



COMPETITION DELIGATES DUTIES

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NAMIBIA VOLLEYBALL FEDERATION
P.O Box 3671, Windhoek
Tel: 061255253



NVF Competitions Delegates Duties during Competitions

Introduction

Following the success of the NVF restructuring of its competitions and as we proceed to the next level of volleyball in Namibia, it is important to maintain the momentum gained from past experiences and ensure more clarity and less ambiguity in various facets of the competitions running. This is mainly based on observation and feedback received. The NVF Competition Delegates as assigned are pivotal in ensuring that tournaments are run well in conformity with the NVF regulations as well as FIVB rules. Appointed delegates are the experts whom NVF, organisers and participating teams bank on to ensure the proper administration and conduct of games.

Scope

The scope of this bulletin is to the NVF competition Delegates in the competitions for the categories of senior men and women, and age group competitions. It is crucial to note that this publication is a guide and in no way supersedes existing NVF Regulations as promulgated. It is a complementary publication to assist NVF Competitions Delegates zoom in on certain critical points and to help them know their prerogative and duties as far as the competition is concerned.

1) Duties of Technical Delegate

The Director of the NVF competition commission or his representative is appointed technical delegate. He/she is responsible for the smooth running of the competition and the operation of competition and playing venue for which, he/she is required to:

- Coordinate the work of the Local Organising Committee (LOC) and assign individual tasks to the members of the LOC
- Ensure the efficient work of the personnel involved in the event.
- In coordination with the LOC he/she must supervise the preparation and timely availability of meeting rooms (large enough), agenda, documents etc.
- Coordinate and control the sequence and timely access of personnel to the playing court;
- Verify the accurate preparation and timely distribution of match schedule (or any possible changes).
- Inspect and verify, with the Technical sub-committee members, the proper setting-up and operation of the areas adjacent to the competition venue (warming-up court, changing rooms) and working areas like Technical bureau (Secretariat);
- Ensure the correct and timely flow of information, checking the correct preparation, typing and content of match and statistical reports and their timely reception, in collaboration with the Referee delegate.
- Verify and ensure the operation of the competition area under NVF control and the availability of national and AU anthem, sports equipment and material;
- Ensure that an official photographer has been engaged by the organizer;
- Prepare a one-page report on the quality of the organization and structure set up by the organiser for the final report; and
- Supervise and control the game speaker



a) Preliminary Enquiry

During the preliminary enquiry the Technical Delegate shall

- Receive and check the original O-2 and O-2 bis forms. Ensure consistency between the O2 form and O-2 bis and note any variations. Verify all ID or passports against O-2bis forms submitted;
- Fill in Preliminary inquiry form (O-7 form) in the process checking all team uniforms conformity to FIVB regulations;
- Circulate Choice of uniform colours form with match schedule printed (O-1 form); and
- Circulate important documents including Specific Competition regulations (when available). These should include programme for competition and ceremonies.

During the preliminary inquiry, all the requested documents must be presented and checked. The team manager and the head coach must confirm the final list of players.

The O-7 form must be completed.

b) General Technical Meeting (GTM)

The GTM shall be attended by Control Committee members, team managers, coaches, referees, doctors, and organizers.

Agenda shall include the following points:

1. Welcome by organizing association Chairperson
2. Welcome by LOC Chairperson
3. Presentation of NVF Competition Delegates members
4. Presentation of Referees (Refereeing Delegate)
5. Presentation of Team Delegations by the delegates (Team)

Information to be communicated

- Choice of colours for match uniform (confirmation of O-1)
- Publicity on team delegation's equipment
- Involvement of delegation in the opening and closing ceremony

2) Duties of Referee Delegate

The Director of the NVF Referees Commission or his representative is appointed Referee Delegate. The Referee Delegate has the authority for referees, the scorers and the line judges and he must make sure of their impartiality and their quality. The role of the Referee Delegate is the following:

- To prepare the refereeing instructions for the competition;
- The refereeing directives and the interpretation of the new rules;
- Protocol of International match;
- Working program and calendar of meetings, seminar; their agenda and their themes; and



- Conduct and discipline of referees.
- To check and control the preparations of the organizer for the meetings and refereeing seminar according to article 16.3 of the “International Regulations”.
- Organize a referee seminar in the day preceding the beginning of the competition in order to co-ordinate the activities and assign the particular tasks that will be performed by everyone.
- Watch over the preparation of the refereeing seminar and strictly plan the introduction of teams, referees and problems relating to refereeing.
- Analyse and evaluate each referee’s performance.
- To compile some statistics on the referees’ appointment and the way they apply the rules and present an individual and general appraisal of their performance.
- To keep a register of refereeing decisions contested regarding the interpretation of the rules and choose the most appropriate interpretation for similar cases in future.
- To inspect and appoint ball retrievers, be responsible for floor moppers entrusted to clean the ground, scorers and line judges proposed by the organiser and watch over and evaluate their work.
- To reprimand and if necessary, suggest to the appeal Sub-Committee the disqualification of a referee for misconduct or non-respect of refereeing instructions.

Before appointing the members of refereeing corps for a match take into consideration the following situations:

- The referees and the refereeing delegate should not be from the same association as the team involved where possible.
- In most cases avoid that the same referee is appointed first referee for two consecutive matches of the same team.
- To make sure that all referees respect the volleyball official rules, consider their work and unify their interpretation of the rules.
- To take a decision on all protests relating to the refereeing and make a report to the appeal Sub-Committee.
- Solve the difficulties inherent in its functions and submit to the NVF president if present or technical delegate a report of the unsolved problems.

On behalf of the Namibia Volleyball Federation:

Hillary Imbuwa

President

Liina Matheus

Secretary General