

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, World ParaVolley, European ParaVolley Association, British Volleyball, UK Sport and Sport England as the National Governing Body for the sport and recreation of volleyball in all its disciplines, including without limitation indoor volleyball, beach volleyball and sitting volleyball in England, Isle of Man and the Channel Islands which territories are referred to as “**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 Articles of Association](#) (“**Articles**”). Defined terms in this Framework shall have the meaning set out in the Articles unless otherwise stated.

The Articles detail the categories of membership of the Association, the organisation of member meetings, (and voting at the same), the establishment of the board, appointment of directors, the Board’s power to delegate authority and other administrative arrangements.

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, Sub-Groups, Committees and Working Groups
- important policies that have application across the Association’s activities;
- the core sports technical rules; and
- the disciplinary regulations dealing with disputes and appeals with the sport or its administration.

The provisions of this Framework are binding on all Members (as defined in the Articles) 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 Articles. If there are any inconsistencies between this Framework and the Articles, the provisions of the Articles will prevail.

The 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 by its publication on the Association’s website. Any Framework updates will also be notified to Members on an annual basis at the Association’s Annual General Meeting. Copies of the Framework will be available upon request from the Association’s 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 Member of the Association, as well as detailing some of the main benefits that can be enjoyed by Members.

2.1 Affiliated Clubs

Volleyball clubs (being Affiliated Clubs) which are accepted by the Board to membership of the Association are the voting members of the Association.

Acceptance as a Member

To become a Member, a club must apply by:

- a) completing the Volleyball England Club Affiliation Form, which is available on request from the Hub Team; and
- b) submitting the completed Volleyball England Club Affiliation Form to the Hub Team contact identified on the form, together with (i) a copy of the club's constitutional documents (including for example a copy of the constitution or Articles of Association of the club, if the club is an incorporated association); and (ii) payment for the Affiliated Club Subscription (details of the Affiliated Club Subscription which apply at the relevant time are available from the Hub Team).

The above process can also be completed on the Volleyball England website.

The Board may, in its absolute discretion, decline any application from a club to become a member. If a club's application is not successful, the Board may (but is not obliged to) give reasons for that and the Affiliated Club Subscription payment will be returned to the club.

Affiliated Club Subscription

All Affiliated Clubs must continue to pay the Affiliated Club Subscription on an annual basis and provide up-to-date copies of their constitutional documents and their register of Club Members to the Association from time to time in accordance with Article 10.3.

Affiliation with Regional Association

Affiliated Clubs shall also be affiliated with their appropriate Regional Association, in accordance with Regulations 12.4 to 12.6 of the Articles.

Membership Benefits

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

- £5 million Public Liability Insurance covering club activities
- All Affiliated Clubs will appear on the Volleyball England's online Club Search
- Right to enter all official Volleyball England competitions and tournaments

- Development support from Volleyball England staff, including any funding schemes
- Right to enter all Volleyball England Annual Awards, including Club of the Year
- Regular updates on rules and interpretations
- Volleyball England newsletter (currently called 'Time Out') straight to the inbox of the notified contact
- Discount on selected items from the Volleyball England shop, including scoresheets, coaching resources and merchandise.

Voting

Affiliated Clubs are the only category of Member that is entitled to vote. At each General Meeting Affiliated Clubs can vote by either:-

- a) appointing an individual to be an Appointed Representative of such Affiliated Club in accordance with Article 27; or
- b) appointing an individual as a proxy in accordance with Article 26.

Individuals should not pro-actively contact Affiliated Clubs to be appointed as an Appointed Representative or a proxy. In particular, individuals are discouraged from holding any more than 6 proxy votes at any General Meeting to ensure a fair and transparent process.

2.2 Affiliated Individuals – Club Members

Club Members are an Affiliated Individual form of Member. Club Members are individuals who are fully paid up members of Affiliated Clubs (being those that have paid the relevant membership or joining fee to their Affiliated Club from time to time and be included in the Affiliated Club's register of members).

All Club Members shall be Associate Members of the Association. They shall not be entitled to receive individual notice of General Meetings, but are entitled to attend General Meetings and to speak at General Meetings but not to vote (unless they are representing an Affiliated Club as a proxy or authorised representative). Club Members that intend to attend a General Meeting are asked to notify the Association of their intention to attend (to help with planning and logistics) but are not obliged to.

Club Members shall also be affiliated to their appropriate Regional Association, in accordance with Article 12.3 and 12.6 of the Articles.

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

- Free DBS Checks for eligible participants.
- Volleyball England newsletter (currently called 'Time Out') direct to your inbox
- Discount to selected items from the Volleyball England shop, including scoresheets, coaching resources and merchandise

2.3 Affiliated Individuals – Players, Coaches and Officials

The other form of Affiliated Individual (other than Club Members under paragraph 2.2 above) are volleyball players (national league and beach tour), coaches and technical officials. These can be

Affiliated Individual Members where their application for membership and/or registration is accepted by the Board and they have paid the relevant individual subscription fee for their category (e.g. a coach has paid the annual coach registration fee).

