



2008 NORCECA Boy's Youth Continental Championships

Volunteer Handbook

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SECTION 1: INTRODUCTION

Mission of USA Volleyball

The United States Volleyball Association (USAV) is the National Governing Body (NGB) for the sport of volleyball in the United States and is recognized by the Federation International de Volleyball (FIVB) and the United States Olympic Committee (USOC). The vision of the USVBA is to be acknowledged as the world leader in volleyball. In order to accomplish this mission, the following goals are to be achieved:

- ▶ **Competitive Success:** To win gold medals in every international competition;
- ▶ **Sport Growth:** To achieve full participation in volleyball at all levels and in all geographical areas;
- ▶ **Sport Enhancement:** To improve support services necessary for the quality and conduct of programs to ensure recognition as the authority and expert for volleyball;
- ▶ **International Representation:** To have influential positions on all international boards and commissions;
- ▶ **Recognition:** To receive consistent recognition of volleyball coaches and athletes as top world performers;
- ▶ **Administration:** To develop and maintain a structure which will effectively and efficiently assist in achieving the vision and mission of the Corporation; and
- ▶ **Finances:** To develop, implement and maintain a financial plan to achieve the vision and mission of the Corporation.
- ▶ USAV is committed to and works toward opportunity for all to participate. It is an advocate for all Americans-endeavoring to assure universal access to opportunities at all levels of the game.

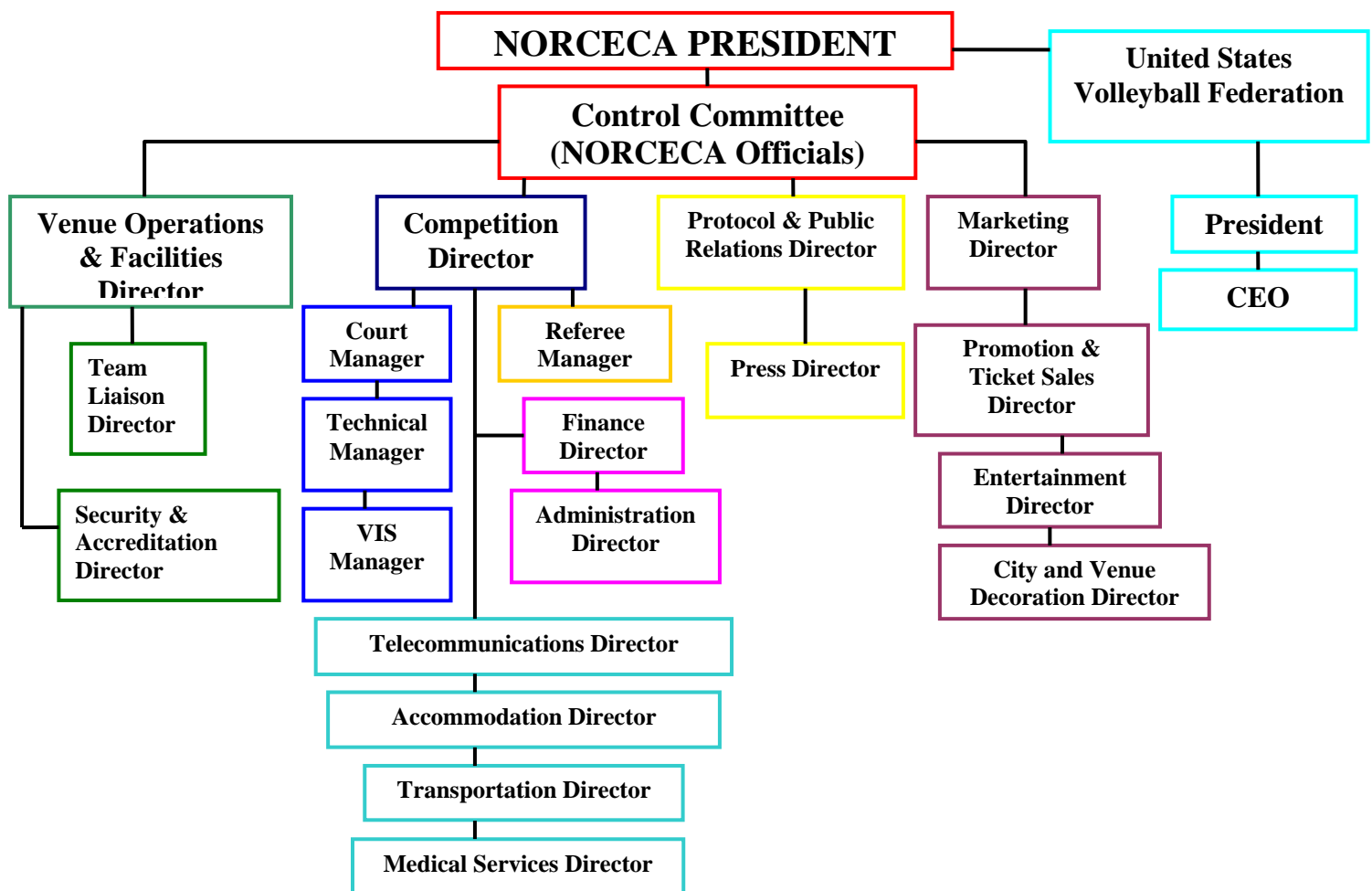
Thus USAV will diligently:

