

# Protocol Technical Committee

Season 2023-2024



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## Foreword

This Technical Committee protocol, hereinafter referred to as TC protocol, was created in 2018. This protocol will be applicable for the 2023-2024 season and should be presented by the Head TC at the third ALV of season 2022-2023, after which it will come into force as it serves as preparation for season 2023-2024.

In cooperation with the Technical Committee and in line with the board's policy plans, this document will be reviewed annually. This will allow current policy plans, as well as the long-term vision, to be incorporated. By this we mean the desire to grow the association, in membership numbers but also in level and while maintaining the SVU atmosphere.

To grow in level as a club, it is important to increase the influx of experienced players and, in the process, to retain them. A consistent TC protocol, targeted promotion and a well-regulated period contribute to this. This document serves as a protocol for the committee, but also to monitor it and for transparency towards the members.

We would like to thank student volleyball associations Punch and Protos for sharing their TC policies as an example and starting point for this TC protocol. In addition, kudos to Nevobo for organising the student symposia where the various student associations can serve as inspiration.

Happy reading!

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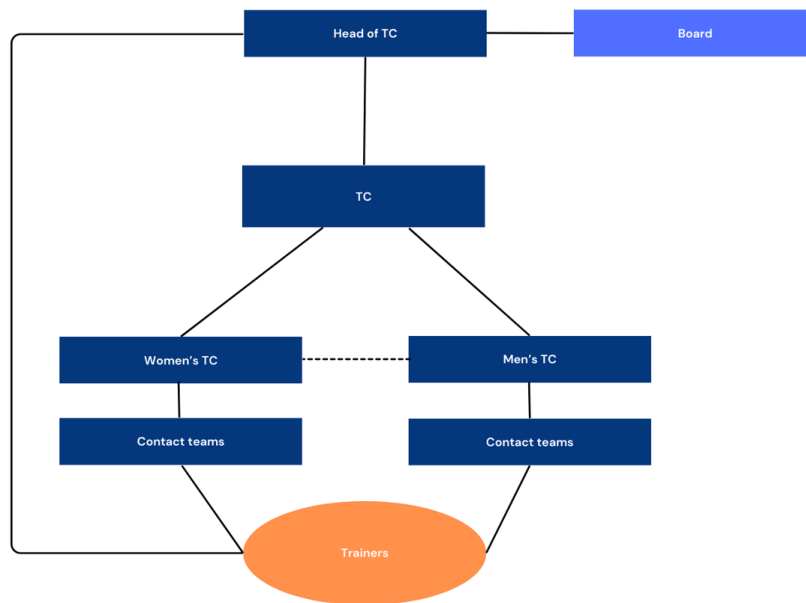
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# 1. TC structure and TC members

Within the TC, there is a division of tasks, the structure that is maintained in this respect is graphically shown in Figure 1 below. The TC and its structure will mainly be active in the preseason, which starts from the end of May and experiences its peak during the try-outs in August/September. The rest of the year it is less active, but still always approachable for both members and the board. The specific tasks of the TC during the year will be further explained later.



*Figure 1: TC structure*

The Technical Committee is divided into women's and men's sections. A dotted line is shown between the women's and men's departments. In theory, these departments are separate, but in practice they do interact with each other. For instance, members help each other by asking critical questions, supporting discussion points and keeping an overview. It would be too simplistic to say that teams are created solely by members in its own department. Putting together the team composition and other tasks of the TC is ultimately a collective effort of the entire TC. Nevertheless, a distinction is made in the departments to create a division among the TC members as to who is responsible for which department and which teams. This is to ensure that knowledge and experience is distributed, but also to minimise possible personal biases.

The TC as a whole should ideally consist of 11 members including the Head TC and a minimum of seven members including the Head TC, as mentioned in the HR (Art. 17.3). Here, a division is then made between the various departments as follows:

- The women's section consists of a minimum of four members, preferably men.
- The men's section consists of at least two members, preferably women.

