



Volleyball Victoria Inc.

2018 Affiliation Manual

Last Reviewed
Controlling Body

January 2018
Volleyball Victoria Inc Board

Volleyball Victoria Inc.
State Volleyball Centre @ Dandenong Stadium
270 Stud Road
DANDENONG NORTH, Victoria 3175

Phone: 03 9794 0009
Fax: 03 9794 6006
Email: memberships@volleyballvictoria.com.au
Website: www.volleyballvictoria.com.au

Introduction

Contained in the 2018 Affiliation Manual is all the relevant information you will require to complete your affiliation. The Manual also details the mutual obligations and benefits shared between you and Volleyball Victoria Inc. (VVI).

The VVI Rules of Association give authority to recognise and affiliate member organisations. VVI utilises by-laws (policies) to govern our relationship with member organisations. The first principle of these policies is that an organisation must meet a minimum set of affiliation standards to be eligible to receive any rights, benefits, and privileges. In turn, VVI must grant to any compliant and eligible affiliate the rights, benefits, and privileges relevant to their class of membership.

The Rules of Association also detail VVI's purpose; including assisting affiliates to administer and develop the sport of volleyball and to better service the needs of their members.

This Affiliation Manual is a resource for all Affiliated Members, including Associations, Clubs, Academies, non-incorporated entities, management groups, and sport providers.

VVI recognises the importance of volunteers and all administrators within affiliates and the many challenges they may encounter. The Affiliation Manual has been designed to aid in helping to improve the management of Clubs and Associations and in addition, to gain access to the benefits and services that VVI provides.

Please note: The term of this affiliation begins on 1 April 2018 and expires on 31 March 2019.

Should you have any questions, please do not hesitate to contact the VVI Office, telephone 03 9794 0009 or email memberships@volleyballvictoria.com.au.

Table of contents

INTRODUCTION	2
TABLE OF CONTENTS	3
MEMBERSHIP STRUCTURE	4
AFFILIATED MEMBERS	4
ASSOCIATED MEMBERS	4
INDIVIDUAL MEMBERS	4
BENEFITS	5
ADMINISTRATION	6
PEAK BODY REPRESENTATION	6
RECOGNITION & ENDORSEMENT	6
INSURANCE	6
ACCESS TO INFORMATION	6
VOTING RIGHTS	6
GRANT ASSISTANCE	6
AFFILIATE VISITS	6
POLICIES	7
RELATIONSHIP BUILDING	7
EDUCATION & DEVELOPMENT	7
COACH & REFEREE DEVELOPMENT	7
COACH & REFEREE EMPLOYMENT	7
SCHOOL PROGRAMS	7
SPIKEZONE	8
JUNIOR DEVELOPMENT	8
DISABILITY PROGRAMS	8
MULTICULTURAL PROGRAMS	8
TOURNAMENTS & EVENTS	8
JUNIOR TOURNAMENTS	8
OPEN TOURNAMENTS	8
INTERNATIONAL, NATIONAL, & STATE TOURNAMENTS	8
HIGH PERFORMANCE PLAYER PATHWAYS	8
COMMUNICATIONS	9
ANNUAL CALENDAR	9
VVI WEBSITE	9
CRM DIGITAL SOLUTIONS	9
E-NEWSLETTERS	9
PARTICIPATION ADVISORY	9
PROMOTION	9
REQUIREMENTS	10
INCORPORATION	10
CONSTITUTION	10
DELEGATE & COMMITTEE	10
FEES	11
MEMBERS/PLAYER REGISTRATIONS	11
AFFILIATION FORMS	11
POLICY COMPLIANCE	12
ENGAGEMENT	12
ACCREDITED COACHES AND REFEREES	12
HOW TO AFFILIATE WITH VOLLEYBALL VICTORIA	13

Membership Structure

IN THIS SECTION:

This section details the classes of membership and structure of annual affiliation with Volleyball Victoria.

CATEGORIES

Consistent with VVI's Rules of Association and by-laws, organisations must be a recognised member to be eligible to receive any rights or privileges.