Qualification Criteria

Players, coaches and officials must meet the following criteria:

2.3.1 *Players:* National League or Beach players that have paid the annual Individual Subscription to the Association.

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 Working Group 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.

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- 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 Affiliated Individual Member of the Association, players, coaches and officials must apply by:

- a) completing the Volleyball England registration form for players, coaches or officials (as appropriate). Such form shall be available on the website and/or available from a member of the Hub Team; and
- b) submitting the completed form via the website or to the Hub Team member identified on the relevant registration form, together with:-
 - i evidence (in the form of copies of certificates or similar) that the individual meets any relevant qualification criteria set out in paragraph 2.3; and
 - ii payment for the Individual Subscription (details of the Individual Subscription which applies at the relevant time are available from the Hub Team)

The above process can also be completed on the Volleyball England website.

The Board may, in its absolute discretion, decline any application from an individual to become an Affiliated Individual Member. If an individual's application is not successful, the Board may (but is not obliged to) give reasons for that and the Individual Subscription payment will be returned to the individual.

All Affiliated Individuals shall be Associate Members of the Association. They shall not be entitled to receive individual notice of General Meetings, but are entitled to attend General Meetings and to speak at General Meetings but not to vote (unless they are representing an Affiliated Club as a proxy or authorised representative). Affiliated Individuals that intend to attend a General Meeting are asked to notify the Association of their intention to attend (to help with planning and logistics) but are not obliged to.

Individual Subscription

Players, coaches and officials 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 officials shall also be affiliated to their appropriate Regional Association, in accordance with Articles 12.3 and 12.6 of the Articles.

Membership Benefits

Once a player, coach or official is accepted as a Member they will be entitled to various benefits. These benefits may be supplemented or amended by the Board from time to time but which may include, for example:

- Access to the Annual Coaches Conference (not available for non-registered coaches)
- Access to CPD workshops, UKCC Level 2 course and Level 3 coaching course (Pre-requisite)

- Monthly edition of our Coaching Newsletter to your inbox (Including interviews, resources and tips)
- Free subscription to Volleyball England e-news
- Ability to coach/assist coach within the Volleyball England national leagues
- Be on the mailing list for any coaching/development opportunities in your area
- £5 million Public Liability Insurance
- Free Volleyball England DBS checks for eligible Coaches and Officials
- Right to officiate all official Volleyball England competitions and tournaments
- Annual Refereeing Conference
- Development support from Volleyball England staff
- Regular updates on rules and interpretations
- Discount on selected items from the Volleyball England shop.
- Great discounts and offers from Volleyball England partners, including discounts on hotel stays

2.4 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 shall be an Associate Member of the Association. They shall not be entitled to receive individual notice of General Meetings, but are entitled to attend General Meetings and to speak at General Meetings but not to vote (unless they are representing an Affiliated Club as a proxy or authorised representative). Regional Associations that intend to attend a General Meeting are asked to notify the Association of their intention to attend (to help with planning and logistics) but are not obliged to.

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 officials education courses, administering regional/area/local leagues in conjunction with Area 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:

- 2.4.1 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 Board;
- 2.4.2 Each Regional Association must hold an annual general meeting (AGM) in each year, to which the Chief Executive of the Association will be invited;
- 2.4.3 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;
- 2.4.4 Each Regional Association shall inform the Association of its financial year;
- 2.4.5 Details relating to the form and frequency of reporting of financial matters and other activities to the Board, including as a minimum submission of annual returns and balance sheets to the Board within three months of the end of the financial year; and
- 2.4.6 On dissolution of the relevant Regional Association, any funds remaining shall be passed to the Association.

2.5 Area Associations

2.6 Area Associations shall either be:

- 2.6.1 established by Regional Associations to delegate responsibilities within the jurisdiction of the relevant Regional Association; or
- 2.6.2 established by a third party for a particular area to oversee Volleyball activity in such area,

in each case for the administration of leagues and competitions and other appropriate activities such as running technical official and coaching courses.

Each Area Association shall be an Associate Member of the Association. They shall not be entitled to receive individual notice of General Meetings, but are entitled to attend General Meetings and to speak at General Meetings but not to vote (unless they are representing an Affiliated Club as a proxy or authorised representative). Area Associations that intend to attend a General Meeting are asked to notify the Association of their intention to attend (to help with planning and logistics) but are not obliged to.

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 Area 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:

- 2.6.3 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 Board;
- 2.6.4 Each Area Association must hold an annual general meeting (AGM) in each year;
- 2.6.5 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;
- 2.6.6 Each Area Association shall inform the Association of its financial year;
- 2.6.7 Details relating to the form and frequency of reporting of financial matters and other activities to the Board, including as a minimum submission of annual returns and balance sheets to the Board within three months of the end of the financial year; and
- 2.6.8 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 as Associate Members of the Association pursuant to Article 15 of the Articles.

