



## A step by step guide to the Volley123 Process

### **Step One: Registration**

Your club submits the Volley 123 application form to the National Club Development Officer at [clubs@volleyballengland.org](mailto:clubs@volleyballengland.org). The National Club Development Officer will then contact you to discuss the appropriate accreditation level. (Please note, you must have completed Volley 1 before you can move to the next accreditation level.)

### **Step Two: Working towards accreditation**

The National Club Development Officer will send a Volley 123 support and assessment pack (tailored to your accreditation level) out to your club so that you can begin working towards accreditation. Your pack will contain all the assessment criteria, guidance notes and a memory stick with everything you need to develop the structures and evidence required. The National Club Development Officer will assist your club in working through the file and will contact you at regular intervals to offer guidance and assistance.

### **Step Three: Submission of file**

Once the club is happy that your file is complete and you have collected all the required evidence, then you will need to submit the file to the National Club Development Officer at Volleyball England Head Office. The National Club Development Officer will let you know if there's anything you still need to add. Please note, if a club does not submit within 12 months of registration, the support of the NCDO cannot be guaranteed beyond this period

### **Step Four: Assessment**

The folder will be assessed by an independent panel of judges who will make a decision on your folder which will either be to accredit or return for further evidence/development work. The National Club Development Officer will let you know when your folder is being assessed and contact you with the outcome.

### **Step Five: Achieve accreditation!**

Once your club is successfully awarded accreditation, you will receive a certificate and a series of benefits from Volleyball England. The National Club Development Officer will also contact you to discuss promoting your achievement!

### **Step Six: Annual Health Check and Club Visit**

Each year after accreditation, your club will be sent an Annual Health Check to complete. This is a self assessment to check that you are still meeting Clubmark requirements and a small number of clubs will be selected at random to submit theirs to Volleyball England. Your club will also receive an informal visit during the accreditation period, you will be informed in advance of the date.



### **Step Seven: Move to the next level of Volley 123 or reaccredit**

Every four years Volley 123 clubs must reaccredit to retain their Clubmark status. This involves resubmitting an up-to-date version of the assessment file. The National Club Development Officer will contact you in advance of the four year expiry date.

Once you've achieved Volley 1, your club will also be eligible to apply for the next step on the Volley 123 ladder. Higher levels of accreditation help continue to drive the development of your club and come with increased Volleyball England benefits. An increase in level is also seen as resubmission for Clubmark status.