Membership to VVI shall be open to all individuals or organisations within Victoria who wish to participate in volleyball, regardless of gender, religion, race, political persuasion, age, socio-economic status, class or personal interest.

In addition to individuals awarded Honorary and Life Membership, VVI recognises three additional classes of member:

Affiliated Members

Organisations applying for affiliation must be non-profit incorporated entities, managing and delivering volleyball throughout Victoria.

Examples of Affiliated Members include:

- Incorporated Associations, e.g. Bendigo Volleyball Association Inc
- Incorporated State League Clubs, e.g. Heidelberg Volleyball Club Inc

Associated Members

Associate affiliation encompasses for-profit bodies and other non-incorporated entities who gain limited rights and privileges that may differ from existing affiliation packages for non-profit incorporated bodies.

Examples of Associated Members include:

- Non-incorporated entity, e.g. Academies, Vic Beach
- Education institutions, e.g. schools, universities
- Sport provider, e.g. Kelly Sports, Gecko Sports, Melbourne Sport Institute

Individual Members

Individuals who participate in matches, competitions, programs, and events sanctioned and conducted by Volleyball Australia (**VA**), VVI or an affiliate Club, Association, and eligible Associate.

Examples of Individual Members include:

Players, Coaches, Officials, Volunteers

Benefits

IN THIS SECTION:

This section details the benefits of affiliation with VVI:

Benefit	Affiliated Members		Associate		
	Association	Club	Non-incorporated entities	Education institutions	Sport providers
ADMINISTRATION					
Peak body representation	✓	✓	✓	✓	✓
Recognition & endorsement	✓	✓	✓	✓	✓
Insurance*	✓	✓	*	*	
Administration Information	✓	✓	✓	✓	✓
Voting Rights*	✓	*			
Grant Assistance	✓	✓	✓	✓	✓
Affiliate Visits	✓	✓	✓	✓	
Relationship Building	✓	✓	✓	✓	✓
Policies	✓	✓	✓	✓	✓
EDUCATION & DEVELOPMENT					
Coach & Referee Development	✓	✓	✓	✓	✓
Coach & Referee Employment	✓	✓	✓	✓	✓
School Programs	✓	✓	✓	✓	✓
Spikezone	✓	✓	✓	✓	✓
Junior Development	✓	✓	✓	✓	
Disability Programs	✓	✓	✓	✓	
Multicultural Programs	✓	✓	✓	✓	
TOURNAMENTS & EVENTS					
Junior Tournaments	✓	✓	✓	✓	
Open Tournaments	✓	✓	✓		
International, National, & State Events	✓	✓	✓	✓	
High Performance Player Pathways	✓	✓	✓	✓	
COMMUNICATIONS					
Annual Calendar	✓	✓	✓		
VVI Website	✓	✓	✓	✓	✓
CRM Digital Solutions	✓	✓	✓	✓	
E-Newsletters	✓	✓	✓	✓	
Participation Advisory	✓	✓	✓	✓	✓
Promotion	✓	✓	✓	✓	

ADMINISTRATION

Peak Body Representation

VVI is the peak body for volleyball in the state and the only entity authorised by VA, which in turn is recognised by the Australian Sports Commission and FIVB (International Federation of Volleyball) to manage the sport of volleyball in Australia. Further, VVI is recognised by the State Government as the State Sporting Association for volleyball in Victoria. VVI's recognition incorporates both disciplines of volleyball, beach and indoor, and members deriving from either discipline share equal rights, benefits, and privileges.

Recognition & Endorsement

Your professional standing will be enhanced through affiliation with the State body and the role VVI plays in the promotion of volleyball. You join a network of providers and by affiliation, VVI validates your role in delivering volleyball. Affiliates are eligible to a wider range of opportunities, including funding and partnerships, and can expect a level of support exclusively available only to affiliates.

Insurance

VVI affiliates will be provided with Public Liability and Professional Indemnity Insurance coverage under a national policy currently held with broker Arthur J Gallagher, including:

- \$20 million Public Liability
- \$5 million Professional Indemnity

You also have access to Personal Accident Coverage for registered players, coaches, and officials. Individual player registrations must be completed online at www.volleyballvictoria.com.au prior to any incident that may give rise to a claim.

