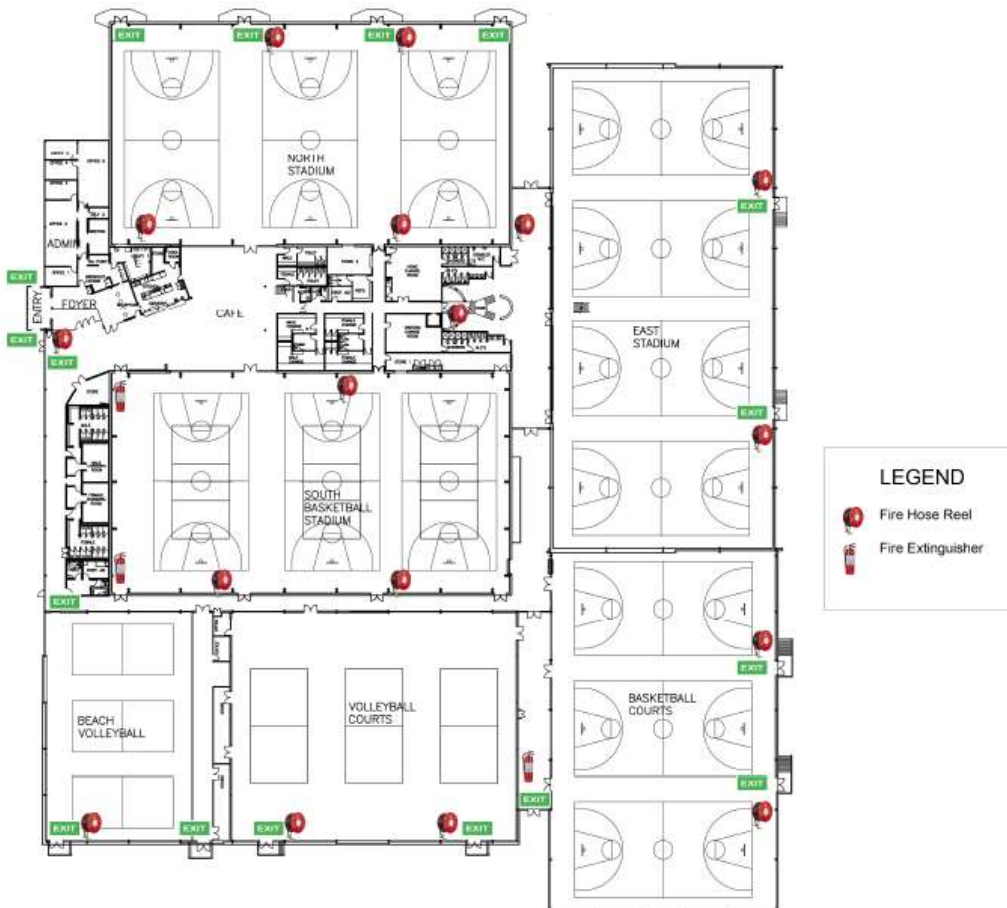
### ALARMS

Where alarms sound, unless preceded by an announcement of a test, the facility must be evacuated. Evacuation must occur even where it appears to be a false alarm, or there is no obvious emergency, equipment failure etc.

### ASSEMBLY POINT

Facility plans are located at the entry to each annex, as well as the offices, crèche and function room, which specify exit points from the venue. All patrons and staff must assemble in the paved area outside the entrance, or on the western side of the facility, at a safe distance from the venue.

### EVACUATION SITE





## APPENDIX 3 – SNHC EVACUATION PROCEDURES

### **SAFETY AWARENESS**

The following information is intended to give you an understanding of our procedures for handling emergency and critical situations. This information extends to any First Aiders you have brought to the facility, for example St John's. In all emergency situations, medical or other, where it is felt that emergency services need to be contacted, SNHC staff are trained to direct and inform emergency services of an exact location for a faster response. Ensuring all organisers, partners and supervising staff involved in your event or booking are aware of this information can aid SNHC in providing safe and prompt response to any emergency situation.

### **FIRST AID RESPONSE**

In the event of medical emergency or first aid assistance please contact the Duty Manager by radio or on 0412 801 815 immediately and explain your location and the nature of the emergency and/or situation.

