

ENGLISH VOLLEYBALL ASSOCIATION LIMITED

FRAMEWORK DOCUMENT

of

English Volleyball Association Ltd



1. INTRODUCTION

Volleyball England is the brand name of the English Volleyball Association Limited (referred to in this Framework as the “**Association**”). The Association is recognised by FIVB, CEV, WOVD, ECVD, British Volleyball, UK Sport and Sport England as the National Governing Body for volleyball, beach volleyball and sitting volleyball in England. The Association is responsible for the development, promotion and delivery of the sport of volleyball, in all its disciplines, across England.

This Framework document forms part of the constitution of the Association, and supplements the Association’s Memorandum and Articles of Association (“**Articles**”). This Framework has been introduced as a result of the comprehensive governance review that has been carried out by the Association to set the Association up for the next stage of its development, building upon recent Sport England audits which confirmed the Association’s status as a well-governed National Governing Body.

This Framework, together with the new Articles, represent a major stage in the modernisation and development of the administration of the Association in preparation for the opportunities and challenges facing the Association and the development of the sport of volleyball in the years up to and following the London 2012 Olympic and Paralympic Games.

The Articles detail the categories of membership of the Association, establishment of Associations, Committees, and Commissions, organisation of member meetings, the appointment of directors, the governance of the Association by the Executive Board and other matters. This Framework builds upon the Articles by providing further, more operational or administrative details relating to:

- membership of the Association, the mechanisms for becoming a member of the Association and the administration of membership;
- the benefits available to members of the Association;
- the, roles, structure and administration of the Regional Associations and Area Associations, Committees and Commissions;
- important policies that have application across the Association’s activities;
- the core sports technical rules; and
- the judicial and disciplinary regulations dealing with disputes and appeals with the sport or its administration.

The provisions of this Framework are binding on all members of the Association, who are deemed to agree and accept the terms of this Framework on becoming members. This Framework should be read in conjunction with the Memorandum and Articles. If there are any inconsistencies between this Framework and the Memorandum and Articles, the provisions of the Memorandum and Articles will prevail. Other publications which also include information and policies which supplement this Framework include the Staff Handbook.

The Executive Board have responsibility for drafting, amending and updating the Framework from time to time as it sees appropriate in light of the development of the Association and the sport of volleyball. Any updates to the Framework will be notified to the members of the Association, including at the Annual General Meeting. Copies of the Framework will be available upon request from the Associations’ registered office as well as on the Association’s website at www.volleyballengland.org

2. MEMBERSHIP

The Articles set out the categories of membership of the Association and the various constitutional rights that are attached to each category of membership (for example, whether a particular category of member has a right to attend, speak or vote at general meetings of the Association). This Framework sets out the mechanisms for acceptance of organisations and individuals into the various categories of membership of Association, as well as detailing some of the main benefits that can be enjoyed by members.

2.1 Clubs

Volleyball clubs which are accepted by the Executive Board to membership of the Association are the voting members of the Association.

Acceptance as a member

To become a member, a club must:

- (a) complete the Volleyball England Club Affiliation Form, which is available on request from the Association's Membership Officer;
- (b) submit the completed Volleyball England Club Affiliation Form to the Association's Membership Officer, together with (i) a copy of the club's constitutional documents (including for example a copy of the Memorandum and Articles of Association of the club, if the club is an incorporated association); and (ii) a cheque for the Club Subscription (details of the Club Subscription which apply at the relevant time are available from the Membership Officer); and
- (c) be approved by the Executive Board for acceptance into the membership of the Association.

The Executive Board's approval of a club to the membership may be given or withheld at the discretion of the Executive Board. The club will be notified of the Executive Board's approval (or otherwise) as soon as practicable, and the Association will endeavour to provide this confirmation within 30 days. If a club's application is not successful, the Executive Board may (but is not obliged to) give reasons for that and the Club Subscription cheque will be returned to the club.

Club Subscription

Clubs must continue to pay the Club Subscription on an annual basis and provide up-to-date copies of their constitutional documents and their register of members to the Association from time to time in accordance with Article 33.3.

Affiliation with Regional Association

Clubs shall also be affiliated with their appropriate Regional Association, in accordance with Regulations 35.4 to 35.6 of the Articles.

Membership Benefits

Once a Club is accepted to membership, it will be entitled to various benefits. These benefits may be supplemented or amended by the Executive Board from time to time but which may include, for example:

- **Membership Pack:** All member Clubs will receive a membership pack that will include a copy of the Association's handbook.

- Public Liability Insurance: All member Clubs receive the benefit of public liability insurance arranged by the Association, subject to conditions and with a maximum amount of cover of £5 million. To have the benefit of this insurance it is essential that every person representing the Club in any capacity is registered with the Association.
- 3Touch Volleyball magazine: All member Clubs receive three copies of each edition of the Association's official magazine, "3Touch Volleyball".
- Volley 123: All member Clubs have the right to access the Volley 123 club accreditation and small grants scheme.
- Discounts on all Volleyball England Shop products.
- Right to enter official Volleyball England competitions.
- Right to enter Volleyball England and CCPR Sports Club of the Year with a chance to win cash prizes.
- Subsidised regional Club development activities.
- Club member welfare and CRB record checking.
- National awards programme to recognise the efforts of Club volunteers.
- Letters of support from the Association on any funding bids where required.
- Member Services: Exclusive access to the members area of the Association's official website that includes Club information, downloads, posters and templates.
- Do-it.org: Access to the volunteer recruitment service Do-it.org.
- Inclusion in the Association's web-based Club search so individuals in the Club's area can find contact information for that Club and a link to that Club's website.
- Access to event licenses.
- National Club development opportunities and support.