* Not all policy covers apply in every instance, contact VVI for more information.

Access to Information

VVI provides you with relevant dates, fees, nominations forms, policies, procedures, contact details, etc. to improve and simplify the administration of your activities. This information is updated regularly on our website, regular electronic communications, and social media.

Voting Rights

Eligible classes of member have the right to vote at the VVI Annual General Meeting.

* Incorporated State League Club voting is expressed through the VVI Honorary Officers (three votes).

Grant Assistance

VVI provides you support by facilitating access to relevant grants, especially government grants. VVI can provide letters of endorsement and advice through partnership development, application examples, and online templates.

Affiliate Visits

VVI representatives can be available to attend committee meetings, Annual General Meetings, and other relevant functions; providing any assistance and recommendations where requested.

Policies

VVI provides advice to affiliates on policies, by-laws and rules of incorporation, and has access to a range of examples, templates and other resources to aid in the effective administration of your activities.

Relationship Building

VVI works with key government and non-government partners, such as: Sport & Recreation Victoria, Vicsport, VicHealth, the Australian Sports Commission, the Australian Council of Health, Physical Education, and Recreation (ACHPER), School Sport Victoria, and Girls' Sport Victoria to bring programs that will benefit the sport in Victoria.

EDUCATION & DEVELOPMENT

Referee Development

VVI offers a comprehensive referee development program with courses at all levels for new and existing referees.

VVI also works closely with VA to ensure that the highest quality of referee education is provided through joint projects. VVI provides:

- Courses and advice on accreditation
- Umpire workshops/Rule discussions
- Referees' Commission

Coach Development

VVI offers a comprehensive coach development program offering courses at all levels for new and existing coaches.

VVI also works closely with VA to ensure that the highest quality of coach education is provided through joint projects. VVI provides:

- Level 1 and Level 2 courses
- Coaching advice & advocacy
- Observational opportunities at state and national training
- Coaches' Commission
- Coaching resources & information sessions

Coach & Referee Employment

VVI services Club, Association, and other community-based clinic requests from our database of Working with Children Check approved, qualified coaches and referees. These programs require a large database of qualified coaches and referees which provide great casual employment opportunities in the volleyball community.

School Programs

VVI sources coaches to conduct school programs from our database of Working with Children Check approved, qualified coaches within schools. Alternatively, we arrange for schools to attend member associations to allow them to conduct programs. Equipment is also available for schools to borrow and VVI provides direction to access various funding opportunities.

Sporting Schools is the Australian Sports Commission initiative to conduct activities and get children before, during and after school. Details on how affiliates can get involved conducting sessions and more detailed information is available from <http://www.volleyballvictoria.com.au/index.php?id=336>

Spikezone

VVI provides affiliates the ability to apply as a Spikezone Approved Provider and offers professional development for your coaches and other personnel to deliver the preferred junior entry level program.

Junior Development

VVI promotes and delivers junior development camps and school holiday programs. Affiliates can receive junior development policy and program advice to launch and strengthen the delivery of junior development programs.

Disability Programs

VVI promotes and assists inclusive practices through supporting and delivering targeted come and try days for people with a disability, in addition to advocacy with councils and key partners.

Multicultural Programs

VVI promotes and supports inclusive participation through funding and delivering targeted programs to link culturally and linguistically diverse populations to local clubs; providing benefits to your programs.

TOURNAMENTS & EVENTS

Junior Tournaments

VVI sanctions and supports a significant number of junior events, including: State Indoor Schools Cup, Beach Schools Cup, and State titles. VVI also sanctions and supports affiliates to conduct local association and club junior tournaments.

Open Tournaments

VVI sanctions and supports many open tournaments each year, including: State League Indoor Volleyball League, State Beach Volleyball Series, Country Championships, and social indoor competitions (MSAC, South Yarra, & Dandenong). VVI also sanctions and supports affiliates to conduct local Association and Club tournaments.