- Remain calm and reassure the injured or ill person
- If possible, send someone to a reception point or staff member for help
- DO NOT call emergency services unless the person is in immediate danger
- If you are unable to send a messenger, call the Duty Manager on 0412 801 815 stating your exact location and the nature of the emergency
- Alert the Duty Manager immediately if an ambulance has been called
- Pass on any information about the person's condition or how the incident has occurred to SNHC staff so they are able to make an informed assessment
- Do not crowd First Aiders and assist in keeping larger crowds away from the injured person
- You may be asked to leave the area or be moved away, please follow all SNHC staff instructions
- If necessary the SNHC Duty Manager will call an ambulance

### **Note for organisers sourcing external First Aid and/or Security service:**

External First Aid and Security providers facilitating on SNHC Site must report to the SNHC Duty Manager any incident and treatment given of a serious nature. This includes any incident:

- requiring ambulance
- oxygen
- CPR
- defibrillation
- prolonged attention
- excessive bleeding
- fracture or dislocation
- altered conscious state
- irregular or difficulty breathing
- chest pain or irregular pulse/pressure

Unless the patient is in immediate danger, please have SNHC Duty Managers assist in calling emergency services; they are trained to inform EMS of directions on-site for faster access to the patient.

### **FIRST RESPONSE FIRE FIGHTING**

In the event of a Fire within the facility:

- Remain calm
- Immediately contact the SNHC Duty Manager on 0412 801 815 or enable a Break Glass alarm
- Do not approach the fire unless you have firefighting equipment at hand and it is safe to do so
- Remove all people in proximity to the fire
- Follow instructions from SNHC Staff and Evacuate the area as per instructions below

## **EMERGENCY EVACUATION PROCEDURES**

In the event of an Evacuation within the facility:

- You may hear an Alarm tone; this is a “BEEP, BEEP” noise
- Remain calm and await further instruction
- At the sound of the Evacuation Tone “WOOP, WOOP” make preparation for evacuation,
- Follow all instructions and direction from SNHC staff
- Follow EXIT and directional signage to the assembly area
- Assist with directing people in your group
- Ensure all mobility impaired persons are paired with a “buddy” in a fire stairwell or other safe area; notify a Warden of their location immediately
- Listen for further information
- You may be held at the assembly area for a short amount of time, whilst here please await further instruction and account for all members of your group

## **ASSEMBLY AREAS**

Please listen to announcements for directions of which assembly point to use, or to an area as designated by the Chief Warden. Please follow all directions from SNHC staff.

### **Primary Assembly Area – see map**

West Parklands, opposite the roundabout. Congregate on the grassed area closest to Urban Camp.

### **Secondary Assembly Area – see map**

Far east end of car park near tram stop. Congregate on the grassed area.

## **WARDEN IDENTIFICATION AND THE ECO**

The emergency control organization is the structure used to effectively manage and control any emergency situation. The SNHC ECO is made up of the Chief Warden (Duty Manager), Deputy Chief Warden, Area Wardens, and Wardens. The Chief Warden will control the situation from the Fire Control Panel. All wardens will be clearly identifiable wearing safety vests and helmets. Please follow all instructions made by Wardens during an emergency.

## **EMERGENCY EXITS**

Please follow the illuminated green exit signs as they will direct you to the nearest exit. Please ensure that all event staff are familiar with emergency exit points in the event area at the commencement of any event or shift.

## **EMERGENCY CONTACT DETAILS**

Please ensure that in the event of an emergency, that the Duty Manager is informed.

<b>Contact / Area</b>	<b>Number</b>
Duty Manager	0412 801 815
Venue Operations and Event Supervisor	0411 551 010
Reception	8379 4222 then press 3
Security	Radio and/or Duty Manager
Police, Fire or Ambulance	000

## **AWARENESS OF EMERGENCY PROCEDURES**

All external Security and First Aid providers will be required to have a copy of this document and have read through it so that they understand our Emergency Procedures Policy. Please note, copies of qualifications may be requested for sighting by SNHC staff on event day.

SNHC Staff receive a high level of Nationally Recognised first aid and emergency response training at our own RTO. At a minimum, SNHC staff are Level 2 First Aid qualified and all Supervising staff and Duty Managers are Level 3 First Aid OH&S qualified. By opting with the above assistance, you will receive a service of visible and accessible First Aiders with knowledge of the centre and with immediate back-up

help in the event of an emergency. Formal records are kept of all treatment and staff are well versed in the organisation's policies of child protection, disability action, privacy, complaints and OH&S.

SNHC recommends you to take advantage of our highly trained staff and request for an SNHC First Aider to provide first aid service during your event. You may also request a short presentation of this information to your staff and/or attendees to ensure their safety in the event of an emergency; recommended for larger events.