2.2 **Affiliated Individuals – Club Members**

Individuals who are fully paid up members of volleyball clubs which are, themselves, members of the Association, shall be associate members of the Association, known as Club Members.

Club Members do not need to pay an Individual Subscription to the Association, but they must pay the relevant membership or joining fee to their club from time to time and be included in their club's register of members.

Club Members shall also be affiliated to their appropriate Regional Association, in accordance with Regulations 35.3 or 35.6 of the Articles.

The benefits that are made available to Club Members by the Association may be supplemented or amended by the Executive Board from time to time but may include, for example:

- e-3T: An individual electronic copy of the Association's official magazine "3Touch Volleyball" is available online to all registered Club Members.

- e-Newsletter: All registered Club Members who provide their email contact details will receive an electronic newsletter emailed straight to their inbox.
- Partner discounts: Registered Club Members are entitled to discounts from Volleyball England partners, for example:
 - 15% off all Human Kinetics products;
 - 10% off all Long Tall Sally Products bought online;
 - Discounts on Sunsail Club holidays; and
 - Intercontinental Hotel Group discounts.
- Discounts on all Volleyball England Shop products.
- Access to the members' area of the Association's official website to access the member discounts and more.

2.3 **Affiliated Individuals – Players, Coaches and Referees**

Volleyball players who are registered and paid members of an affiliated Volleyball Club, coaches and referees may be accepted as associate members of the Association on acceptance into membership by the Executive Board and payment of the Individual Subscription.

Qualification Criteria

Players, coaches and referees must meet the following criteria:

2.3.1 *Players:* Volleyball players who are registered and paid members of an affiliated Volleyball Club

2.3.2 *Coaches:*

- To be registered as a UKCC Level 1 coach you need to be able to provide proof of passing a Volleyball UKCC Level 1 course.
- To be registered as a Volleyball Level 1 coach you need to be able to provide proof of passing a Volleyball Level 1 course.
- To be registered as a Volleyball Level 2 you need to be able to provide proof of passing a Volleyball Level 2 course.
- To be registered as a Full Level 2 coach you need to be able to provide proof of passing a Volleyball Level 2 course and send a copy of a valid certificate of completion of a first aid course that was over 4 hours in length.
- To be registered as a Volleyball Level 3 coach you need to be able to provide proof of passing a Volleyball Level 3 course.
- To be registered as a Volleyball FIVB level 1 coach you need to be able to provide proof of passing a Volleyball FIVB Level 1 course.
- To be registered as a Volleyball FIVB level 2 coach you need to be able to provide proof of passing a Volleyball FIVB Level 2 course.
- To be registered as a Volleyball FIVB level 3 coach you need to be able to provide proof of passing a Volleyball FIVB Level 3 course.

- If you have an overseas coaching qualification you will need to provide a copy of your certificate and any other supporting documents you have from the course. These qualifications will then be translated by the Coaches Commission into an English equivalent.

2.3.3 Referees:

- All referees must have the required qualifications for each form of the game they wish to referee at including sitting, indoor and beach.
- If you have an overseas referee qualification you will need to provide a copy of your certificate and any other supporting documents you have from the course. We will then be able to register you as an overseas qualified referee until you are able to be assessed in games by a referee assessor.

Indoor

- To be registered as a Volleyball Indoor referee Grade 4 you need to be able to provide proof of passing a Volleyball Indoor Grade 4 course.
- To be registered as a Volleyball Grade 3R referee you need to be able to provide proof of passing a Volleyball Grade 3R course.
- To be registered as a Volleyball Grade 3N referee you need to be able to provide proof of passing a Volleyball Grade 3N course.
- To be registered as a Volleyball Indoor Grade 2 referee you need to be able to provide proof of passing a Volleyball Indoor Grade 2 course.
- To be registered as a Volleyball Grade 1 referee you need to be able to provide proof of passing a Volleyball Grade 1 course.
- To be registered as a Volleyball Grade National referee you need to be able to provide proof of passing a Volleyball Grade National course.
- To be registered as a Volleyball Grade International referee you need to be able to provide proof of passing a Volleyball Grade International course.

Beach

- To be registered as a Volleyball Grade 4 referee you need to be able to provide proof of passing a Volleyball Grade 4 course.
- To be registered as a Volleyball Grade 3R referee you need to be able to provide proof of passing a Volleyball Grade 3R course.
- To be registered as a Volleyball Grade 3VEBT referee you need to be able to provide proof of passing a Volleyball Grade 3VEBT course.
- To be registered as a Volleyball Grade 2 referee you need to be able to provide proof of passing a Volleyball Grade 2 course.
- To be registered as a Volleyball Grade 1 referee you need to be able to provide proof of passing a Volleyball Grade 1 course.
- To be registered as a Volleyball Grade National referee you need to be able to provide proof of passing a Volleyball Grade National course.

- To be registered as a Volleyball Grade International referee you need to be able to provide proof of passing a Volleyball Grade International course.

Sitting

- To be registered as a Volleyball Grade C referee you need to be able to provide proof of passing a Volleyball Grade C course.
- To be registered as a Volleyball Grade B referee you need to be able to provide proof of passing a Volleyball Grade B course.
- To be registered as a Volleyball Grade A referee you need to be able to provide proof of passing a Volleyball Grade A course.
- To be registered as a Volleyball Grade International referee you need to be able to provide proof of passing a Volleyball Grade International course.

Acceptance as a member

To become an associate member of the Association, players, coaches and referees must:

- complete the Volleyball England Associate Affiliation Form, which is available on request from the Association's Membership Officer;
- submit the completed Application Form to the Association's Membership Officer, together with (i) evidence (in the form of copies of certificates or similar) that the relevant individual meets the relevant qualification criteria set out in this part 2.2; and (ii) a cheque for the Individual Subscription (details of the Individual Subscription which applies at the relevant time are available from the Membership Officer); and
- be approved by the Executive Board for acceptance into the membership of the Association.