Each Honorary Life Member shall be an Associate Member of the Association. They shall not be entitled to receive individual notice of General Meetings, but are entitled to attend General Meetings and to speak at General Meetings but not to vote (unless they are representing an Affiliated Club as a proxy or authorised representative). Honorary Life Members that intend to attend a General Meeting are asked to notify the Association of their intention to attend (to help with planning and logistics) but are not obliged to.

Honorary Life Members are entitled to various membership benefits. These benefits may be supplemented or amended by the Board from time to time but which may include, for example:

- Volleyball England newsletter (currently called 'Time Out') direct to your inbox
- Discount to selected items from the Volleyball England shop, including scoresheets, coaching resources and merchandise

From time to time the Board may (at its discretion) elect an “**Honorary President**” from the Honorary Life Members for a specified period (determined by the Board). The Honorary President shall be entitled to attend events as a representative of the Association from time to time as directed by the Board. For the avoidance of doubt, the Honorary President shall have no right to attend Board meetings (unless invited by the Board from time to time, in which case he or she shall have no right to vote at such Board meetings).

Guidelines for awarding the title of Honorary President

- The individual would have given considerable service to Volleyball England, mainly as a Director or Delivery Lead (former Commission President), and are willing to give some further time to volleyball in England;

- They are not currently a Director or Delivery Lead (former Commission President).
- An Honorary President would not ordinarily attend Board meetings, unless presenting on a project or invited to attend by the Chair;
- An Honorary President would have no decision-making authority, they will give advice and make recommendations only;
- An Honorary President could be consulted on various initiatives and issues;
- An Honorary President, with other specialists, could be part of the “Pool of Experts” called in to advise the Association on various matters.
- An Honorary Presidents communication would be mainly via phone and email, so low on expenses;

A person will stop being an Honorary President if:

- They resign or are unable to continue
- They fail to carry out their role to the satisfaction of the Board
- They breach any rules or regulations of Volleyball England
- They are elected as a Director or Delivery Lead of Volleyball England
- They become a paid employee of Volleyball England.
- Having served a period of 8 years.

3 BOARD AND DELEGATED AUTHORITIES

3.1 The Board

The Board shall be composed and recruited in accordance with the Articles. Each Director shall carry the responsibilities outlined in Schedule 2 to the Framework.

The Board shall conduct their meetings and activities as outlined in the Articles and in accordance with the [Board Code of Conduct](#).

Minutes from Board meetings shall be published on the Volleyball England website.

3.2 Directors

The Board shall consist of a maximum of 12 Directors and shall be made up of:-

- a) four Independent Appointed Directors (one of which shall be the Chair) - the Independent Appointed Directors must be Independent (as defined in the Articles) and shall be recruited through an open and transparent process and recommended to the Board for appointment by the Nominations Committee; and
- b) eight Elected Directors - the Elected Directors must be a Member of the Association and shall be elected at a General Meeting of the Association in accordance with the Articles.

3.3 Delegated Authorities

In accordance with the Board's right to delegate their authority in accordance with Article 29, the following Sub-Groups, Committees and Working Groups shall be maintained by the Association and such Delegated Authorities shall act in accordance with the general provisions in the Articles, their terms of reference and any other direction of the Board from time to time.

There are three main types of Delegated Authority:-

- a) the Hub Team;
- b) Sub-Groups; and
- c) Committees

each as further detailed below.

In addition to these defined Delegated Authorities, the Board will form other working groups on an ad hoc basis with responsibility for the development of projects and programmes of the Board's strategy decisions relating to the operation, administration, promotion and development of the sport of volleyball. These shall be the Working Groups (each of which shall be chaired by a Delivery Lead). The Working Groups are set out in more detail in paragraph 3.5 below.

Type	DELEGATED AUTHORITY	SUMMARY RESPONSIBILITIES	OF	Terms of reference (where appropriate)
Hub Team	Hub Team	Day to day administration of the Association		The Hub Team

Sub-Groups	Finance, Strategy and Risk Sub Group	Responsible for the financial matters of the Association and monitoring the risk register	Terms of Reference
	Marketing and Commercial Sub Group	Responsible for pro-actively marketing the Association and its activities and promoting it among commercial partners	Terms of Reference
	Technical and Talent Sub Group	Responsible for nurturing and developing both technical expertise and talent within the sport	Terms of Reference
	Core Market Sub Group	Responsible for ensuring delivery of activities to the core market of the Association	Terms of Reference
Committees	Nominations Committee	Responsible for the recruitment and appointment of the Board and other senior positions	Majority of members will be Independent Appointed Directors
	Audit Committee	Responsible for overseeing the process of the audit of the Association particularly in relation to financial compliance	See Finance, Strategy and Risk Sub Group
	Diversity Committee	Responsible for promoting and implementing diversity across the Association and all of its activities	Terms of Reference
	Disciplinary Committee	Responsible for review of disciplinary matters relating to competitions run by the Association and any non-adherence to the Association's codes of conduct or other policies	Policy in review
	Staffing Committee	Responsible for the strategy and recruitment of staff of the Association	Headed by one of the Elected Directors
	International Relations Committee	Responsible for developing and maintaining relationships between the Association and international organisations relevant to the sport of volleyball	Headed by the Chair, CEO & COO

Notwithstanding specific provisions in their terms of reference, all Delegated Authorities must at all times:

- act in accordance with the Articles (and specifically Article 29);

- consider their succession and long-term planning;

3.4 Hub Team

The Hub Team shall consist of the roles contained at Schedule 3 and the roles shall consist of the job descriptions referenced therein.