- ▶ Work toward provision of ample opportunity, quality opportunity and equality of access for every resident of this diverse nation.
- ▶ Act to expand opportunity for under-represented groups and aggressively recruit participation from those groups.
- ▶ Make its daily decisions concerning resources, players, coaches, officials, administrators, and employees on the basis of individual merit and excellence of performance regardless of age, class, ancestry, color, national origin, race, religious creed, disability or handicap, gender, or sexual orientation.
- ▶ Exercise its corporate will to encourage constituent organizations to act in accordance with the foregoing principles.
- ▶ The United States Volleyball Association believes that volleyball has so many positive things to offer those who participate. First, and most importantly, whether one is a gifted athlete or a recreational player, volleyball is FUN! It is a lifetime sport enjoyed by players from 8 to 80. Participation in volleyball is not only good exercise, but also involves team cooperation and spirit. We are committed to introducing our sport to all of America.

SECTION 2: WHAT IS NORCECA?

The North, Central America and Caribbean Volleyball Confederation (NORCECA) is an incorporated, non-profit organization responsible for all volleyball activities that take place in its zone. NORCECA is the continental confederation that represents its thirty-five (35) member countries at the International Volleyball Federation (FIVB) level. The Confederation is responsible for, among other things, the staging of Olympic and World Championship zone qualification tournaments, as well as continental championships for both men and women in Indoor and Beach Volleyball. In 2003, NORCECA celebrated its thirty-fifth (35th) anniversary.

SECTION 3: EVENT STAFF STRUCTURE



SECTION 4: BENEFITS OF VOLUNTEERING

NORCECA Boy's Youth Championship Volunteers will:

- Participate in an international volleyball event.
- Have the opportunity to be up close and personal with players and staff of the Junior National Teams from the NORCECA federation which is part of the HP Pipeline for those making the Men's National Teams.
- Share in the excitement of the event and experience an international event first hand.
- Have the opportunity to help grow the sport of volleyball in the United States.

Volunteers will receive:

- T-shirt
- Credential
- Snacks located in the volunteer area
- 1 Complimentary Ticket for each day worked for a guest to attend the event.

SECTION 5: EXPECTATIONS OF VOLUNTEERS

- Volunteers are expected to read and understand the handbook.
- Always be polite and courteous, you are representing USA Volleyball and we want everyone to have a positive experience while attending the event.
- Volunteers are expected to be present at the pre-practical clinic, practical clinic and all assigned matches. Approx: 1-2 hrs for practical clinics and 3hrs. for matches
- Assigned volunteers will be expected to be at the venue 45 minutes prior and 30 minutes after each match (Approx: 6:00PM – 10:00PM)
- If volunteers are going to be late, they must contact the volunteer liaison so that someone may fill in for their responsibilities.
- Volunteers are expected to read and sign the attached volunteer contract and return to the volunteer liaison.
- Volunteers must wear volunteer t-shirt and shorts to the matches. Volunteers will receive their volunteer t-shirts following the completion of the practical clinics.
- Volunteers are expected to report any accidents, injuries or illnesses to the volunteer liaison immediately.

SECTION 6: DRESS CODE/ UNIFORM

Dress Code:

- Volunteers are expected to wear t-shirt, shorts (khaki shorts if possible), and credentials given to them by USA Volleyball. This uniform will show security, USA Volleyball staff and participants that you are part of the official event.
- Shirts must be tucked into shorts. Shoes must be clean with no black soles.

SECTION 7: CREDENTIALS

- Credentials must be worn at all times except when you are on the competition floor. At this time give your credential to the Volunteer Liaison for safe keeping.
- Upon leaving the floor, you must collect your credential from the volunteer liaison.
- Your credential will give you access to the main competition court and the volunteer area. This credential does not allow you access to the player locker rooms.