The Executive Board's approval of an individual to the membership may be given or withheld at the discretion of the Executive Board. The individual will be notified of the Executive Board's approval (or otherwise) as soon as practicable, and the Association will endeavour to provide this confirmation within 30 days. If an individual's application is not successful, the Executive Board may (but is not obliged to) give reasons and the Individual Subscription cheque will be returned to the individual.

Individual Subscription

Players, coaches and referees must continue to pay the Individual Subscription on an annual basis and provide up-to-date evidence of their compliance with the qualification criteria if requested by the Association.

Affiliation to Regional Association

Players, coaches and referees shall also be affiliated to their appropriate Regional Association, in accordance with Regulations 35.3 or 35.6 of the Articles.

Membership Benefits

Once a player, coach or referee is accepted to membership, he/she will be sent a Membership Pack which shall detail the membership benefits available. These benefits may be supplemented or amended by the Executive Board from time to time but which may include, for example:

- Public Liability Insurance: All registered coaches and referees benefit from public liability insurance cover, subject to conditions and to a maximum amount of cover of £5 million.
- 3Touch Volleyball magazine: Registered coaches and referees receive one copy of each edition of the Association's official magazine, "3Touch Volleyball".
- e-3T: An individual electronic copy of "3Touch Volleyball" is available online to all registered players who compete in the National Volleyball League (NVL), coaches and referees.
- e-Newsletter: All registered players who compete in the National Volleyball League (NVL), coaches and referees who have provided their email contact details will receive an electronic newsletter emailed straight to their inbox.
- Partner discounts: All players who compete in the National Volleyball League (NVL), coaches and referees are entitled to discounts from Volleyball England partners, for example:
 - 15% off all Human Kinetics products;
 - 10% off all Long Tall Sally Products bought online;
 - Discounts on Sunsail Club holidays; and
 - Intercontinental Hotel Group discounts
- Discounts on all Volleyball England Shop products.
- Registered coaches have access to the members' area of the Association's official website that includes restricted access to Coach resources.
- Sportplan: Registered coaches have access to Sportplan, a dedicated coach education and development website providing video clips, training tips, technical information and comment on coaching volleyball.
- Registered coaches are included on the Association's web-based coaches search so Affiliated Individuals in a coach's area can find contact information for that coach.
- Registered referees have access to the member's area of the Association's official website that includes restricted access to Referee resources.
- Registered referees have the right to officiate at official competitions sanctioned by the Association.
- Registered referees have access to referee clinics run by the Association.
- Registered referees have access to the Association's National Referee Conference.
- Registered referees have access to professional development support.
- Registered referees have access to regular updates to the sport rules and interpretation of rules.
- Registered referees will have their contact details included in the National Volleyball League Handbook.

- Registered referees are included on the Association's web-based referee search so Affiliated Individuals in a referee's area can find contact information for that referee.
- Registered referees have access to the member's area of the Association's official website enabling them to post dates when they are available to referee and includes restricted access to referee resources.
- In addition, beach referees are entitled to:
 - Reimbursement of travel costs are covered
 - Assurance that only registered beach volleyball referees will be used on the Volleyball England Beach Tour (VEBT)
 - VEBT referees are given free kit, including a polo shirt, cap, and spray jacket
 - VEBT referees receive £50 refereeing fees per day plus lunch, snacks, and drinks
 - The VEBT Chief Referees receive £60 refereeing fees per day plus lunch, snacks, and drinks

2.4 Other Affiliated Individuals

Individuals who are not Club Members or who do not meet the qualification criteria for players, coaches or referees as set out in part 2.3 above may also apply to membership of the Association as associate members.

To become an associate member of the Association, such individuals must:

- (a) complete the Volleyball England Individual Affiliation Form, which is available on request from the Association's Membership Officer;
- (b) submit the completed Volleyball England Individual Affiliation Form to the Association's Membership Officer, together with a cheque for the Individual Subscription (details of the Individual Subscription which applies at the relevant time are available from the Membership Officer); and
- (c) be approved by the Executive Board for acceptance into the membership of the Association.

The Executive Board's approval of an individual to the membership may be given or withheld at the discretion of the Executive Board. The individual will be notified of the Executive Board's approval (or otherwise) as soon as practicable, and the Association will endeavour to provide this confirmation within 30 days. If an individual's application is not successful, the Executive Board may (but is not obliged to) give reasons for that and the Individual Subscription cheque will be returned to the individual.

Individuals must continue to pay the Individual Subscription on an annual basis.

Individuals shall also be affiliated to their appropriate Regional Association, in accordance with Regulations 35.3 or 35.6 of the Articles.

Once an individual is accepted to membership, he/she will be sent a Membership Pack which shall detail the membership benefits available. These benefits may be supplemented or amended by the Executive Board from time to time but which may include those examples set out in part 2.2 above, for Club Members.

2.5 Regional Associations

There are nine Regional Associations each representing one of the English regions recognised by Sport England, namely North East, North West, Yorkshire, East Midlands, West Midlands, Eastern, London, South East and South West. Each Regional Association is an associate member of the Association.

Role of the Regional Associations

Each Regional Association shall be responsible for implementing and administering the policies promulgated by the Association from time to time for the development of the sport of volleyball in all its disciplines within their jurisdiction.

The role of the Regional Association shall include (but not necessarily be limited to) producing and managing a regional strategy for the sport, arranging coach and referee education courses, administering regional/area/local leagues in conjunction with Area/County Associations, managing and coordinating the regional talent development programme, providing a link between Volleyball England and the members, arranging competitions for all forms of the game, directing people to clubs when requested, providing facility advice and, where appropriate, source funding to support talented individuals.