The identity of the current Hub-Team shall be contained on the website at all times.

In the case of the Delegated Authority to the Hub Team or individuals within the Hub Team:

- the Delegated Authority shall be to manage the Association by implementing the policy and strategy adopted by and within a budget approved by the Board and (if applicable) to advise the Board in relation to such policy, strategy and budget; and
- the Board shall provide any Hub Team Member with a description of his or her role and the extent of his or her authority.

Any manager must report regularly to the Board on the activities undertaken in managing the Association and provide them regularly with management accounts which are sufficient to explain the financial position of the Association.

3.5 Working Groups and Delivery Leads

In addition to these defined Delegated Authorities, the Board will form other working groups on an ad-hoc basis with responsibility for the development of projects and programmes of the Board's strategy decisions relating to the operation, administration, promotion and development of the sport of volleyball. These shall be the Working Groups. The Working Groups should ensure that they make an effective contribution to the governance and implementation of strategy of the Association.

Each Working Group shall have a Delivery Lead as its Chair. The Delivery Lead shall be a Member and shall be elected at an Annual General Meeting. The term of office for each Delivery Lead (unless otherwise agreed by the Board) shall be four years from the date of the Annual General Meeting at which he/she was elected and shall not exceed an aggregate period of eight consecutive years. If any role becomes vacant the Board can co-opt a Delivery Lead until the next Annual General Meeting when the role shall be available for election.

Each Working Group shall be delegated authority by either the Board or a Sub-Group and for each project. A Project Sponsor shall be identified from the relevant Sub-Group or the Board. Each Working Group shall, in accordance with the relevant terms of reference, keep the Project Sponsor up to date at all times and shall ensure all information is agreed by the Project Sponsor prior to being shared with the wider volleyball community. Each Working Group shall report to the Board via its Project Sponsor.

At the start of any piece of work the Project Sponsor for the piece of work will ensure that the group has a Terms of Reference which will include a budget, start and finish date and the extent of the groups delegated responsibility from the Board or relevant Sub-Group. It will be the responsibility of the Project Sponsor to report back on the progress of the project to the Board on a regular basis.

It shall be the responsibility of the Delivery Lead to bring together a group of willing and skilled individuals that facilitate the development and delivery of the work of the Working Group (including from the pool of experts as set out in paragraph 3.6).

Specifically the following Working Groups are established for the delegation of operation, administration, promotion and development of specific areas of the sport as detailed below:-

Working Group	SUMMARY OF RESPONSIBILITIES
Children and Young People	<ul style="list-style-type: none"> • To provide an overview of the Children and Young People (C&YP) landscape • To support the development, implementation and evolution of the Volleyball England strategy with a focus on C&YP • To support the HUB team to ensuring all products & programmes remain current and meet the changing needs of children and young people • Increase Volleyball England's influence within schools ensuring through teachers, children and young people are supported to develop a love of volleyball now and in the future • Support the creation of innovative and dynamic products that lead the way in engaging children & young people in volleyball whilst also generating a commercial return • Support to develop a strong and meaningful relationship with key organisations to help more and better volleyball happen for C&YP including Youth Sport Trust, Association for Colleges, Club Matters & other youth organisations
Coaching	<ul style="list-style-type: none"> • To provide an overview of the coaching landscape • To support the development, implementation and evolution of the Core Market and Technical Strategies with a focus on Coaching – from grassroots to elite • Develop a Coaching Strategy / action plan (as part of the Core Market Strategy) that will support the recruitment, development, deployment and recognition of the work done by Volleyball Coaches. • Support HUB team in the design, coordination, implementation, evaluation and record the effectiveness of the Coaching Strategy • To support the HUB team to ensuring all products & programmes remain current, meet the changing needs of coaches • Increase Volleyball England's influence within the coaching environments and with agencies associated with Coaching (Sports Coach UK) ensuring Coaches are supported to ensure lifelong participation • Support the creation of innovative and dynamic products that lead the way in engaging new coaches in volleyball whilst also generating a commercial return.
Competitions	<ul style="list-style-type: none"> • To provide an overview of the delivery of all Volleyball England competitions framework • To develop a competitions framework that will support the recruitment, development, deployment and recognition of the work done by competition and events volunteers • Provide expertise to support the design, coordination, implementation, evaluation and record the effectiveness of individual competitions and the competitions framework as a whole • To ensuring all competitions & events remain current, meet the changing needs of our customers (the volleyball community) and deliver Volleyball England's strategic aims and objectives • Support Volleyball England's aspiration to develop and deliver high quality national and international competitions/events • Support the creation of innovative and dynamic competitions that lead the way in engaging new participants in volleyball whilst also generating a commercial return

