



BERKSHIRE VOLLEYBALL ASSOCIATION

BVA Club Affiliation drop session

September 8th 2024

Hosted by James, Simona & Carmel

AGENDA

- Welcome
- Meeting Etiquette
- Introductions
- Player Registration
- Team Roster
- Fixture Confirmation
- Referee Registration
- Team List
- Post Match process



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Meeting Etiquette

- Please mute your microphone when not speaking
- Please ask questions – if we don't know the answer, we will find it out!
- Please raise your hand or put something in the chat if you have a question
- We will NOT be recording the session
- We want the session to be interactive so ask away 😊
- We are new to this; we know it works, because it is used in the NVL, but as it is new to us!
- There may be some issues so please work with us if you or we run into any difficulties.



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Introductions

If all on the call can be ready to give your name and your club/team

Carmel Greenwood – Mixed, Juniors and BVA plate

Simona Kral – Men's, Women's, play-offs (all divisions) and SEVA

James Murphy – BVA Chair



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Player Registration

Every Club must have the required officials (covered previously)

Every Team must have a Team Secretary

Every player playing in the BVA league **MUST** be registered on VZ

Each Club has registration page

Each player may only play for club in each competition!



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Player Registration (Status)

Club	No. of team
Basingstoke Volleyball Club	5
Didcot Volleyball Club	2
Farnborough Volleyball Club	4
Maidenhead	3
Mavericks Volleyball Club	3
Newbury	3
Oxford University Volleyball Club	2
Oxford Volleyball Club	7
Reading Aces	6
Spikeopaths VC	7
The Volleyball Project	2
Wycombe Eagles Volleyball	5
Grand Total	49

Club	Players Registered
Basingstoke Volleyball Club	6
Didcot	0
Farnborough Volleyball Club	14
Maidenhead	2
Mavericks Volleyball	17
Newbury V.C	9
OUVC	15
Oxford Volleyball Club	6
Reading Aces	5
Spikeopaths VC	0
The Volleyball Project	17
Wycombe Eagles Volleyball Club	20
Grand Total	122



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Team Roster

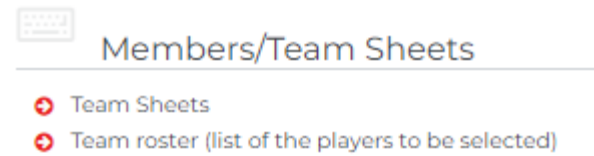
Every Team must have a team roster (the full list of players that will play in the season).

The fixture confirmation process will require the Team Secretary to go into VZ and confirm their fixtures, so this is required now!

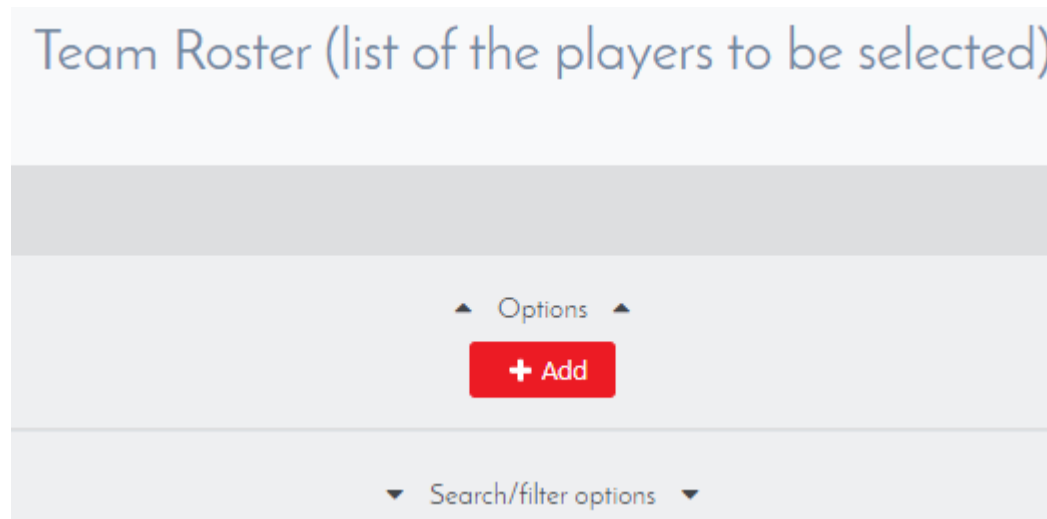
Players can be added to the roster throughout the season

