



On-Site Tournament Staff – Job Description

Position Overview

Tournament Staff play a key role in ensuring Volleyball Manitoba events run smoothly, safely, and professionally. This position requires strong organization, communication, and leadership skills, as well as the ability to work proactively with coaches, officials, athletes, parents, and facility partners throughout the event day.

Responsibilities

Key Requirements

- Must be able to lift/carry 50lbs
- Have prior experience setting up/taking down a volleyball net.
- Previous volleyball playing experience
- Available on Friday evenings, Saturday all day or Sunday all day.
- Are approachable and can problem solve.

Event Setup & Preparation

- Arrive **at least 1 hour prior** to the first scheduled start time. Permit times begin at this point, and teams playing the first match may begin warming up.
- Ensure the gym is fully and properly set up, including:
 - Nets and antennae installed (officials will verify net height).
 - Referee stands (opposite the scoretable) secured and set up.
 - Standards/poles properly padded.
 - Team benches placed and cleared.
 - Scoretables (1 table + 2 chairs per court) positioned between team benches.
 - VM pop-up banners (Welcome & Spectator Code of Conduct) set up.
 - VM floor banners placed to block court corners and prevent ball interference.
 - Spectator seating prepared.

Scoretable & Game Management

- Ensure each court is equipped with:
 - 1-2 game balls (kept under the scoretable or ref stand).
 - Scoresheets, pens, flipcards, lineup cards, and printed schedules.
- Confirm scorekeepers complete scoresheets accurately.



- Post QR codes for results sheets in visible locations for coaches and spectators.
- Input scores into ISET throughout the day to ensure live updating.
 - Please see attached instructions if you are unfamiliar with this platform.
- Familiarize yourself with Volleyball Manitoba rules and the Volleyball Canada Rulebook.

Communication & Onsite Leadership

- Introduce yourself to the facility representative/contact and confirm communication procedures for the day.
- Introduce yourself to team coaches and maintain visibility throughout the event.
- Introduce yourself to referees:
 - Provide each official with a draw/schedule.
 - Review event-specific rules as needed.
 - Determine, with officials, whether step-in serving will be permitted.
 - Discuss warm-up procedures.
 - Collaborate to keep matches on schedule.
 - Inform referees that student volunteers have been requested for scorekeeping, but teams must provide a volunteer if one is not available.

Medical & Safety Support

- Introduce yourself to the assigned athletic therapist (MATA) onsite.
- Assist them in setting up in a clearly visible and accessible location.
- Maintain awareness of safety concerns and direct participants appropriately.

Conflict Management

- Record any issues, conflicts, or incidents and document how they were resolved. I.e. on court etc.
- Address and manage protests as required, following VM procedures.
- For any Safe Sport issues (maltreatment etc) please refer the complainant to the VM website (QR code included in binder) and that they should contact SafeZone to help them through the process.

Awards & Recognition

- Present awards for medal matches (gold, silver, bronze) using the script provided.
- Take photos of each medal-winning team and send them to Volleyball Manitoba staff via email - abigail@volleyballmanitoba.ca



Event Wrap-Up

- Assist with full gym cleanup at the end of the event:
 - Take down nets.
 - Return benches, tables, and equipment to designated storage areas.
 - Collect garbage and ensure the facility is left tidy.
- Return all tournament supplies—including large lost-and-found items—to the tournament bin.
 - It is Tournament Staff's responsibility to return this bin to the VM office unless otherwise communicated by VM staff.

Application Details

Please send in your resume and cover letter highlighting your volleyball experience to:
Alyssa Buternowsky - Competitions Manager - alyssa@volleyballmanitoba.ca

We thank all applicants, however, only those candidates selected for an interview will be contacted.