	<ul style="list-style-type: none"> • Play a significant role in Volleyball England's cross-team work to ensure all participants are to compete at a level that meets their needs and motivations their members/ participants to remain in the sport
Officials	<ul style="list-style-type: none"> • To support the strategic delivery, implementation and evolution of Officials with a focus on officiating • Provide technical expertise to the design, coordination, implementation, evaluation and to record the effectiveness of the technical elements linked to officiating • To support the HUB team to ensuring all products & programmes meet the technical needs of officials • Provide the technical expertise in the creation of innovative and dynamic products that lead the way in engaging new and support existing officials
Talent	<ul style="list-style-type: none"> • To provide an overview of the talent landscape • To support the development, implementation and evolution of the Core Market and Technical Strategies with a focus on the Talent pathway at all levels • Develop a Talent Pathway (as part of the Core Market Strategy) that will support the will deliver highly skilled teams that can compete at International Level • Support HUB team in the design, coordination, implementation, evaluation and record the effectiveness of the Talent Pathway • To support the HUB team to ensuring all products & programmes remain current, meet the changing needs of Talent Team members
Technical	<ul style="list-style-type: none"> • To be the guardians of the technical content within coaching and officiating • To support the strategic delivery, implementation and evolution of the T&T Strategies with a focus on coaching and officiating • Provide technical expertise with the design, coordination, implementation, evaluation and to record the effectiveness of the technical elements the T&T Strategy and the player development model • To support the HUB team to ensuring all products & programmes meet the technical needs of coaches and officials • Increase Volleyball England's influence within the coaching environments and with agencies associated with coaching (such as UK Coaching) and officiation • Provide the technical expertise in the creation of innovative and dynamic products that lead the way in engaging new and support existing coaches in volleyball whilst also generating a commercial return
Regional	<ul style="list-style-type: none"> • To support the strategic delivery, implementation and evolution of the Volleyball England Strategy as it relates to our Core Market • To support the HUB team to ensuring all products & programmes meet the needs of our Core Market • Provide expertise in the creation of innovative and dynamic products that lead the way in engaging new and support existing members • To act as a facilitator in the delivery of Volleyball England's Strategic Plan by working in partnership with the regions and their leads • Play a significant role in Volleyball England's cross-team work to ensure all volunteers are able to deliver, to meet the needs and motivations of Volleyball England members/ participants.
Sitting Volleyball	<ul style="list-style-type: none"> • To act as the guardians of the Sitting Volleyball content within coaching and officiating

	<ul style="list-style-type: none"> • To support the strategic development, delivery, implementation and evolution of the Sitting Volleyball programme with a focus on raising the profile of this part of our sport, competition, club and volunteer development • Provide technical expertise with the design, coordination, implementation, evaluation and to record the effectiveness of the Sitting Volleyball elements the Volleyball England Strategy • To support the HUB team to ensuring all products & programmes meet the technical needs of coaches and officials developing and delivering Sitting Volleyball • Provide the technical expertise in the creation of innovative and dynamic products that lead the way in engaging new and support existing clubs and players within Sitting Volleyball whilst also generating a commercial return
Beach Volleyball	<ul style="list-style-type: none"> • To support the strategic development, delivery, implementation and evolution of the Beach Volleyball programme including the VEBT • Provide technical expertise with the design, coordination, implementation, evaluation and to record the effectiveness of the Beach Volleyball elements the Volleyball England Strategy • To support the HUB team to ensuring all products & programmes meet the technical needs of coaches and officials developing and delivering Beach Volleyball • Provide the technical expertise in the creation of innovative and dynamic products that lead the way in engaging new and support existing clubs and players within Beach Volleyball whilst also generating a commercial return

3.6 Pool of Experts

Volleyball England will develop a group of individuals that will be known as the “Pool of Experts.”

This group will be made up of individuals from within and from outside the sport. There is no defined number of how many should be in the pool, the criteria for being part of this pool will be determined by the person’s expertise and skill set. To become part of the pool and individual will be requested to go through an application process to evaluate their suitability.

The Pool of Experts will be available to anyone leading a project, as delegated by the Board, this could be a Director or a Delivery Lead. Every project will have a nominated Director as a Project Sponsor and it will be their responsibility to report the progress of and evaluation of the project back to the Board.

Depending on the project, the person responsible for development or delivery, may call upon any member of the ‘Pool of Experts’ to support the work, this may include the delivery of events, competitions or the development of new products and services.

4 ASSOCIATION STRATEGY

The Board shall be responsible for the determining of the strategy of the Association.

4.1 Long Term Strategy

The plan is made up of five strategic areas

1. Volleyball Insight

- a. To develop a better understanding of our membership,
- b. To develop a 'fit for purpose' customer management system.
- c. Use insight to develop projects and programmes that can be delivered meet the needs of our 'Core Market.'