Depending on the composition of the TC (male/female ratio, experience), this may be deviated from. Ultimately, the ideal situation is when the ladies are responsible for the men's section and vice versa.

This also takes into account the fact that TC members are not responsible for a team they might play in and that trainers are also not responsible for a team they will (possibly) train. In addition, efforts are also made not to assign TC members who are too close to a team for any other reason to that team.

This is all to counteract personal bias and preferred positions.

Departments are also further divided into contact teams. Their role and practical implementation will be further explained in section 3. Members of the TC can never all resign at the same time. To pass on knowledge, at least two TC members always remain in office when other members change.

## 1.1 The Head TC

The Head TC is ultimately responsible for the TC and has a controlling role on behalf of the board. In team allocations, the Head TC may have a decisive vote. In practice, however, unanimous agreements will be sought as far as possible. The Head TC is responsible for the committee and how it functions. In doing so, the Head TC stimulates, motivates and controls. The Head TC has no right of veto and relies on the expertise of the TC.

## 1.2 Selection of TC members

Each year, new TC members are added to the TC to maintain sufficient members and a good balance between experienced and less experienced TC members. New TC members are requested by the current Head TC, with the approval of the committee. Thus, members cannot apply themselves for a position within the TC. They can, of course, express their interest.

New members are chosen based on their volleyball knowledge and insight, in addition, communication skills, integrity and reliability also play an important role. Normally, someone is a TC member for several years. In case of dysfunction, it can also be decided to resign in consultation with the Head TC.

From the year 2023-2024, we will look more strictly at the balance between RVC members and TC members. Although both committees have very different functions, efforts will be made to have no or minimal number of double members. This means that TC members are not also active in the Council and visa versa. This is to avoid conflicts of interest and positions of power. The consideration includes that this is not at the expense of functioning and experience within both committees. In practice, therefore, exceptions can be made.

## 2. Tasks of the TC

The TC as a whole is charged with the following tasks:

- Compiling all league-playing teams of SVU Volleyball and any non-league teams.
- Answer requests as to whether graduated members may still continue to play in accordance with board policy. In doing so, a separate request must be made by the member concerned to the Head TC, as expressed in the HR (Art. 5.6).
- Managing the following mail address: tc@svuvolleybal.nl. Separate arrangements will be made for this within the TC.
- Processing applications for SVU Volleyball.

- Supporting during, helping with and planning the try-outs.
- Submitting promotion or relegation requests to the secretary.
- Provide a reasoned opinion to the board on class entries for SVU Volleyball's teams.
- Support the board by providing advice on volleyball and team-related matters.
- Being point of contact for teams, trainers and captains on matters relating to position substitutions, injuries, substitute players and team performance.

Other tasks that are technically related are performed by the Head TC.

## 2.1 Beach volleyball

The tasks as described above only apply to the indoor volleyball season. This is because the members' knowledge, as well as the organisation of the TC in general, are built on the basis of indoor play. The organisation and arrangement of beach training and tournaments is therefore under the direction of the Beach Committee.

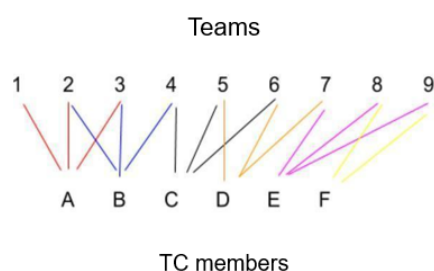
Applications that show particular interest in beach volleyball will be forwarded to the committee. Depending on the wishes of the committee, other applications may also be referred or possible trial training sessions for SVU Volleyball may already be established in the sand.

## 3. Contact teams

Since 2019, the TC has been working with a set-up in which TC members are responsible for one or more teams during the season, known as contact teams. These are detailed below including adjustments regarding the period in which they operate.