SECTION 8: SECURITY

- Always wear your official NORCECA Credential.
- Never carry any weapons, regardless of the type of license you hold.
- Do not attempt to resolve any conflict. Locate the closest security guard or staff member immediately about the situation.

SECTION 9: FIRST AID

A first aid station is located in the venue. Please take a moment upon arrival to locate the one nearest to your station.

SECTION 10: PARKING

Parking is free for volunteers. Additional information will be provided to you at a later date. USA Volleyball does encourage carpooling to the event.

SECTION 11: JOB DESCRIPTIONS

Volunteer Coordinator: Responsible for finding and securing volunteers for the NORCECA matches. They are responsible for ensuring that the assigned volunteers show up on time and are ready for the event.

Ball Shagger (6): These people are responsible for ensuring the players have the ball in a timely manner during the match. They will be responsible for rolling the ball to the necessary person for the continuation of play. Each volunteer will be instructed on the proper protocol during the Practical Clinic which is a mandatory meeting for all volunteers the afternoon/ evening prior to the first day of competition. These volunteers should show up at least **45 minutes** prior to the scheduled match time.

Flag Bearers (8): These people can double as ball shaggers or floor moppers etc. These volunteers will hold the flags of the respective teams playing in the match during the anthems. Each volunteer will be instructed on the proper protocol during the Practical Clinic which is a mandatory meeting for all volunteers the afternoon/ evening prior to the first day of competition. These volunteers should show up at least **45 minutes** prior to the scheduled match time.

Floor Wiper (2): The floor wiper will run onto the court when told by the down official. They must wipe any moisture from the floor after a play is complete. They are only allowed to wipe the floor when the official tells them to not when a player requests. Each volunteer will be instructed on the proper protocol during the Practical Clinic which is a mandatory meeting for all volunteers the afternoon/ evening prior to the first day of competition. These volunteers should show up at least **45 minutes** prior to the scheduled match time.

Floor Mopper (6): The floor moppers mop the floor in an organized fashion during the technical time outs as well as the team time outs. For additional information regarding the protocols for floor moppers, please see Section 13. Each volunteer will be instructed on the proper protocol during the Practical Clinic which is a mandatory meeting for all volunteers the afternoon/ evening prior to the first day of competition. These volunteers should show up at least **45 minutes** prior to the scheduled match time.

Runners (1): The runners are responsible for assisting the statistician and public relations personnel with needs they may have during the matches. They will be responsible for distributing stats to the press, teams, announcers and supervisor during the matches. These volunteers should show up at least **45 minutes** prior to the scheduled match time.

Announcer (1): The announcer will be responsible for following the protocol prior to and during the matches as well as for the awards ceremony. The announcer is also responsible for playing music during the time-outs, in between sets, and in between matches. USA Volleyball will provide the announcer a script of PA Announcements that

need to be given throughout the matches but this position will require that the announcer be able to motivate and create energy throughout the venue. The announcer is also required at the Practical Clinic the evening prior to the first day of competition. These volunteers should show up at least **45 minutes** prior to the scheduled match time.

Scoreboard Operator (1): The scoreboard operator will control the official scoreboard in the venue. The scoreboard operator will be required at the Practical Clinic the evening prior to the first day of competition. These volunteers should show up at least **45 minutes** prior to the scheduled match time.