2. Volleyball Culture

- a. To support clubs development by removing barriers to new players and volunteers and motivating more people to remain in volleyball.
- b. To assist clubs to collaborate more effectively and share best practice for the benefit of Volleyball overall.

3. Volleyball Competitions

- a. To develop a competition structure (framework/pathway) that meets the needs of the participants across all 3 disciplines, giving value for money, ensuring we are inclusive and encourage the retention within the sport.
- b. We will also be looking at how we encourage people to take their first steps into the sport, increasing participation and providing an offer that will engage inactive individuals and provide an environment where they can enjoy the inclusive, fun element of our sport.

4. Volleyball Environments

- a. Continue to develop and deliver the Higher Education Volleyball Officer (HEVO) programme.
- b. To use the trained facilitators and learning from the HEVO programme to develop playing opportunities in wider communities.

5. Volleyball Futures

- a. Volleyball Futures & Sitting Volleyball Futures are part of the Talent Pathway. Volleyball Futures is a talent identification programme that has two distinct levels. An engagement pathway based in and delivered by our regions and the existing national Talent Pathway.

4.2 Annual Strategy

The key areas of focus in 2018/19 are:

BUSINESS

1. Governance
 - a. To embed the new Code of Governance across the organisation.
 - b. Share the “New way of working” across the whole organisation.
 - c. To refine the new business structure and ensure it is functioning efficiently and effectively.
2. Insight
 - a. To continue to develop insight that allows us to develop projects and programmes based on research that meet the need of our membership.
 - b. Gather greater insight about the skills and attributes of our membership to help us to identify and support individuals to develop on our volunteer pathway.
3. Efficiencies and systems
 - a. Introduce a new project management system across the organisation (ASANA)
 - b. Develop more online features and functions through the VE website for electronic registration and payments
 - c. Continue to develop our volunteer workforce to work alongside the HUB team and provide additional capacity to the sport.
4. Other sources of income
 - a. Understand the strategic needs of the membership and acquire additional resources that will allow us to deliver a wider range of projects and programmes.
 - b. Develop a Commercial Strategy that provides additional income, direction and support to the sport.

SPORT DELIVERY

1. Education
 - a. Review of all resources linked to Coaches Education
 - b. Delivery of the Volunteer Strategy
2. HEVO programme
 - a. Expand the programme to embed the officers into the community network
3. Sitting Volleyball
 - a. Deliver the Sitting Volleyball action plan / review

- b. Understanding the latest information around sitting classifications
- 4. Club support
 - a. Working with Club Matters to provide resources for club development
 - b. Support to find funding to support grassroots development of volleyball
- 5. FIVB Hub Project
 - a. Develop and deliver a programme to engage young people in Primary Schools.
- 6. Competitions
 - a. Continue to review all competitions
 - b. Delivery of full programme of competitions through all disciplines
 - c. Competition innovation – looking at different ways to develop and deliver Volleyball
- 7. Talent Development
 - a. Linking all programmes to the talent pathway through ‘Volleyball Futures.’
 - b. Review of selection policies and National squad team recruitment
 - c. Delivery of our talent programme

4.3 Process for Approval of Strategy

The 2017-21 strategy was developed through a number of workshop with key volunteers and staff and through research carried out a, cross the country, through the “Volleyball Voice” engagement sessions. The five pillars of the strategy “Join Us at The Net.”

This new plan aligns with the Sport England objectives and will be member focused (the Volleyball England Core Market). This strategy will also focus on barriers to participation and will encouraging people to remain in the sport as lifelong participants. The key focus of the new strategy is to empower our very skilful workforce to drive the sport forward, the HUB (VE staff) will become a support mechanism for the expansive, experienced workforce that exists in clubs, county and regional associations and on the Board and Sub Groups. This will build a sustainable workforce that will be the driving force behind this plan.

The final version of the strategy was approved by the Board of Directors in late 2016 and is available on the Association's website.

5 PUBLIC INFORMATION

The Association shall strive at all times to be as open and transparent as possible in their workings.

Specifically, the Association shall at all times publish information on the following in a fair, accurate and understandable manner on the Association's Website:

- [Governance](#)
- Structure (see page 27)
- [Strategy](#)
- [Finance](#)
- [Equality](#)
- [Diversity](#)

6 ORGANISATIONAL POLICIES

The Association operates a number of policies which each member accepts and agrees to as a condition of their membership. These include but are not limited to those listed below and any added to the website of the Association from time to time:

- [Equality and Diversity](#)
- [Safeguarding](#)
- [Codes of Conduct](#)
- [Anti-Doping](#)
- [Privacy Policy](#)
- [Board Code of Conduct](#)
- [Scheme of Delegated Authority](#)
- [Diversity Policy](#)
- [Diversity statement](#)

All policies are available to download from

http://www.volleyballengland.org/about_us/about_us

7 DISCIPLINARY POLICY AND 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 Association 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 Disciplinary Committee shall be responsible for review of all disciplinary matters relating to competitions run by the Association and any non-adherence to the Association's codes of conduct or other policies

The Disciplinary Committee shall be convened by the Chair of the Disciplinary Committee (the Chair will be a nominated individual selected by the Board) from time to time where required to:-

- a) receive and consider a notice of appeal – in which case the Disciplinary Committee shall determine, in accordance with its terms of reference whether the appeal is within its jurisdiction;
- b) set date for hearings, collect, collate and disseminate evidential materials – as is required from time to time in the reasonable opinion of the Disciplinary Committee or as directed by the Board from time to time.