### 3.1 During the try-outs

To ensure an efficient approach to assessment and grading during the try-outs, contact teams are used. Here, certain TC members are responsible for several teams. Each TC member has several contact teams that partly overlap with other TC members in order to reach a judgement together (see figure 2). Here, the rest of the TC of course also remains involved by asking critical questions, but the responsibility for those teams remains with the TC contact team members. A division for the contact teams is made by the Head TC based on the experience of the members and possible own involvement with teams (think of possibly playing in a team concerned or possibly training this team next season). Ideally, one works in pairs, in which new TC members can be paired with experienced TC members.

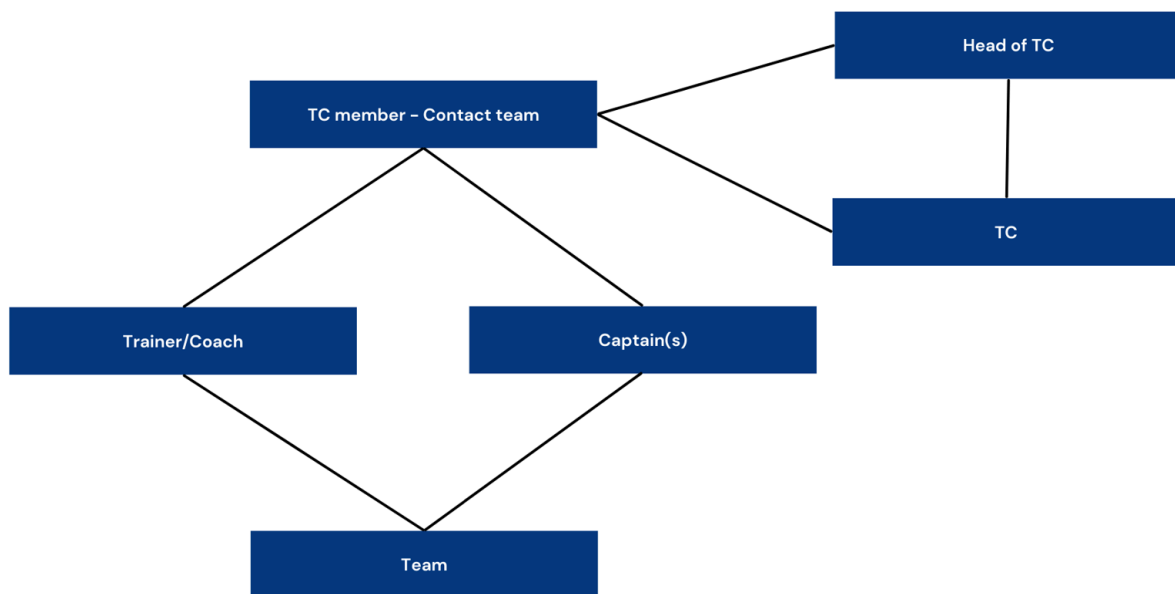


*Figure 2: Graphical representation of contact teams during the try-outs*

## 3.2 During the season

To maintain more intensive contact with the players and trainers after the try-outs, it was decided to continue using contact teams during the season. During the season, a contact team TC member is responsible for keeping abreast of what is going on in his/her contact team and offering help where necessary. Keeping in touch means that position changes, shortages, advice for substitute players, injuries, team performance, etc. are discussed by the coach, the TC member and the captain to come to a correct and quick solution. The captain is included in this to keep as short a line as possible with the team and players. It is important here that the TC contact person makes clear what the purpose of the contact teams is, in order to actually make use of them. This should be done at the beginning of the season when the proposals are made, but also be mentioned at the trainers' and captains' training sessions.

The TC contact member contacts the contact team regularly to ask for an update. To achieve this in a low-threshold way, a whatsapp group will be created at the beginning of the season. A group with the TC member, the trainer/coach and the captain(s). This way, advice can be sought and given in a direct way (see figure 3). The Head TC bears responsibility for checking this and correct set-up. So he is not directly involved, but can always be approached (like the rest of the TC members) for help or advice.