To Create a Team Roster and add Team Sec:

1. Login in as admin
2. Under Members/Team Sheets, open Team Roster



3. Click +Add





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4. Select appropriate Age Grade (Women for Womens, Open for Mens, U16 Open for juniors), the correct team for the Roster, and assign a sensible/intuitive Roster Name (see example)

Team Roster (list of the players to be selected)

Season	2024-2025	?
Create Roster For	Team	
Age Grade	Adult Open (Berkshire Volleyball Association)	?
Gender	Mixed	
Team	Reading Aces Mens 1	?
Roster Name	RAVC BVA Men 1	?



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5. Under Coaches (bottom right), you must add a **team secretary**. You can also add a coach and other secondary roles. Hit the small plus next to the name to add them to 'Coaches'.

RAVC BVA Men 1 Roster Details

← Back

Roster Coaches

+ Add

Volleyball
England ID

▲ First Name ▼

▲ Last Name ▼

▲ Added on ▼

No Coaches added

🕒
Roster

👤+
Players

👤
Coaches

Roster Coaches

Select Officials

VEU33498

Chris

Stent

12/12/1991

Reading Aces

👤+



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6. Back on the main Roster menu, click the small pencil so we can assign roles to the people we've just selected.

Team Roster (list of the players to be selected)

Rosters List ⚙️ Settings ← Back

Options + Add

Search/filter options

Club	Team	Age	Gender	Competition	Roster	Main	Needs Approval	Players	Roster Coaches	Events	Actions
Reading Aces	Reading Aces Ladies	Adult Women	Female	--	RAVC BVA Ladies 2024-25	--	--	0	2	0	
Reading Aces	Reading Aces Reading Aces	Adult Women	Female	--	--	--	--	10	1	2	
Reading Aces	Reading Aces Mens 1	Adult Open		--	RAVC BVA Men 1	--	--	0	2	0	
Reading Aces	Reading Aces Reading Aces	Adult Open		--	24-25 RAVC Open	--	--	8	3	2	



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7. Assign appropriate role. **Team secretary is the most important and compulsory!**

RAVC BVA Men 1 Roster Details ← Back

Roster Coaches + Add

Volleyball England ID	▲ First Name ▼	▲ Last Name ▼		
VEU1161	Lyes	Sola		
VEU33498	Chris	Stent		

⌵ Roster ⊕ Players ⊕ Coaches

Assistant Coach
Bench Personnel
Coach
Head Coach
Secondary Team Contact
Statistician
Team Secretary

Volleyball England ID	▲ First Name ▼	▲ Last Name ▼	▲ Added on ▼	
VEU1161	Lyes	Sola	Coach	08/09/2024 14:19
VEU33498	Chris	Stent	Team Secretary	08/09/2024 14:19

Draft Fixtures

Please note that we have been unable to find a system that full covers triangular fixtures. The system looks at fixtures as a match between a home team and an away team. We can “fool it” in many ways but it does mean there are certain things that need to be done to accommodate this design. E.g. For each triangle the middle match (where the home team are the officiating team) will not show up on the hosting teams dashboard and will only show up the dashboard of the team named first. This means that if there are any changes then the hosting will need to let that team know so they can update the fixture.

The draft fixtures are now in VZ

To see the draft fixtures, you will need a club admin account.



Club Admin Accounts (Status)

Club	No. of team	Row Labels	Count of Email Address
Basingstoke Volleyball Club	5	Basingstoke	1
Didcot Volleyball Club	2	Didcot	0
Farnborough Volleyball Club	4	Farnborough Volleyball Club	4
Maidenhead	3	Maidenhead	6
Mavericks Volleyball Club	3	Mavericks Volleyball	3
Newbury	3	Newbury VC	4
Oxford University Volleyball Club	2	OUVC	6
Oxford Volleyball Club	7	Oxford Volleyball Club	10
Reading Aces	6	Reading Aces	5
Spikeopaths VC	7	Spikeopaths VC	2
The Volleyball Project	2	TVP	1
Wycombe Eagles Volleyball	5	Wycombe Eagles Volleyball Club	1
Grand Total	49	Grand Total	45

Draft Fixtures

Notes on fixtures

Each match has a match number in the comments field in the format of Division match number.

e.g. X101a = mixed division 1(X1), triangular 1(01), first match (a)

The fixtures are sequences as follows

- a – the first match of the triangular is the two “away teams”
- b – the home team vs the 1st away team
- c – the home team vs the 2nd away team

Except if it is a friendly, then the friendly match is ALWAYS the final match

As mentioned before the system doesn't full accommodate for triangular fixtures so you will “appear” to be the home team for “a” fixtures (unless friendly).

