



VOLLEYBALL ASSOCIATION OF SINGAPORE

EVENT SANCTIONING POLICY

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| Document Name: | EVENT SANCTIONING POLICY |
| History: | Approved: May 2020 |
| Responsible Officer: | VAS Council & Secretariat |

1. INTRODUCTION

- 1.1 This policy outlines the procedures a Full member may undertake to obtain approval for running events sanctioned by the Volleyball Association of Singapore (VAS).
- 1.2 The basis for the development of an event sanctioning policy is to ensure that
 - 1.2.1 The integrity of the sport is safeguarded.
 - 1.2.2 The standard of play and quality of competitions are ensured.
 - 1.2.3 The volleyball calendar of events is balanced and serves the needs of the fraternity.
- 1.3 The VAS embarked on a process to develop the necessary templates, forms and outline the process for sanctioning.

2. REQUIREMENTS FOR SANCTIONING

- 2.1 Event owner must be a Full member of the VAS during the period of the sanction.
- 2.2 The period of sanction shall be defined in the Letter of Offer.
- 2.3 The sanctioning policy applies only to local events that falls within the following age groups of 'youth' and 'adults'.
 - 2.3.1 Youth category refers to competitions catering to U16, U19, U21 and U23, or any other age group category as determined by the VAS.
 - 2.3.2 Adult category refers to competitions catering to the Open, Masters, and Veteran categories, or any other categories as determined by the VAS.
- 2.4 Rules & Regulations (R&R) of sanctioned event must be endorsed by VAS.
- 2.5 All match officials deployed must be certified by VAS and are members of the Association.
- 2.6 All athletes must be current individual members of VAS.
- 2.7 All team coaches must be registered in the SGCoach database and a member of the VAS.
- 2.8 Format of play to be approved by VAS.

2.9 Sanctioning Fee will be imposed for all VAS sanctioned events.

2.10 Event owner shall be responsible for all aspects of the event organisation, including rules & regulations, conduct General Technical Meeting, manage event registration, budget planning, event publicity, logistical arrangements, management of court, results updates, fixtures, victory ceremony, etc.

3. HOW TO APPLY AND SUMMARY OF DELIVERABLES

| Contact point for the following items: admin@vas.org.sg | | |
|---|--|---|
| Timeline | Event Owner | VAS |
| Minimum 3 months before event | <ul style="list-style-type: none"> Must submit completed Application Form (see Annex A) to VAS. | <ul style="list-style-type: none"> To respond with approval/ conditions for approval of event within 2 weeks of receiving completed Annex A. To issue Letter of Offer to Member. To assist with court booking for the event. |
| 2 months before event | <ul style="list-style-type: none"> Upon obtaining approval for event, may, <ol style="list-style-type: none"> Request VAS's assistance to publicise event. Begin to submit event artwork bearing VAS's logo for approval. | |
| Minimum 3 weeks before event | <ul style="list-style-type: none"> Send Rules & Regulations (R&R) for VAS approval & endorsement | |
| Minimum 1 week before event | <ul style="list-style-type: none"> Conduct General Technical Meeting. Send list of registered athletes, coaches and clubs to VAS for approval (see Annex B, VAS-O2 Form). | <ul style="list-style-type: none"> To invoice Member agreed sanction fee. |
| Not more than 2 weeks after event | <ul style="list-style-type: none"> Must submit to VAS: <ol style="list-style-type: none"> Completed Post Event Report (see Annex C). Record of Officials' Participation (see Annex D). Final List of Registered Athletes (see Annex E). | |

4. TERMINATION OR WITHDRAWAL OF SANCTIONING

- 4.1 The VAS shall be entitled to terminate or withdraw sanctioning of the Event immediately upon giving notice to the Event Owner whereby
 - 4.1.1 In our reasonable opinion, the VAS believes that Event Owner will not be able to stage the event to the standards required of the VAS.
 - 4.1.2 Event Owner breaches a term of the agreement, which is either not capable of remedy or, if capable of remedy, Event Owner have failed to remedy within a reasonable time specified by VAS and following a given notice to Event Owner requiring its remedy.
 - 4.1.3 Event Owner have notified the VAS of a proposed change to the Event and VAS have had insufficient time to review the proposal or VAS consider that the effect of the changes is such that Event Owner will not be able to stage the Event to the standards required of the VAS.
 - 4.1.4 A resolution is passed for Event Owner's winding up.
- 4.2 If VAS decline to sanction the Event or, having sanctioned the Event, VAS elect to withdraw its sanction for any reason, Event Owner authorises VAS to publish and disclose to any person the facts, nature and reasons for VAS's decision to decline or withdraw VAS sanctioning.

