

# Flow Chart: How to Book a Spikezone Volleyball Program

## A 3-Stage Guide for Schools

PREPARE

### 1. Register

- Yourself as a user
- Your school on [www.sportingschools.gov.au](http://www.sportingschools.gov.au)

### 2. Apply for Funding

- Access the GRANTS section
- Complete the application form
- Select VOLLEYBALL

### 3. Book VOLLEYBALL

- Access the BOOKING SYSTEM
- Select a SPIKEZONE VOLLEYBALL package
- Sessions can be delivered INDOOR, BEACH or on GRASS. We can work with the spaces you have!

### 4. Confirm

- Await contact from your Volleyball Booking Supervisor (call/email)
- The supervisor will be responsible for liaising with a suitable coach
- Please allow up to 6 days to receive contact

## 5. Spikezone Program Delivery

### OPTION 1 Coach Delivered Program:

- Welcome - Greet and direct your coach to the appropriate facilities
- Supervise - Ensure school staff presence at each class as necessary
- De-brief - Discuss with the coach at the end of each session about sharing session notes and exchanging feedback

### OPTION 2 Teacher Delivered Program:

- Prior to delivering your program
- Up-skill - Complete the Volleyball Foundation Coaching Course
  - Resources - Request a Sporting Schools resource package from your booking supervisor.

DELIVER

### 6. Distribute

- Distribute information to students on further opportunities to engage with volleyball
- Your booking supervisor should make this information available to you

### 7. Payments

- Ensure invoices are received from your booking supervisor
- Pay these invoices before the acquittal date

### 8. Acquittal

- Complete your acquittal in the booking system

### 10. Feedback

- Complete the post-term surveys from your booking supervisor, Volleyball Australia and the ASC

REVIEW

Further information | Booking System Help: [sportingschools.zendesk.com](http://sportingschools.zendesk.com) | Volleyball Australia: [VAsportingschools@avf.org.au](mailto:VAsportingschools@avf.org.au) or (02) 6214 3566