Constitution and operation

Each Regional Association shall ensure that the Association is provided with an up-to-date copy of the constitution of the Regional Association from time to time, including any amendments that may be made to that constitution. Each Regional Association must ensure that the following principles are reflected in the terms of their constitution:

- 2.5.1 A mechanism for the appointment of Chair of the Regional Association must be included and such appointment shall be subject to the approval of the Executive Board;
- 2.5.2 Each Regional Association must hold an annual general meeting (AGM) in each year, to which the Chief Executive of the Association will be invited;
- 2.5.3 The constitution must include provisions relating to the scheduling and frequency of board and general meetings, including the AGM and notification of such meetings to the Secretary of the Association;
- 2.5.4 Each Regional Association must have a financial year which runs from 1 April to 31 March;
- 2.5.5 Details relating to the form and frequency of reporting of financial matters and other activities to the Executive Board, including as a minimum submission of annual returns and balance sheets to the Executive Board within three months of the end of the financial year; and
- 2.5.6 On dissolution of the relevant Regional Association, any funds remaining shall be passed to the Association.

2.6 Area Associations

Area associations may be delineated by county, district, or other area within the jurisdiction of the relevant Regional Association. Each Area Association is an associate member of the Association.

Role of the Area Associations

The role of the Area Association shall include (but not necessarily be limited to) the coordination and administration of area and local leagues, arranging coach and referee education courses and promoting the sport at a local level.

Each Regional Association as it considers appropriate will also implement and administer the policies promulgated by the Association from time to time for the development of the sport of volleyball in all its disciplines within their jurisdiction.

Constitution and operation

Each Area Association shall ensure that the Association is provided with an up-to-date copy of the constitution of the Area Association from time to time, including any amendments that may be made to that constitution. Each Area Association must ensure that the following principles are reflected in the terms of their constitution:

- 2.6.1 A mechanism for the appointment of Chair of the Area Association must be included and such appointment shall be subject to the approval of the Executive Board;
- 2.6.2 Each Area Association must hold an annual general meeting (AGM) in each year;
- 2.6.3 The constitution must include provisions relating to the scheduling and frequency of board and general meetings, including the AGM and notification of such meetings to the Secretary of the Association;
- 2.6.4 Each Area Association must have a financial year which runs from 1 April to 31 March;
- 2.6.5 Details relating to the form and frequency of reporting of financial matters and other activities to the Executive Board, including as a minimum submission of annual returns and balance sheets to the Executive Board within three months of the end of the financial year; and
- 2.6.6 On dissolution of the relevant Area Association, any funds remaining shall be passed to the Association.

2.7 Honorary Life Members

Honorary Life Members may be accepted to associate membership of the Association pursuant to Regulation 38 of the Articles. Honorary Life Members are entitled to various membership benefits. These benefits may be supplemented or amended by the Executive Board from time to time but which may include, for example:

- 3Touch Volleyball magazine.
- e-3T: An individual electronic copy of the Association's official magazine "3Touch Volleyball" is available online to all Honorary Life Members.
- e-Newsletter: All Honorary Life Members who provide their email contact details will receive an electronic newsletter emailed straight to their inbox.
- Partner discounts: Registered Club Members are entitled to discounts from Volleyball England partners, for example:
 - 15% off all Human Kinetics products;
 - 10% off all Long Tall Sally Products bought online;

- Discounts on Sunsail Club holidays; and
 - Intercontinental Hotel Group discounts.
- Discounts on all Volleyball England Shop products.
- Access to the members' area of the Association's official website to access the member discounts and more.

3. EXECUTIVE BOARD

The Executive Board has overall responsibility for the management of the Association and its activities. The Executive Board may exercise all the powers of the Association which are not reserved to the Association's members in accordance with the Articles or company law.

Further details relating to the composition, election and operation of the Executive Board are set out in Regulations 10 to 24 of the Articles.

3.1 Composition of the Executive Board

The Executive Board shall consist of a maximum of 10 directors, comprising the following positions:

- (a) the President (currently Richard Callicott);
- (b) Vice-President (currently Brian Stalker),
- (c) Honorary President (Don Anthony);
- (d) 6 Portfolio Directors; and
- (e) up to 2 co-opted directors.

3.2 Portfolio Directors

The 6 Portfolio Directors are currently:

- (a) Janet Inman (Development portfolio);
- (b) John Boughton (Finance portfolio);
- (c) Marzena Bogdanowicz (Marketing portfolio);
- (d) Richard Dobell (Playing portfolio);
- (e) Keith Nicholls (Technical portfolio); and
- (f) Wayne Coyle (International events and competitions portfolio, co-opted)