5. DISPUTES

- 5.1 If a dispute arises, the VAS shall attempt to resolve such disputes between both parties, failing which the VAS shall refer the dispute to Sport Singapore to appoint a mediator.

6. CHANGES TO THE POLICY

- 6.1 VAS is committed to ensuring that all policies are up-to-date and reflect current practices.
- 6.2 Changes to this policy will be reviewed and approved by VAS council, following which, it will be updated and posted on VAS's website.

Annex A: Event Application Form

| EVENT SACTIONING APPLICATION FORM | |
|--|-------------------------------------|
| Name of NSA | VOLLEYBALL ASSOCIATION OF SINGAPORE |
| Date of Application | |
| Name of Company/Organisation | |
| Are you a VAS Full or Affiliate Member? (Y/N) | |
| Event Organiser | |
| Name of Event | |
| Event Details: | |
| 1. Date | |
| 2. Venue | |
| 3. No of Teams per gender | |
| 4. Format | |
| 5. Event budget (breakdown of income & expenditures) | Income: |
| | Expenditure: |
| | Estimated Profit/Loss: |
| 6. Registration Fee | |
| 7. Prize Money | |
| 8. No of Referees per match | |
| 9. No of Scorers per match | |
| 10. No of Line judge per match | |


Annex C: Post Event Report

Soft copy available upon request

| POST EVENT REPORT | |
|---|---|
| 1. Name of Sanctioned Event | |
| 2. Date of Event | |
| 3. Final Budget | <i><you may provide this in a separate attached document></i> |
| 4. Final Results - <i>please provide full match results</i> | <i><you may provide this in a separate attached document></i> |
| 5. What went well? | |
| 6. What challenges did you encountered? | |
| 7. Recommendations for future events. | |

Annex D: Officials Attendance Form

Soft copy available upon request

| OFFICIAL ATTENDANCE | | | | | | | | | | | | | |
|-------------------------------|-----------|------------------|-------|--------------------|-------|--------------|-------|------------------------|-------|---|-------|-------|-----------|
| Full Name (as in NRIC): _____ | | | | | | | | | | Contact No: _____ | | | |
| Tournament Name: _____ | | | | | | | | | |  | | | |
| Tournament Date: _____ | | | | | | | | | | | | | |
| | | | | | | | | | | No. of Play: BEST OF 3 / BEST OF 5 / WHOLE DAY | | | |
| S/No | Duty Date | Task Description | | | | | | | | | | Total | Signature |
| | | Referee | | Scorer | | Line Judge | | Jury | | Referee Coordinator | | | |
| | | No. of Match | (\$) | No. of Match | (\$) | No. of Match | (\$) | No. of Match | (\$) | No. of Match | (\$) | | |
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| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| Total: | | | | | | | | | | | | | |
| Less: | | | | | | | | | | | | | |
| Grand Total Payment: | | | | | | | | | | | | | |
| Prepared By: _____ | | | | Approved By: _____ | | | | Acknowledged By: _____ | | | | | |
| Referee Coordinator - _____ | | | | _____ | | | | Name & Signature _____ | | | | | |

Annex E: Final List of Registered Athletes

Soft copy available upon request

| FINAL LIST OF REGISTERED TEAMS AND ATHLETES | | | |
|---|--|------------------|--|
| Event Name | | | |
| Date of Event | | | |
| Name of Team: | | Name of Team: | |
| Name of Players: | | Name of Players: | |
| Name of Team: | | Name of Team: | |
| Name of Players: | | Name of Players: | |
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