The Disciplinary Committee shall be composed as set out in the terms of reference, it will be made up of 3 members, the Chair and 2 individuals selected by the Chair.

The Disciplinary Committee shall be entitled to request other experts and/or other individuals to assist it in its business. However, no persons that were a party to the ruling given in the original case may be empanelled for any roles as outlined above.

Appellants must specify in a notice of appeal to the Disciplinary Committee:

- 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 of the Disciplinary Committee, it being incumbent on parties to make attendance a priority wherever possible. The Chair of the Disciplinary Committee shall be entitled to chair and preside over the appeal hearing. 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 Disciplinary Committee 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 other party involved shall also be entitled to be represented. Such 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 Disciplinary Committee shall consider its decision and publish a written decision as soon as possible after the hearing but in any event within seven working days.

NOTE: Volleyball England will carry out a full review of it's Disciplinary Policy and Procedures as part of the work being done through the 'Volleyball Culture' strand of the strategy. This review will be carried out in consultation with the membership at all levels, National, Regional and Local.

8 RULES AND CODES OF CONDUCT

The rules for each of Indoor, Beach and Sitting competitions can be downloaded from the following pages of the Volleyball England website:

National Volleyball League

<http://www.volleyballengland.org/competitions/national-volleyball-league/rules-and-information>

Beach Volleyball

<http://www.volleyballengland.org/competitions/volleyball-england-beach-tour/rules-and-information>

Sitting Volleyball

<http://www.volleyballengland.org/~media/docs/SV%20Grand%20Prix%20Series%20Rules%202017-18.pdf>

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 Hub Team and/or from the relevant Delivery Lead with responsibility for the relevant event or discipline.

Codes of Conduct for:

[Board of Directors](#)

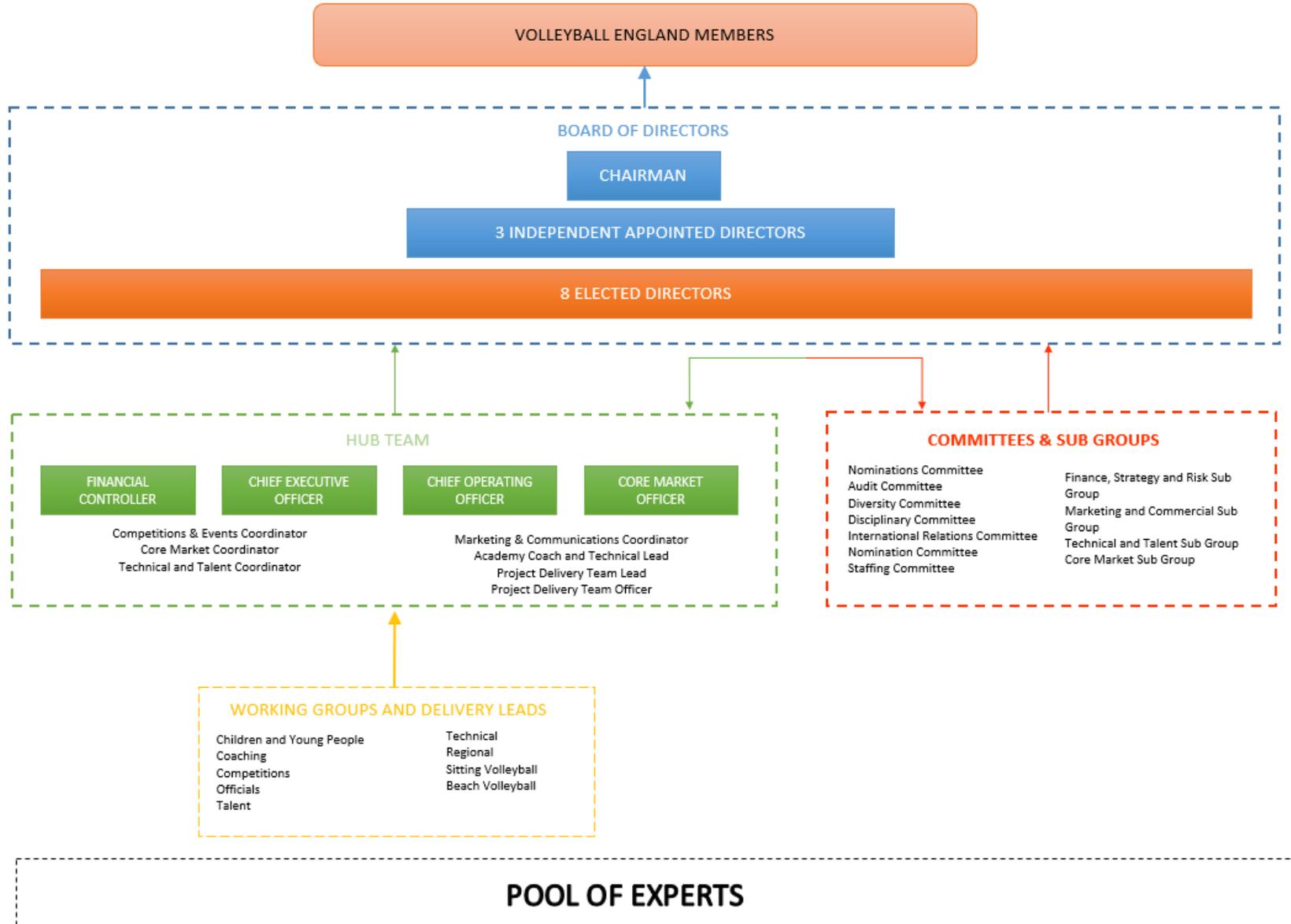
[Coaches](#)