Draft Fixtures

Once you have logged in with your club admin account you will see a screen that looks like this.

The screenshot shows the 'VOLLEY ZONE MAIDENHEAD' admin dashboard. At the top, there is a navigation bar with links for HOME, DASHBOARD, HELP, MY ACCOUNT, PRIVACY POLICY, and BACK TO YOUR ACCOUNT. The main content area is divided into several sections:

- Edit Your Games**
 - Edit Your Games
- Members/Team Sheets**
 - Team Sheets
 - Team roster (list of the players to be selected)
- Club Details**
 - Edit Profile
 - Club Venues
 - Role Profiles
 - Attachments
 - Association Attachments Overview
- Communications**
 - Notifications
- Membership**
 - View Members
 - Payments Received
 - Register Members
 - Group Registration
 - Approve Members
 - Member Accounts
- Membership Setup**
 - Payment Methods
 - Email Notifications
 - Membership Types
 - Begin selling
- Accreditation**
 - Member Qualifications
- Events**
 - Orders
 - Events Purchased
 - Attended
 - Purchase Events
- Settings**
 - Manage User Accounts
 - Registration Setup

A box on the left with the text 'Click on' and an arrow points to the 'Edit Your Games' link in the 'Edit Your Games' section.



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Draft Fixtures

The default view is the next 2 weeks so no games will appear, change the date range to say 22/8/2025

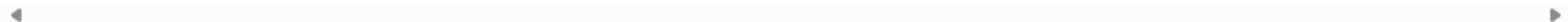
And all your **club** fixtures will appear.

You can select by competition or team (or even venue).

Edit Your Games

Competition: Team: Venue: Date from: Date to: Include TBC

Home Team	Away Team	Competition	Referee	Venue	Date	Time	Approval Stage	Info	Contacts	Action
Fixtures shown:										





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Draft Fixtures

You can select by competition or team (or even venue).

This is what the fixtures for Maidenhead could look like, we have filtered by the mixed competition for 1 year forward and showed the first 5 triangular fixtures

Edit Your Games

Competition: Team: Venue: Date from: Date to: Include TBC

	Home Team	Away Team	Competition	Referee	Venue	Date	Time	Approval Stage	Info	Contacts	Action
X101a	Maidenhead Braywick Mixed	Wycombe Eagles Volleyball Club Mixed 1	Mixed 1	TBC	Wren School	06/10/2024	00:00	Awaiting Confirmation	📄	🔒	<input type="button" value="Confirm"/>
X101b	Spikeopaths VC Mixed 1	Maidenhead Braywick Mixed	Mixed 1		Wren School	06/10/2024	00:00	Game Not Confirmed	📄	🔒	<input type="button" value="Approve"/>
X104b	Maidenhead Braywick Mixed	Oxford Volleyball Club Globetrotters	Mixed 1	TBC	Braywick Leisure Centre	20/10/2024	00:00	Awaiting Confirmation	📄	🔒	<input type="button" value="Confirm"/>
X104c	Maidenhead Braywick Mixed	Newbury V.C Mixed 1	Mixed 1	TBC	Braywick Leisure Centre	20/10/2024	00:00	Awaiting Confirmation	📄	🔒	<input type="button" value="Confirm"/>
X107a	Spikeopaths VC Mixed 2	Maidenhead Braywick Mixed	Mixed 1		Queen Marys College	17/11/2024	00:00	Game Not Confirmed	📄	🔒	<input type="button" value="Approve"/>
X107c	Basingstoke Volleyball Club Tigers	Maidenhead Braywick Mixed	Mixed 1		Queen Marys College	17/11/2024	00:00	Game Not Confirmed	📄	🔒	<input type="button" value="Approve"/>
X110a	Wycombe Eagles Volleyball Club Mixed 1	Maidenhead Braywick Mixed	Mixed 1		Oxford High School	01/12/2024	00:00	Game Not Confirmed	📄	🔒	<input type="button" value="Approve"/>
X110b	Oxford Volleyball Club Globetrotters	Maidenhead Braywick Mixed	Mixed 1		Oxford High School	01/12/2024	00:00	Game Not Confirmed	📄	🔒	<input type="button" value="Approve"/>
X112a	Maidenhead Braywick Mixed	Spikeopaths VC Mixed 2	Mixed 1	TBC	Trinity School	15/12/2024	00:00	Awaiting Confirmation	📄	🔒	<input type="button" value="Confirm"/>
X112c Friendly	Newbury V.C Mixed 1	Maidenhead Braywick Mixed	Mixed 1		Trinity School	15/12/2024	00:00	Game Not Confirmed	📄	🔒	<input type="button" value="Approve"/>