*Figure 3: Graphical representation structure contact teams during the season*

TC members will be attached to one or more of their try-out contact teams. This is to ensure that a TC member already knows who and what is playing on the team and can thus assist the team during the season with more inside information. If there were any conflicts with the allocation or between the TC member in question and members of the team, another TC member will logically be allocated here.

The role of the TC, in particular the practice of contact teams, will also be further explained to trainers and captains during trainer training and captain training. These training sessions are organised by the board at the beginning of the season. This moment gives the opportunity to the Head TC to tell more about the TC, its protocol and the contact teams. This is to support understanding and transparency.

The TC members will also introduce themselves to his/her contact teams at the beginning of the season. The Head TC and the rest of the TC will be kept up to date on issues going on in the teams and assist the TC members where necessary.

## 4. Annual planning Classification of teams 2023-2024

One of the most important, if not the main task of the TC, is the formation of the teams. This section looks at how the final allocation is made and what kind of things are important for that during the year, as shown in Figure 4.



Figure 4: Broad view TC flowchart for team allocation

### January - March

From January, we are already looking ahead to next season's format. Experience shows that this period is crucial in terms of promotion to attract higher-playing members. These players start looking around for the next step by then. To respond to this in time, it is important to have a short line between the (Head) TC and the Promocie. Through this cooperation, targeted promotional material can be posted on various social media to attract higher-playing members.

During this period, the TC will also fill gaps that have arisen during the year. This may include new members joining and will seek a balance between filling teams as much as possible and the chance to fill in for other teams. The solution will depend on the situation.

### April

As in previous years, at the beginning of April, the player survey is used to take stock of how members feel about the coming season: who will stay, what position they want to play in and whether there are other issues such as travel or injuries. This gives the TC insight into the line-up of teams for next season and where the gaps are. The player survey, however, remains only a reflection of members' wishes. The TC tries to include as many player wishes as possible in the team allocation, but this does not mean that these can always be met.

Based on this survey, the Promocie and External Affairs Commissioner should once again look at targeted promotion, because then it will be known how many people are staying and leaving; where the gaps are and what is needed in terms of position filling. In this way, the Promocie can promote more specifically, but also, for example, give a better picture at the intro fairs in terms of available places at SVU.

During the same period, trainers are also asked for their views on the current members and meet trainers. For example, trainers are asked to rank players in different areas to properly reflect level differences between players. This should be completed as comprehensively as possible. Contact with the trainers is therefore very important both at the end and the beginning of the next



season. Trainers also play an important role during training sessions, especially in support of the TC. They can be given a target for these training sessions by the TC, for example a particular player or quality they need to pay specific attention to, so that this can help the TC in making decisions. The role of the trainers with regard to the creation of the teams will be further explained in decision-making, under the heading 'trainer involvement'.

## **May-July**

To reduce the pressure around the team divisions in August/September, the focus in May (and June) will be on the draft team divisions of current members. Training sessions will therefore already be combined in May. Teams that are close to each other in terms of level will then train together, such as the combination training Ladies 1 & 2. These so-called May training sessions will be visited and watched by the TC and, together with the information from the trainers, the provisional team allocation can be made on this basis. This team allocation will be made in June and is strictly confidential. It serves as information for the TC so that it knows where there is still room and so that the Promocie can be informed where the focus should be.

In season 2023-2024, these training sessions will take place again for the first time in quite a few years. Potential new members are also very welcome at these combi training sessions, especially for the higher teams (read: teams that play annual competitions), so that their level can already be properly assessed and we can recruit them.

During this period, the board will also look into the possibility of getting back into the hall for training sessions as early as August, so that both current and potential new members can get back into the hall rhythm before the try-outs.

## **July-August**

The vast majority of applications are usually received in July and August. Current members and new registrations will be invited to participate in the training sessions. The training sessions will be organised by the Head TC but he will get great support from the TC and where necessary the board. The training sessions for season 2023-2024 will take place on 21, 23, 28 and 30 August 2023. Here, the team allocation will ideally be generally announced on 31 August or 1 September.