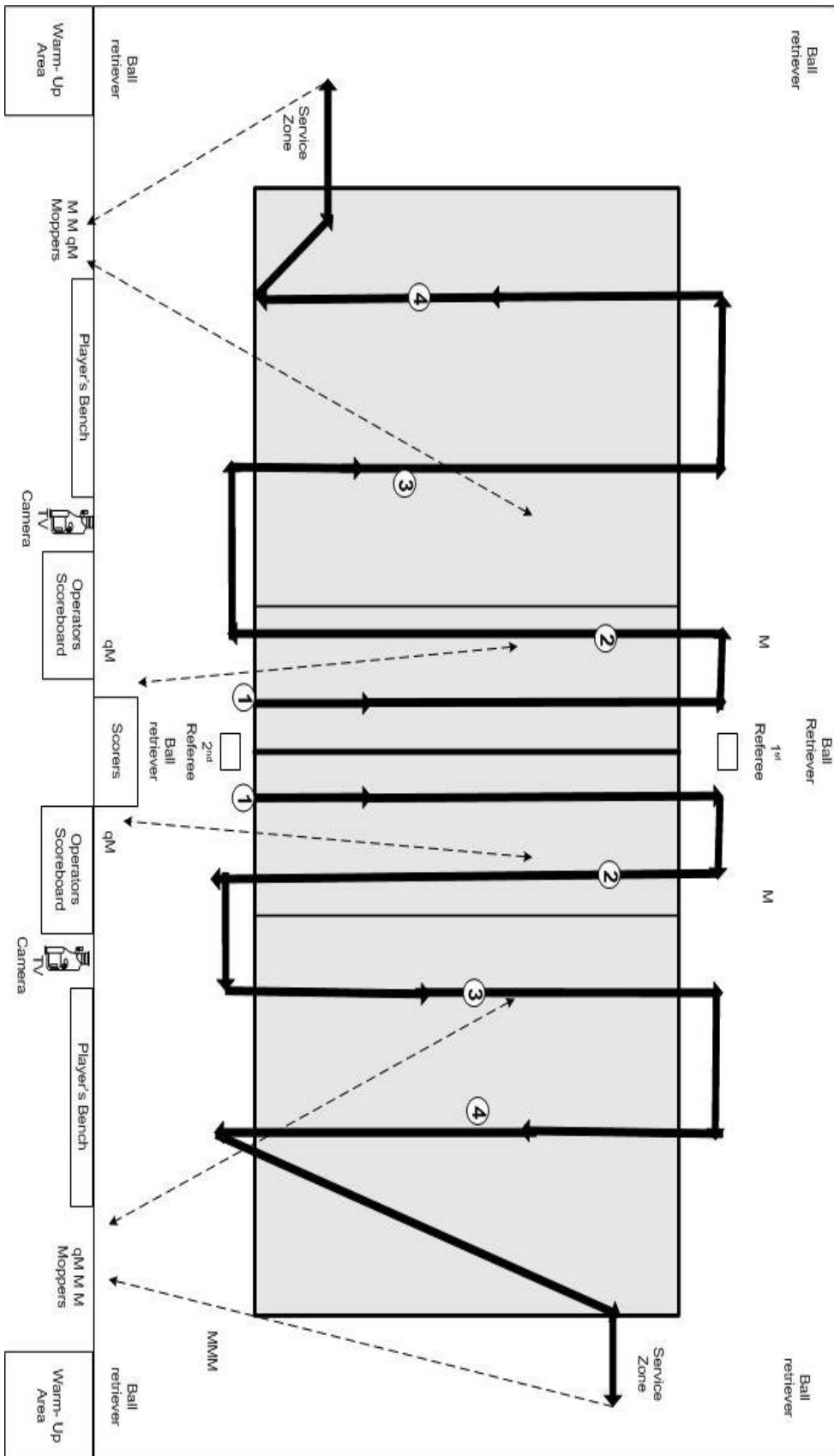
Hospitality (1): This person will be responsible for ensuring that drinks are available to the teams, Control Committee, press, and staff during the competition. This person will also be responsible for making sure the Control Committee Room, Press Room, and volunteer area have sufficient snacks throughout the competition. These volunteers should show up at least **45 minutes** prior to the scheduled match time.

Team Liaisons (7): These people will be responsible for meeting the teams at the airports along with a USA Volleyball representative. The team liaisons serve a very important function in that they communicate any additional needs, changes in practice, transportation, meals, etc. to the Competition Director and Manager. Ideally, we would like the team liaison to remain the same person throughout the competition and require that this person accompany the teams to practices and the competition. However, minor adjustments can be made to this especially once the competition begins. It is also beneficial if the volunteer assigned to this task is bi-lingual in Spanish for those countries that speak Spanish as their official language.

Translator (1): This person is needed for the Technical Meeting on August 2, 2008. The translator will be required to translate the entire meeting which generally lasts about 1 hour. Currently, the Technical Meeting is scheduled for 8:00pm at the Miami Marriott-Dadeland.