[Referees](#)

[Players](#)

NOTE: All of the Codes of Conduct will be reviewed as part of the work being done around our Disciplinary Policy and Procedures.

SCHEDULE 1 – ASSOCIATION STRUCTURE



SCHEDULE 2 - BOARD POSITION MATRIX

ROLE	JOB DESCRIPTION AND REQUIRED ATTRIBUTES REFERENCE
Independent Appointed Director – Chairman	<ul style="list-style-type: none"> • Represent the Company with international bodies e.g. FIVB, CEV, World ParaVolley, ECVD • Represent the Company with outside agencies e.g. SRA, Sport England, UK Sport, National and Local Government • Represent the Company on the British Volleyball Federation board • Act as a signatory for the Company • Discuss with Board members long term strategy in respect to Executive Planning and direction • Assist Board members with annual target setting and budget making, and to receive annual budget statements • Monitor Board performance against business programmes and budget targets on an annual basis • Be a member of Volleyball England Committees and Sub Groups as prescribed by the Framework document or by board agreement
Director - Vice Chairman	<ul style="list-style-type: none"> • To deputise for the Chair as and when necessary • Represent the Company as nominated on other bodies • Act as liaison with the legal advisor to the Company • Be a member of Volleyball England Committees and Sub Groups as prescribed by the Framework document or by board agreement
3 Independent and 7 Elected Directors	<ul style="list-style-type: none"> • To act as a Director of the English Volleyball Association Ltd (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates. • To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long term performance of the Company and in particular the areas of her/his own portfolio of responsibility. • To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions. • To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

SCHEDULE 3 – HUB TEAM POSITION MATRIX

ROLE	JOB DESCRIPTION AND REQUIRED ATTRIBUTE REFERENCE
Chief Executive Officer	The work of the CEO encompasses all aspects of running the sport and Volleyball England. This includes liaising with national sporting agencies, advising the Executive Board and taking an interest in all aspects of the sport from grassroots through to international level.
Chief Operating Officer	The Chief Operating Officer, with the rest of the Senior Management Team, provides the leadership, management and vision necessary to ensure that the company has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organisation and to ensure financial strength and operating efficiency.
Core Marketing Officer	The Core Market Officer works with the Core Market and Technical and Talent board sub groups to develop and deliver Volleyball England's 2017-21 strategy. Responsible for the strategy of engaging with the sport's core market of existing clubs and players.
Financial Controller	The Financial Controller works at the Volleyball England HUB and is responsible for financial records so the VE Board are able to make decisions based on the financial resources available. Responsible for the preparation and maintenance of all financial records; providing timely, relevant and accurate information to budget holders to help execute the policy of VE.
Competitions & Events Coordinator	Responsible for coordinating, leading and managing all Volleyball England competitions and events
Core Market Coordinator	Responsible for coordinating the delivery of Volleyball England's strategy in relation to our core marketing; providing support to the core market network of clubs, volunteers, officials and coaches
Technical & Talent Coordinator	Responsible for coordinating all the Technical & Talent elements of VE's strategic plan, including all National Squads (playing and staff) and educational programmes for coaches, officials and technical volunteers
Marketing & Communications Coordinator	Responsible for coordinating the marketing and communications, including the content on the website and social media channels.
Academy Coach and Technical Lead	Responsible for technical development at Volleyball England, as well as taking up an active coaching role at an academy.
Project Delivery Team Lead	Project Delivery Team Lead's lead on the delivery and reporting of a wide range of projects and programs, including (but not limited to) competition and events, core market activities, technical & talent initiatives and projects, income generation, marketing, business support, monitoring and evaluation.
Project Delivery Team Officer	Project Delivery Team Officers support the delivery of a wide range of projects and programs, including competition and event delivery, supporting the core market, income generation, marketing, business support, monitoring and evaluation.