To ensure that all players are able to show their full potential, a separate training schedule is maintained with combined training groups during the try-outs. This way, training is combined and the aim is to have the lower playing teams train in the first round. This allows players to possibly train with a higher team in the next round as well. This allows the TC to properly assess players in different environments.

### **Free practice sessions**

In the corona seasons, the Sports Centre offered free extra training space for the first two weeks of August to somewhat combine the missed months. From this, the concept of free or August training sessions was born. So these training sessions are not definitely taking place these days, but some may still be organised by the board. Organising free training sessions in August thus takes place under the direction of the board the weeks before the instuif. Here, new members may also be invited via the TC on request. Furthermore, the TC does not assess during these training sessions for the new team classifications.

## 5. Notifications and exceptions

Besides team allocation, the TC also deals with the general organisation of members. Here, step one is the sign-ups, which are an important source for the classification as they provide a lot of information about the level of the players. In addition, there are some exceptions for players and sign-ups that are explained here.

### 5.1 Applications

To maintain a structural overview of applications, it was decided to create a new application form every year from January 2022 and open it only for part of the year. This form will be closed after the team allocation, provided there are enough applications. The form will be reopened in early January, provided there is no great need for new registrations before then, to fill gaps for the second half.

Four application categories will be used. Should the timing of registration become relevant in the final decision, these categories will be considered. Here, category 1 takes precedence over 2, 2 over 3 etc. The categories are subdivided as follows:

- Category 1 consists of queue members from the current season as far as there are any (people who had applied for the current season, but for whom there was no place). Important to mention here, is the fact that the queue is emptied in January by emailing all these potential members and deleting them if they do not respond to the email. If there is a response, the person in question will be placed in category 1 after completing the new application form....
- Category 2 consists of applications from January to May.
- Category 3 consists of applications from June and July.
- Category 4 consists of applications from August and September.

### 5.2 Unsubscribers

Every year, there are also members who deregister 'just to be sure' in order not to pay the fine regarding late deregistration. The rationale comes down to the fact that the member is not sure whether he/she can continue to play at SVU next season. A boundary is drawn here, with these members having to email a final choice to the TC no later than the second week of the invitational. Is the choice to stay? Then they will be included as current members, giving them priority over new members and guaranteeing them a spot. Is the choice still in doubt? Then this member will be taken as a 'new member' without priority, as the deregistration will stand. Should the member leave, he or she is already deregistered and no further action needs to be taken, except to remove the member from the draft classification.

### 5.3 Non-students

Although SVU is a student association, a number of non-student members also play every year. If these members graduated less than two years ago then this does not pose a problem and they are simply included in the classification. If it is the case that graduation was longer ago (i.e. this is also the case for PhD students), new members will have priority over them if the low number of places calls for it. Non-students will be informed by the board before 1 July that there may not be a place for them. They can still participate in the try-outs and be assigned, but there is a chance that this will be at a lower level or include a different position. There is also the possibility that there is no place at all. We use this procedure to ensure a stable flow within SVU.

## 6. Decision-making

In the TC's decision-making on members regarding team classifications, the following factors are considered in order of priority:

1. Level (technique and potential)
2. Current members relative to new members
3. Intrinsic motivation and ambition
4. Future prospects (student compared to non-student )<sup>1</sup>
5. Application category (see 5.1)

The player's level and potential for growth are the most decisive factors for team classification. Current members are also classified through this decision-making process. However, they are always guaranteed a spot unless they have already graduated for more than two years. If the level between two members for the same position is more or less equal, the other factors are taken into account in the decision. Here, motivation in particular weighs heavily. This is reflected in attendance at the try-outs, degree of contact with the TC and further other commitment to SVU Volleyball. In general, it should be emphasised that participation in (as many as possible) try-outs sessions is essential for TC members to get a good impression of the level. This applies to both current members and (potential) new members.