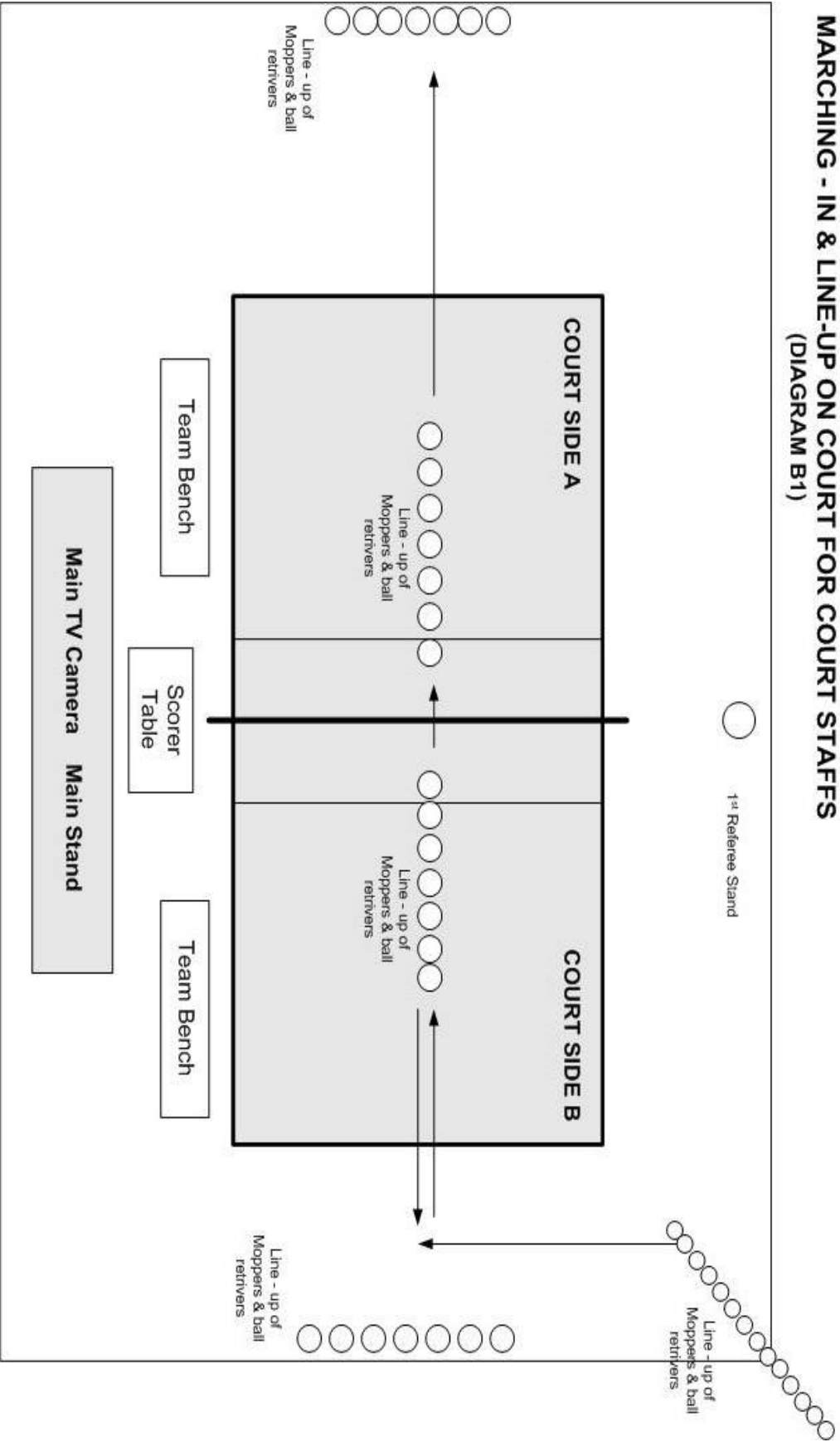
Setup/ Teardown (2): The set-up and teardown volunteers will be taking direction from the Equipment Manager and could be asked to do any of the following during this time period: setup of banners, taping the floor, setting up the net, preparing the practice facility, layout of signage, pumping up balls, icing down water and PowerAde, and numerous other tasks that could be requested.

SECTION 12: FLOOR MOPPING SYSTEM



SECTION 13: MARCH-IN LINEUP

**MARCHING - IN & LINE-UP ON COURT FOR COURT STAFFS
(DIAGRAM B1)**



SECTION 14: VOLUNTEER CONTRACT

USA Volleyball Volunteer Contract

I _____ have fully read and understand the USA Volleyball Volunteer Handbook as distributed by USA Volleyball. By signing this contract I understand my responsibilities as a USA Volleyball volunteer.

I promise to be on time for all matches and practical clinics leading up to the event. For practical clinics I will arrive no later than 45 minutes before the scheduled time and for matches I will arrive 45 minutes prior to the matches. I understand that I am expected to be at the venue for up to 30 minutes after the completion of the match.

I understand that I am required to wear the USA Volleyball distributed apparel for all matches (shirt).

Shirt Size: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone #: _____ E-mail: _____

Date of Birth: _____

Signature: _____ Date: _____

Please return this form along with the Volunteer Availability Form on Section 15 to the Miami-Dade Sports Commission at:

Miami-Dade Sports Commission
C/O Elizabeth Gunn-Administrative Coordinator
15280 NW 79th Court, Suite 109
Miami, FL 33016
Phone: (305) 818-7188
Fax: (305) 819-2545
egunn@miamisports.org