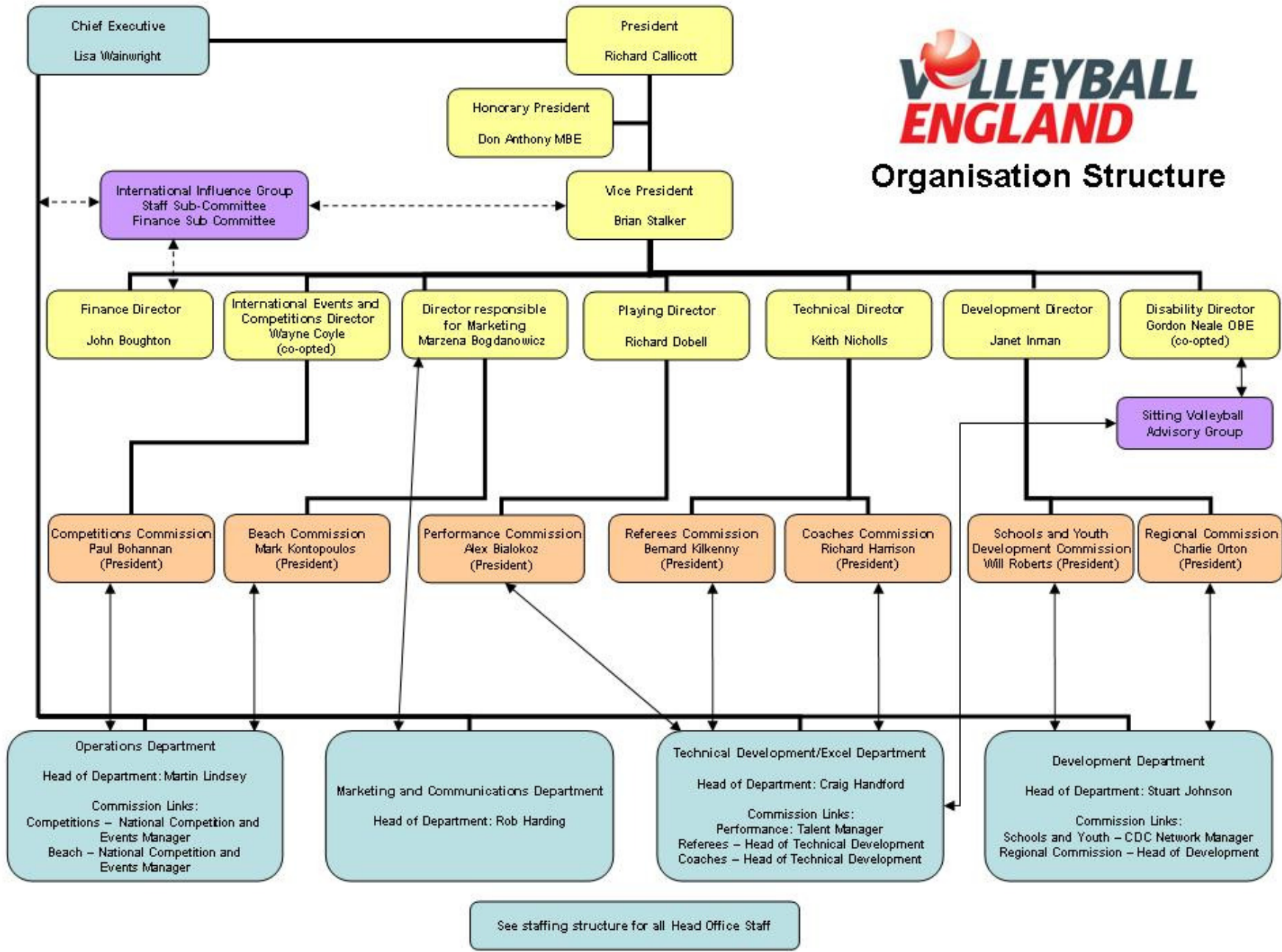
Gordon Neale is currently a co-opted director for disability sport.

3.3 Organisational Structure

The role of the Executive Board, each Director and the Association's management and links to staff is summarised in the following diagram.



Organisation Structure



4. **COMMITTEES**

Under the Articles, the Executive Board may delegate any of its powers or functions, or the implementation of its decisions, or any day-to-day management of the affairs of the Association to any person, commission or committee pursuant to Regulations 27 to 29. The Executive Board has currently established and recognises the following committees/groups.

4.1 **Joint Strategy Implementation Committee**

Role of the Joint Strategy Implementation Committee

The Executive Board delegates the responsibility for the implementation of the Executive Board's strategy decisions relating to the operation, administration, promotion and development of the sport of volleyball to the Joint Strategy Implementation Committee.

The Joint Strategy Implementation Committee should ensure that the Commissions make an effective contribution to the governance and implementation of strategy of the Association.

The Joint Strategy Implementation Committee shall concentrate on policy, strategy and high-level implementation of the various strands of the sport of volleyball so that the Executive Board, management and staff can implement these in a cohesive and consistent way to the best benefit of the Association.

Composition

The Joint Strategy Implementation Committee shall be comprised of:

- (a) the presidents of each of the Commissions (Beach, Coaches, Competitions, Performance, Referees, Regions and Schools and Youth Development);
- (b) the President of the Association;
- (c) the Vice President of the Association;
- (d) the 6 Portfolio Directors;
- (e) the Chief Executive of the Association;
- (f) the Association's Head of Operations;
- (g) the Association's Head of Development
- (h) the Association's Head of Technical/Excel; and
- (i) the Association's Head of Marketing and Media.

Organisation

The Joint Strategy Implementation Committee shall meet twice each year, following meetings of the Executive Board. Minutes from the Joint Strategy Implementation Committee will be presented to the Executive Board following each meeting.

Aside from the formal meetings [and reporting requirements] set out above, the Association's staff and the Commission Presidents shall liaise closely on a day-to-day basis in relation to the implementation of the strategy of the Association set by the Executive Board and to be implemented by the Commissions.

4.2 Staffing Committee

The role of the Staffing Committee is to ensure all appropriate policies and procedures are in place to provide support to all staff of the Association and provide a forum for staff to voice their views on improvements to the business and any other relevant matters.

The duties of the Staffing Committee include, but are not necessarily be limited to:

- Providing communications and consultation opportunities between staff, the Association and the management of the Association on matters of mutual interest.
- Consideration of formal policies and procedures over which the Governing Body is required to consult the staff of the Association under the provisions of the Articles of Association (currently these are included within the Staff Handbook).
- Consideration of other policies and procedures related to human resources which may be referred to it from time to time by the Board or the Senior Management Team.
- Consultations regarding annual leave and holidays.
- Considering any other issues which may be directed to it from time to time.
- Keeping under review the Articles of Association and terms of reference of the Association and making recommendations regarding their amendment to the Board.