### 6.1 Playing to potential

Classification is based on the principle that all members aim to play at the highest possible level. If members do not wish to play at a higher level, this must be communicated to the TC in advance, before the team classification is announced, via e-mail. A wish not to be graded higher is often very difficult for the TC, as a different situation has to be taken into account. Consultation between the member and the TC will take place.

Current members who can and want to play a higher level should be given this opportunity and are therefore given priority over newly registered members with a similar level. However, the third point here remains an important factor to consider.

#### 6.1.1 Meetrainers

Every year, there are requests from members to stay with SVU as training-only members. These members must be registered with the Nevobo, but do not compete. A train-only member (meet trainer) can be added to a team when the team and the trainer(s), in consultation with the TC, deem it necessary to have an extra player during training sessions. This may, for example, be due to a consistently low attendance of (certain) players or because an empty spot in the team cannot be filled by a regular player. Meetrainers can therefore, in consultation with the coach, only join the training if there is space.

Meetrainers should primarily facilitate the team and the training, not the other way around. For this reason, these players are not included in the team allocation at the start of the season, but can only be placed later, if it turns out to be necessary for the team. At that time, the player will be invited to train with us a number of times, after which it will be determined whether this is a good

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<sup>1</sup> Hereby, PhD members are classified as non-student members

match, just like a regular new player.

Players who wish to remain with SVU as train-only members will therefore not take part in the training sessions.

Train-only members can also be used as 'filler' during the instuif, if needed. Different payment terms are possible for mee trainers, this is up to the board (and mainly the treasurer).

## 6.2 Position play

Members indicate in the player survey which position they want to play next season. Any position changes should be communicated to the TC before and no later than during (before the end of the first week) the try-outs. Players who wish to change positions will be classified at the level of that particular position. Multiple positions can be notified to the TC. When doing so, the player must clearly indicate which position is preferred and what this preference depends on. If this is not done, the TC assumes the possibilities that emerged at the time of registration and during the player survey. The TC also asks members to actively seek out discussion about this themselves, so that both parties know what to expect.

### 6.2.1 Libero

Every year, the libero position is in high demand. Depending on the level of a team, it is possible to actually play with a libero. At SVU, it is maintained that libero can be played from the fourth class onwards. In the other classes this is strongly discouraged, because using a libero is at the expense of the development of the other players. Only in exceptional cases can this be deviated from. It is up to the TC to make these exceptions. Any requests should be made via the contact teams or by e-mail.

## 6.3 Absence

It is more common in student associations that some members cannot attend the whole year. For them, there is therefore a separate arrangement regarding filling the teams.

### 6.3.1 First half absent

Members who are absent for the first half should report this early, before the period, and deregister. They will **not be taken into account** during grading. This means that no 'spot' can be reserved. On their return, we will check what the options are and where a spot may be available. Based on the knowledge that the TC still has and the performance in the previous season, the possibilities are examined. The determining factor here is where a spot is still available. Only in exceptional cases where players of the same level can alternate (Member A absent first half, Member B absent second half) can the players concerned be taken into account.

### 6.3.2 Second half absent

If a player has indicated in time<sup>2</sup> to be absent in the second half of the season (after the Christmas break), the player will however be included in the team rankings. Such a request should be made by sending an e-mail to the TC. Sharing this information via the player survey is not sufficient.

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<sup>2</sup> Before the deregistration deadline.

Depending on the composition of the teams, this may well influence the classification. It must be prevented that teams can 'empty out' after the Christmas break. For this reason, especially for the teams playing annual competition, extra attention will be paid by the TC not to place too many players in one team who leave the second half, provided there are alternatives.

### 6.3.3. Absent for more than one month

Members who are absent for more than a month, for whatever reason (holidays, injuries, internships, studies, etc.), should notify the TC as soon as possible. This can be done through the contact teams, but ideally by e-mail. Depending on the composition of the teams and registrations during the season, the TC can respond to the absence of the players concerned.