International, National, & State Tournaments

VVI supports VA sanctioned events (eg FIVB World League, FIVB Women's Grand Prix, Australian Volleyball League, Australian Beach Tour, & national juniors); bringing more exposure to the sport of volleyball in Victoria and Australia.

High Performance Player Pathways

Through various competition and training pathways, VVI offers players (junior to senior, beginner to elite) the opportunity to represent themselves and their Club/Association at regional, state and national level.

COMMUNICATIONS

Annual Calendar

VVI creates, promotes, and distributes an annual calendar. This is a great opportunity for members to be more involved in hosting, playing, coaching, or officiating. Affiliates can promote their sanctioned events in this calendar. VVI circulates the draft calendar at affiliation renewal and will offer support for existing events that have historically been conducted on a regular weekend. Associations are encouraged to submit inclusions for the calendar, preferably not in conflict with existing events. VVI will provide advice when schedule conflicts arise.

VVI Website

The website is an online domain for VVI's information and resources; it is a highly efficient and effective means of communicating with both members and the entire Victorian volleyball community. It also brings VVI to the world!

The website is used to promote many events, highlight tournament entries/schedules/results, publish news articles, policies, and photos, and promote playing opportunities, significantly, including links to affiliate websites.

CRM Digital Solutions

As an affiliate, you have access to view and manage the individual player registrations of your Club/Association. The system allows administrators to view and update contact information and effectively communicate regularly with all members. In addition, you can establish secure online payment transactions for your Club/Association fees, and VVI individual member registrations. SportsTG has additional solutions, including websites and competition management solutions, available on request, more information is available in Appendix 4.

E-Newsletters

VVI produces a monthly e-newsletter which is distributed to all members; with the aim of keeping the volleyball community up to date with all the latest from the world of Victorian volleyball. It includes not only past and upcoming events, but also provides members with a range of opportunities. As is also the case with the website, VVI encourages contributions from member affiliates for these publications.

Participation Advisory

The VVI office receives regular enquiries (via phone & email) from individuals interested in finding an Association, Club or competition to join; as a result, VVI makes regular referrals to affiliate providers in the desired local area.

Promotion

You will receive advice and assistance promoting your activities, with the support of a State-wide network of members and participants known to VVI, including individuals, clubs, schools, and associations. In addition, the VVI Office utilises a variety of mediums, including several online and social channels.

Requirements

IN THIS SECTION:

This section details the requirements of affiliation with VVI.

Requirements	Affiliated Members		Associate		
	Association	Club	Non-incorporated entities	Education institutions	Sport providers
Incorporation	✓	✓			
Constitution*	✓	✓			
Delegate and Committee/Management	✓	✓	✓		
Fees	✓	✓	✓	✓	✓
Member/Player Registrations	✓	✓	✓	✓	
Affiliation Forms	✓	✓	✓	✓	✓
Policy Compliance	✓	✓	✓		
Engagement	✓	✓	✓	✓	✓
Accredited Coaches	✓	✓	✓	✓	✓
Accredited Referees	✓	✓	✓	✓	

INCORPORATION

The effect of incorporation is that, from the date that the group is 'registered' as an incorporated group, it becomes recognised as a 'legal entity'. This means the group has a legal 'identity' of its own, separate, and distinct from the individuals who formed or make up the group. Groups must comply with the costs, requirements, and ongoing obligations of being an incorporated group; details at www.consumer.vic.gov.au

To verify your incorporated status, member affiliate Associations/Clubs are required to submit to VVI a copy of their 'Certificate of Incorporation' issued to them under the Associations Incorporation Act.

CONSTITUTION

The Club or Association must submit a copy of its constitution and a copy of its most recent Annual Report (if applicable).

* Non-incorporated Associates should still have a set of rules, like a constitution, which aligns with the purposes of VVI and assists with governance, in particular decision making.

DELEGATE & COMMITTEE

Incorporated affiliates must have an active working committee structure and annually submit to VVI the name and contact information of the following:

- Delegate individual nominated to represent the affiliate
- Committee of office bearers (when elected)

Associate affiliates must annually submit to VVI the name and contact information of the following:

- Delegate individual nominated to represent the associate
- Details regarding entity ownership

FEES

On receipt of the invoice from VVI, the affiliation fee must be paid by EFT or cheque on the terms of the invoice.