The Staffing Committee shall be comprised of:

- (a) the Vice President of the Association;
- (b) the Chief Executive of the Association;
- (c) the Association's Head of Operations; and
- (d) a member of the Association's staff.

The Staffing Committee shall meet twice a year and otherwise as required by any member of the Staffing Committee or the Executive Board.

The Vice President shall be the officer of the Staff Committee responsible for reporting to the Executive Board.

4.3 Finance Committee

The role of the Finance Committee is to review and challenge financial plans and positions of the Association, including:

- budgets (lifetime, projects, annual)
- actuals and estimates to completion, against budget;
- reviewing the use of resources and, in particular, the Association's running costs and ensuring that value for money is achieved; and
- assisting the Board in ensuring that the Association meets the highest standards of financial management and accountability for the use of public funds.

Duties

The Finance Committee has the following duties:

- to review the periodic financial reports and projections, paying particular attention to critical financial and budgetary control issues; financial strategy decisions requiring a major element of judgement; and to make recommendations to the Board as appropriate;
- to request and review reports into any financial aspect of the Associations operation, projects or activities and in particular to review and ensure the key financial performance targets of the organisation are achieved in the most economic, efficient and effective manner; and
- to ensure that the finance function is appropriately resourced and meets, or exceeds, best professional practice.

In particular, the Finance Committee will:

- review and advise the Board on the Association's annual and long term financial position;
- commission special investigations on matters of particular concern relating to financial issues; and
- consider any other matters where requested to do so by the Board.

The Finance Committee shall be comprised of:

- (a) the Finance Director of the Association;
- (b) the Chief Executive of the Association;
- (c) the Association's Finance Manager; and
- (d) the Association's Head of Operations.

The Finance Committee shall meet quarterly and otherwise as required by any member of the Finance Committee or the Executive Board.

The Finance Director shall be the officer of the Finance Committee responsible for reporting to the Executive Board.

4.4 Remuneration Committee

The Remuneration Committee shall determine and agree with the Executive Board the framework or broad policy for the remuneration of the Association's Chief Executive and the Directors and such other members of the Association's staff as it is designated to consider, including salary, bonuses, incentive payments and expenses.

In determining such policy, the Remuneration Committee shall take into account all factors which it deems necessary. The objective of such policy shall be to ensure that members of the management of the Association are provided with appropriate incentives to encourage enhanced performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the Association.

The Remuneration Committee shall be comprised of:

- (a) the President;

- (b) the Vice President; and
- (c) the Finance Director.

The Remuneration Committee shall meet once a year and otherwise as required by any member of the Remuneration Committee or the Executive Board.

The Vice President shall be the officer of the Remuneration Committee responsible for reporting to the Executive Board.

No director or manager shall be involved in any decisions as to their own remuneration.

4.5 **Sitting Volleyball Advisory Group**

The role of the Sitting Volleyball Advisory Group is to oversee the implementation of the Sitting Volleyball Programmes within the Volleyball England Strategic Plan 200913. The group provides advice, support and direction in all matters related to Sitting Volleyball.

The Sitting Volleyball Advisory Committee shall be comprised of:

- (a) a co-opted member of the Executive Board;
- (b) the Association's Sitting Volleyball Development Manager;
- (c) the Association's Head of Technical/Excel; and
- (d) any expert members who may be appointed to the Group by the Executive Board.

The Sitting Volleyball Advisory Group shall meet twice a year and otherwise as required by any member of the Sitting Volleyball Advisory Committee or the Executive Board.

The Director co-opted for Sitting Volleyball shall be the officer of the Sitting Volleyball Advisory Group responsible for reporting to the Executive Board.

4.6 **International Influence Strategy Group**

- 5. The International Influence Strategy Group's role is to drive the implementation of the Volleyball England International Influence Strategy.

In particular, the International Influence Strategy Group is to:

- support the outcomes of the WCPP for the British Volleyball Federation;
- deliver the Major Events Strategy by hosting World and European events in all disciplines up to and beyond 2012;
- maximise the influence of the Association on the international stage where key decisions are made regarding Volleyball and showcase across the World excellent practice to place Volleyball England as a world leading organization; and
- to develop succession planning within Volleyball England for international representatives and host appropriate meetings and congresses to increase influence

.The International Influence Strategy Group shall be comprised of:

- (a) the President of the Association;
- (b) the Vice President of the Association;
- (c) the Chief Executive of the Association; and
- (d) the Director with the Playing portfolio.

The International Influence Strategy Group shall meet twice each year and otherwise as required by any member of the International Influence Strategy Group or the Executive Board.

The President shall be the officer of the International Influence Strategy Group responsible for reporting to the Executive Board.

6. COMMISSIONS

6.1 General

Under the Articles, the Executive Board may delegate any of its powers or functions, or the implementation of its decisions, or any day-to-day management of the affairs of the Association to any person, commission or committee pursuant to Regulations 27 to 29. The Executive Board has currently established and recognises the following Commissions.

The Commissions are responsible for the delegation of operation, administration, promotion and development of specific areas of the sport and are answerable to the Executive Board, via the Joint Strategy Implementation Committee.

The composition of each Commission (save for the Commission presidents, who shall be subject to election by the Voting Members at the Annual General Meeting of the Association) is at the discretion of the Executive Board and otherwise as prescribed by the Articles, in particular Regulation 31.

The deliberations of each Commission must be reported regularly to the Executive Board and any resolution passed or decision taken by each Commission must be reported promptly to the Executive Board by the Commission President.