Draft Fixtures

The first home fixture is X104

Fixtures b and c and are available to update the venue (if necessary) and time and start the confirmation process. Please do NOT change the date without first speaking to the relevant competition lead!!

NOTE Fixture **a** the first match in this triangle will show as “home” game for globetrotters

X104b	Maidenhead Braywick Mixed	Oxford Volleyball Club Globetrotters	Mixed 1	TBC	Braywick Leisure Centre	20/10/2024	00	00	Awaiting Confirmation			Confirm
X104c	Maidenhead Braywick Mixed	Newbury V.C Mixed 1	Mixed 1	TBC	Braywick Leisure Centre	20/10/2024	00	00	Awaiting Confirmation			Confirm

Ignore the referee box for now

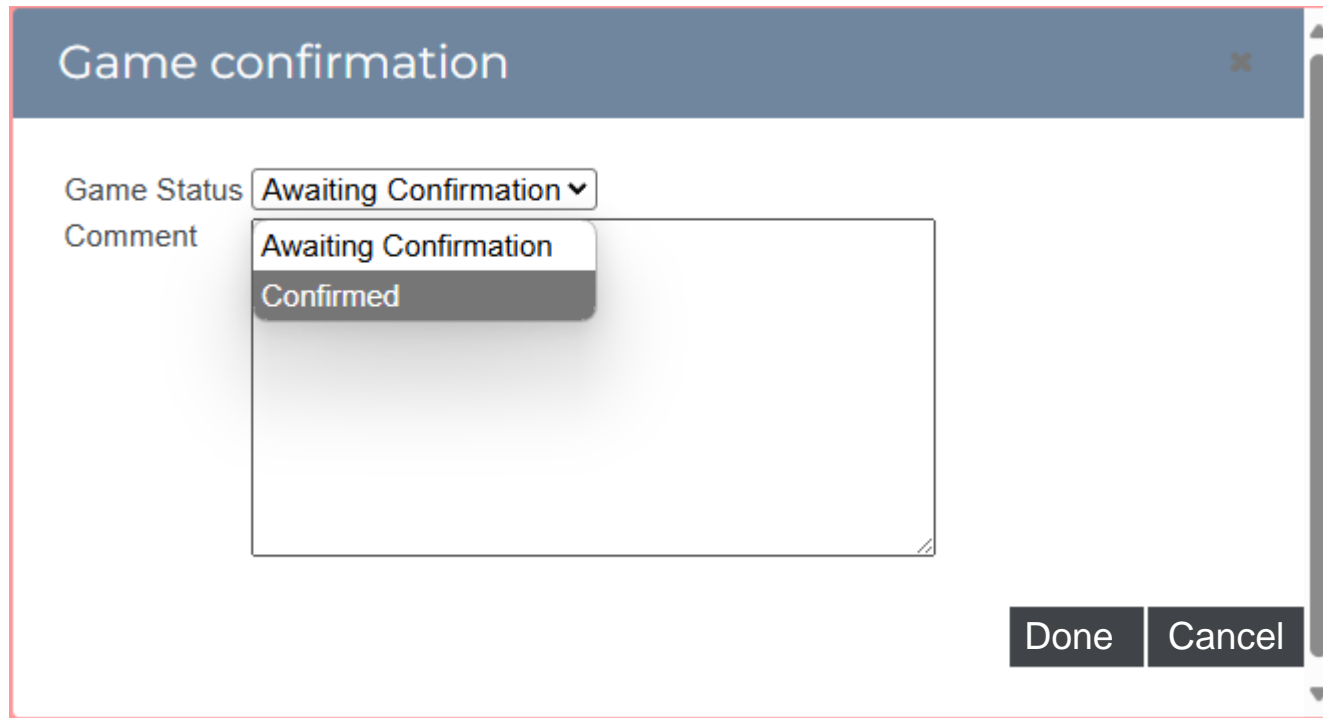
In this case the venue is correct so update the start time to 14:00 (when the hall booking is from)