Category	Category Type	Size*	Affiliation Fee p/a (inc GST)
Affiliated Members			
Association	Type #1	<50	\$302.50
	Type #2	<150	\$522.50
	Type #3	≥150	\$632.50
Club	Type #1	<4	\$346.50
	Type #2	≥4	\$462.00
Associated Members			
Non-incorporated Entities	Type #1	≥1	\$302.50
Education institution		All Inclusive	\$302.50
Sport providers		All Inclusive	\$302.50

* Number of individual members (Association/Associate) or teams (Club)

Fees are structured on base rate, with incremental increases based on the capacity of the affiliate. The Affiliation member pricing is based on principles including; the value of membership should be greater than the cost of membership, the price strategy reflects the cost and worth of membership, to remove barriers to entry that leads to growth and stability and if you consume more resources, you pay more to the recovery of costs.

MEMBERS/PLAYER REGISTRATIONS

It is a condition of affiliation that each participating member, be that in an elite or social competition or training environment, must be registered as an individual member with Volleyball Victoria.

You must ensure members/players complete online membership registration and pay membership fees to participate in any volleyball related activities. All players must be fully registered before they take the court in training or competition.

For details regarding benefits, requirements, fees and how to register refer to the Membership Registration page at www.volleyballvictoria.com.au

ONLINE AFFILIATION FORMS

Online Affiliation forms have been designed to obtain all relevant information; affiliates must complete and return all requested forms and documents annually.

VVI's membership database will be the online portal for incorporated associations to manage delegate contact information and update committee position information, when elected. Affiliates are required to ensure all contact information is updated as required.

POLICY COMPLIANCE

You must ensure compliance with all state and federal legislation relating to policies including but not restricted to:

Member protection

The VVI Member Protection Policy provides a code of behaviour which forms the basis of appropriate and ethical conduct which everyone must abide. The policy not only provides the necessary framework for volleyball organisations at all levels but also clearly articulates the operational requirements of these same organisations that are an integral component of the volleyball delivery structure.

Working with Children Check

The '[Working with Children Check](#)' (WWCC) aims to increase the safety of children in our community by helping to prevent people who have a criminal history that indicates they may harm children from working with children. Organisations who are employing people (paid or in volunteer roles) to work with children are required to comply with the regulation and ensure they provide a safe environment.

Work safety

Everyone has the right to be safe at work, including paid and unpaid workers.

You must ensure compliance with all VVI affiliate related policies as listed on the website, including but not restricted to:

- Codes of Conduct
- Child Safe Standards
- Competition and Tournament By-Laws and Regulations
- Privacy Policy
- Extreme Heat Policy
- National Match Fixing Policy
- Social Media Policy
- Anti-Doping Policy
- Alcohol Management Policy

ENGAGEMENT

Actively engage with VVI and other affiliates in developing volleyball in the local community. Ideally you should be actively seeking funding opportunities to develop activities and offer value for money for members.

An affiliate should be in regular contact with its members and should publicise all important information for members. This can be done electronically via email, club website, social media, or it can be done through distribution of newsletters, etc.

ACCREDITED COACHES

A minimum of one qualified and currently registered as a Talent Development (Level 2) coach per affiliate.

ACCREDITED REFEREES

A minimum of two qualified and currently registered as a Development (Level 2) referees per affiliate.

How to Affiliate with Volleyball Victoria

IN THIS SECTION:

VVI requires certain activities to be undertaken and certain documentation to be submitted to become Affiliate or Associated Members of VVI.

- Read the Affiliation Manual
- Complete the online form found on the affiliation page of the VVI website <http://www.volleyballvictoria.com.au/index.php?id=316>
- Adherence to Requirements

SUPPORT

Please direct any enquiries to the Volleyball Victoria Office

Office Hours: Monday to Friday (9am-5pm)

Phone: (03) 9794 0009

Email: memberships@volleyballvictoria.com.au