6.2 Beach Commission

Terms of reference:

- To annually nominate appropriately skilled members for the Commission to the Board for approval.
- To formulate and produce rules and qualification criteria for all national levels of indoor competition.
- To assist with the preparation of and adherence to budget.
- Coordinate the beach volleyball calendar in conjunction with the national office to ensure that indoor, beach and grass events are spaced appropriately
- To coordinate the objectives, terms & conditions and appointment of events on the VEBT and oversee the delivery of these events.
- To coordinate the objectives, terms & conditions and appointment of BeachFest events and ensure that tournament organisers are given support in preparation and delivery where required.
- To liaise with other commissions to coordinate the development of beach volleyball with Referee, Coach and Schools & Youth Commission representatives sitting on the beach commission.
- Work with the Referee Commission to ensure that the appropriate number and grade of referees are appointed to VEBT events and where possible facilitate NTO training
- To facilitate communications with players/teams entered into competitions under the authority of the Beach Commission
- To provide advice for parties requiring advice on the development of beach volleyball, facilities and competitions/events

- To regularly review competition provision, quality and delivery at all levels in line with demand and the VE strategic plan.
- To nominate members with specific remits and meet at regular basis (at least 3 times a year).
- To act as a facilitator in the delivery of Volleyball England's Strategic Plan by working in partnership with paid employees in ensuring outcomes from the Volleyball England Delivery Plan are successfully achieved and monitored.
- To act as ambassadors/representatives of Volleyball England.

6.3 Coaches Commission

Terms of reference:

- To annually nominate appropriately skilled members for the Commission to the Volleyball England Board for approval.
- To provide opportunities for coaches to access high quality education activities at all levels of the coaching pathway.
- To assist with the preparation of and adherence to budget.
- To oversee the development of UKCC qualifications across all disciplines of volleyball in England.
- To train, appoint, assess and develop Volleyball England Coach Trainers.
- To work with the coaching qualifications awarding body to continually review the practice of course delivery and assessment of all coach education courses and accredited workshops.
- To monitor and evaluate coach education and development schemes for targeted coaches.
- To approve all coach education and development reference materials.
- To develop and maintain sound working relationships with key internal and external partners.
- To interpret information and guidance from external organisations to help drive strategic objectives.
- To ensure that developments in coaching are communicated to coach members of Volleyball England.
- To be involved in the selection of coaches of Volleyball England representative teams.
- To recognise achievement in coaching; providing awards across a range of categories.
- To act as ambassadors/representatives of Volleyball England.
- To maintain a Code of Conduct for Coaches and address breaches of the code by registered coaches.

- To act as a facilitator in the delivery of Volleyball England's Strategic Plan by working in partnership with internal and external partners in ensuring outcomes from the Volleyball England Delivery Plan are successfully achieved and monitored.

6.4 **Competitions Commission**

Terms of reference:

- To deliver all national level indoor competitions and events including sitting volleyball.
- To formulate and produce rules and qualification criteria for all national levels of indoor competition including sitting volleyball.
- To assist with the preparation of and adherence to budget.
- To regularly review competition provision, quality and delivery at all levels in line with demand and the VE Strategic Plan.
- To act as a facilitator in the delivery of Volleyball England's strategic vision by working alongside the national office in ensuring outcomes from the Volleyball England Delivery Plan are met.
- To liaise with other commissions to ensure that the competitions and events are delivered in line with resources and other frameworks e.g. Schools & Youth Commission Competitions Framework, Referee Commission NVL Appointments.
- Liaise with other commissions to formulate and propose the competition calendar to Board for approval.
- To facilitate communications with clubs/teams entered into competitions under the authority of the Competitions Commission.
- Coordinate the first level of appeal process through the Competitions Commission President for all indoor competitions
- To annually nominate appropriately skilled members for the Commission to the Board for approval.
- To act as ambassadors/representatives of Volleyball England.

6.5 **Performance Commission**

Terms of reference:

- To annually nominate appropriately skilled members for the Commission to the Board for approval.
- To assist with the preparation of and adherence to budget.
- To oversee the development of all players within the national team structure for all disciplines of volleyball, i.e. sitting, beach and indoor.
- To review the targets both sporting and financial for all of the national team squads.
- To ensure that all Performance coaches communicate and liaise with the regional, club and school coaches of squad players in respect of their technical, tactical and physical development.

- To develop performance national team coaches to the highest level.
- To monitor and evaluate coach education and development schemes for performance targeted coaches i.e. Divisional, Regional and Club Scholars.
- To approve all coaching appointments for positions within performance.
- To provide strategic guidance and interpretation for the Performance Coach technical and tactical manual.
- To act as ambassadors/representatives of Volleyball England.
- To act as a facilitator in the delivery of Volleyball England's Strategic Plan by working in partnership with paid employees in ensuring outcomes from the Volleyball England Delivery Plan are successfully achieved and monitored.

6.6 Referee Commission

Terms of reference:

Referee Commission oversees the education, development, selection and appointment of referees/officials for all forms of volleyball at domestic and international levels, aiming at excellence in all activities at all levels.

- To annually nominate appropriately skilled and experienced members of the Commission to the Board for approval.
- To formulate and apply selection criteria and make appointments across all levels.
- To assist with the preparation of and adherence to budget.
- To cooperate with other commissions and bodies within Volleyball England (e.g. beach, competitions, sitting, coaches) to facilitate education of and good working relationships with players and coaches and to provide guidance on the needs of officials at all stages of development.'
- To oversee the selection process for staff referee and tutors.
- To be responsible for overseeing the conduct of all referees whether beach, indoors or sitting at all levels from novice through to International. including, where necessary, investigation of referees' conduct and disciplinary action against referees.
- To monitor referee education and development schemes nationally, regionally and individually.
- To facilitate communications between the regions and the commission.
- To oversee all referee/officials education.
- To review the practice of course delivery and assessment of all referee education courses and accredited workshops to include the adoption of a quality management system.
- To oversee the appointment of members concerned with refereeing matters onto other commissions, e.g. Beach commission, Competitions commission.
- To ensure that fair and equitable services and standards are applied in all areas within its responsibility.