The start for all three matches of a triangular (a,b,c) will be the same (all three teams need to be there ready to play at the start time)

Then press the red confirm button.

Draft Fixtures

Add any necessary comments e.g. “changing rooms available 30 minutes before hand” or details about car parking



Game confirmation

Game Status

Comment

Done Cancel

Change the status to confirmed and press Done
NOTE you must then press submit changes on the next page!

This sends a message to the other team's secretary so they can the confirm the fixture!
In this case Oxford Globetrotters would then go into X104a and set the start time to 14:00 and start the fixture confirmation process.



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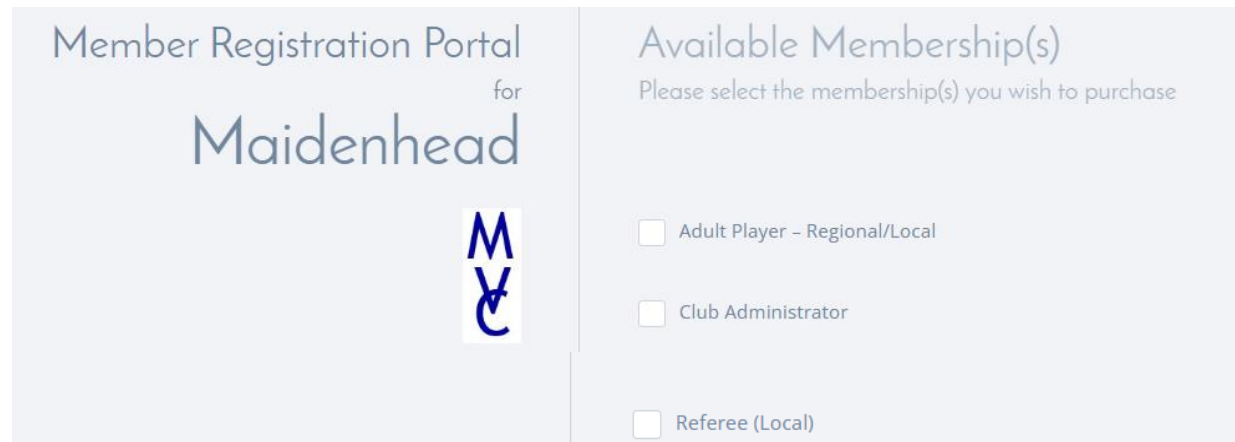
Draft Fixtures

This is a Spikeos home game and once they have done their approval step then it will be possible to press the approve button finalise the fixture.

X101b	Spikeopaths VC Mixed 1	Maidenhead Braywick Mixed	Mixed 1	Wren School	06/10/2024	00:00	Game Not Confirmed	 	 Approve
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Referee Registration

- We have previously asked each team to identify the referees they will be using this season
- We now need them to register for a referee “account” (free)
- They can do this by simply using their club registration portal and selecting Referee (Local).
- The referee for each match will be entering the result of the fixture (either using the SL app or via the VZ website), entering the MVPs and any cards issued.
- Further training will be done on this once all the referees have registered.

A screenshot of a web portal for Maidenhead. The left side shows the text 'Member Registration Portal for Maidenhead' and the club's logo, which consists of the letters 'M' and 'V' stacked vertically with a 'C' below them. The right side is titled 'Available Membership(s)' and includes the instruction 'Please select the membership(s) you wish to purchase'. Below this are three checkboxes: 'Adult Player - Regional/Local', 'Club Administrator', and 'Referee (Local)'. The 'Referee (Local)' checkbox is highlighted with a light blue background.



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Team Lists

- For each match you will need to create a team list
- This is done in a very similar way to creating a roster but the team list are specifically for a single match.