## 6.4 Involvement of the trainer

An often-recurring sound from the players is that the training sessions are just a snapshot. This is true; in the four training sessions, it can sometimes be difficult to show everything you are capable of. Therefore, trainers are involved in providing information about the players. First of all, trainers complete a player evaluation at the end of the season. This answers questions about, among other things, a player's strengths and weaknesses, but also, for example, who gives a lot of energy in a team. Should players have been little present, or often late, this can also be mentioned. These files are read exclusively by the TC and taken as notes for the squad training sessions and when making the classifications.

Many of the trainers for the new season will also be present during the training sessions and will also see players here. It is **not** the case that trainers can put together their own team, *but* they can discuss what they have seen in consultation with the TC and indicate their preferences in this. This should be done with the TC contact member.

This consultation preferably takes place outside the sportscentre. This is to allow the conversation to run smoothly with only the people involved present. Outcomes of these discussions will be further discussed during TC meetings and tested against the other factors the TC takes into account in its decision-making. Ultimately, the TC always has the final say in this.

Individual conversations between trainers and members during the try-outs are strictly frowned upon by the TC. Ultimately, the TC is responsible for team allocation. If a trainer wishes to have conversations then this should be through or with the TC as per the procedure outlined above.

## 6.5 Queuing

As the influx of new members actually always exceeds the number of spots, a queue is used. Current (student) members are guaranteed a place in a team. New members are assigned to a team based on their level. Should it already be 'full' there, they can be moved on, provided this is not at the expense of current members playing at an appropriate level. If advancing is not an option, they end up in the queue. For new members where no distinction can be made based on level, the application category and motivation are considered.

## 6.6 Forwarding

Players may decide after the team allocation not to come and play at SVU or not to stay after all. The resulting gap may still be filled in the first period by a player from another team, in addition to players from the queue or new registrations. The TC decides whether a player will be invited for

trial training to fill the empty spot.

An empty spot therefore does not mean automatic advancement.

In that first period, the TC will therefore look at both current and new players and, at its discretion, offer the best player the empty spot. Here, the aim is also to create as few gaps as possible in other teams.

For the rest of the season, the aim is to keep the teams stable and intact. Therefore, there will also be no transfer later on. To make this transition clear, we have a hard deadline of 1 October. Empty spots created until this date can be filled by transferring. After the 1 October deadline, gaps will only be filled by players from the waiting list or by new registrations.

If the TC deems it necessary, it may choose to make transferring in the first period of the second half of the season also an option. The deadline of 1 February will then apply for this.

## 6.7 Role of the board

When doubts or complaints are expressed from the members about the proper adherence to the TC's decision-making, the board will act as a judge. They will then judge on the process by which the TC arrived at the final decision. The board may not comment on the correctness of a TC decision, only on the correctness of the process that preceded it. In case of inaccuracies, the TC will be asked to reconsider its decision using a correct process.

## 7. Implementation of this protocol

To properly implement this protocol, the TC will meet at least five times per association year (excluding meetings around team allocation):

- For the training sessions (in August), to get all noses back in the same direction after the holidays and revise the draft team allocation (later unsubscribed members etc.);
- During the try-outs, to discuss which players could possibly train with other teams and what to pay attention to per person/team;
  - Here, the first week mainly looks at the level differences and the second week more specifically compares between them.
- After the try-outs, to evaluate this busy period;
- At the end of the first half of the season (December or January), to look at members leaving for six months or other possible gaps to be filled;
- At the end of the competition season, to prepare the May training sessions, advise on sign-ups and evaluate its protocol;
- At the end of the season, to make a draft team line-up for current members based on the player survey and the final, combined training sessions.

Depending on any changes during the season due to e.g. departing/returning members or promotion/relegation, more meetings may be scheduled at the discretion of the TC members or the Head TC.

If there are any questions about this protocol or its implementation, the Head TC can always be contacted by emailing [hoofdte@svuvolleybal.nl](mailto:hoofdte@svuvolleybal.nl) or the TC itself by emailing [tc@svuvolleybal.nl](mailto:tc@svuvolleybal.nl).