- To act as ambassadors/representatives of Volleyball England.
- To act as a facilitator in the delivery of Volleyball England's Strategic Plan by working in partnership with paid employees in ensuring outcomes from the Volleyball England Delivery Plan are successfully achieved.
- To provide opportunities for referees to access high quality education activities at all levels of the referee pathway.

6.7 Regional Commission

Terms of reference:

- Work to ensure that every Region is effectively involved at its meetings and discussions.
- Encourage Regions to communicate the work of the Commission to their Local Area Association.
- To assist with the preparation of and adherence to budget.
- Provide a positive and constructive arena for discussion including but not exclusively around:-
 - The Volleyball England Strategic Plan 2009-13.
 - Implementation of the annual Delivery Plan.
 - Delivery, learning and good practice from the Regions & Local Associations to the different governance levels of the sport including,-
 - Volleyball England Executive Board.
 - Volleyball England Senior Management Team.
 - Other Volleyball England Commissions.
- Provide recommendations and solutions to resolve any challenges with operational matters concerning the implementation of the Delivery Plan, specifically affecting Local Delivery.
- On approval of the Board initiate working groups to take an in-depth look at issues not easily resolved concerning operational matters affecting both or either local and regional delivery.
- Provide recommendations for approval to the Volleyball England Board on both Regional and Local Area Constitutions for approval.
- To act as a facilitator in the delivery of Volleyball England's Strategic Plan by working in partnership with paid employees in ensuring outcomes from the Volleyball England Delivery Plan are successfully achieved and monitored.
- To act as ambassadors/representatives of Volleyball England.

6.8 **School and Youth Commission**

Terms of reference:

- To provide the best possible support, guidance and advice to members of Volleyball England's professional staff towards the 2009-10 objectives of the 2009-13 Strategic Plan, in particular the objectives set out below.
- Creating innovative, exciting new opportunities for people to enjoy volleyball.
- To assist with the preparation of and adherence to budget.
- Respect the diverse communities within the game and will be ethically driven.
- Developing world class structures and events to enable those with the potential to succeed.
- To celebrate, support and develop staff and volunteers through all levels of the game.
- Relevant targets for 2013:
 - 8,000 young people enjoying volleyball in clubs
 - 10,100 more adults competing weekly in volleyball (in specific relation to Higher and Further Education.)

7. **ORGANISATIONAL POLICIES**

The Association operates a number of policies which each member accepts and agrees to as a condition of their membership; these are available for download from the following pages of the Association's official website:

Equity:

http://www.volleyballengland.org/About_Us/Equity.php

Child Protection:

<http://www.volleyballengland.org/Welfare/Introduction.php>

Coaches Code of Conduct:

<http://www.volleyballengland.org/Coaching/Coaching-services/index.php>

Referees Code of Conduct:

<http://www.volleyballengland.org/Refereeing/Referee-Services/index.php>

8. JUDICIAL AND DISCIPLINARY REGULATIONS

An effective organisation should have a corporate ethos that gives rise to certain standards and expectations from those who are its constituency. If such standards and expectations are set in place then it is self-evident that they need to be monitored and any transgressions dealt with if the organisation is to uphold its underpinning values and beliefs. Within the E.V.A. defined structures and procedures do exist, established within the framework of the constitution and predicated on the desire to see the laws of natural justice guiding its actions on behalf of the membership.

PROCEDURES:

The responsibility for convening the Panel shall rest with the person designated as Chair of the Panel. This appointee will be responsible for receiving Notices of Appeal from appellants, setting a date for hearings, collecting, collating and disseminating evidential materials. Additionally he/she may act as Chair at any Hearing or nominate others for this role.

A Panel shall compose a minimum of two members in addition to the Chair

No person who was party to the ruling given in the original case may be empanelled for any roles as outlined above.

Appellants must specify in Notice of Appeal:

- (a) The decision which is subject to appeal, along with other relevant information in order to properly identify the case in hand.
- (b) The reason/basis for appeal - specifically that which is complained of in the original judgement or its proceedings.
- (c) Items of correspondence and paperwork relevant to the appeal.
- (d) Witness details if relevant.

Date and time of hearings shall be set by the Chair, it being incumbent on parties to make attendance a priority wherever possible. Hearings shall be formal in nature, and involved parties shall have the right to representation, to call witnesses and have available all relevant case papers. At any hearing and indeed in the process prior to such a hearing the rules of natural justice must be strictly adhered to. The Panel shall be entitled to ask questions of either party or their witnesses, representatives or similar agents. The Hearing proceedings shall commence with an opening statement by the appellant. They may then call witnesses and introduce documentary evidence in furtherance of their appeal.

The Commission or other party involved shall also be entitled to be represented. Such Commission or other party is also entitled to call witnesses etc.

Following the completed presentations of both parties to the appeal each is entitled to make an uninterrupted closing summation.

Thereafter, the Panel shall consider its decision and publish a written decision as soon as possible after the Hearing but in any event within seven working days.

9. **SPORTS TECHNICAL RULES**

The rules for Indoor and Beach competition can be downloaded from the following pages of the Volleyball England website:

http://www.volleyballengland.org/National_League/index.php

<http://www.volleyballengland.org/Beach/VEBT/Regulations.php>

These form the basis of the rules for all volleyball disciplines and events conducted under the auspices of the Association.

Specific rules and variations to these rules apply. Members can obtain details of these specific rules from the relevant Commission with responsibility for the relevant event or discipline.