

How to guide

Complete the Club Affiliation Process on VolleyZone

This guide will walk you through how to log in to your VolleyZone account, update your club details, and buy your club affiliation.

This guide will cover how to:

- 1. Access your club's VolleyZone account**
- 2. Update club details**
- 3. Purchase club affiliation 2026-27**



It's important that clubs update all necessary details on VolleyZone to ensure their affiliation is approved by Volleyball England on time. Club affiliation benefits, including insurance, will only become active from 1st August 2026, and only once your club affiliation has been approved.

1. Accessing your Club's VolleyZone Account

- To log into your VolleyZone account, [click here](#).
- Enter your club admin username (this is not an email address) and password.
- If you do not have access, you can ask any committee member with existing access to the club's VolleyZone account to grant access to you or other committee members using the guide [here](#).
- Alternatively, you can write to us at volleyzone@volleyballengland.org to set up a new username and password for you.



2. Updating Club Details

The club needs to update the following within their Club Details section on

VolleyZone:

1. Club Profile
2. Club Committee Members
3. Club Documents

Navigation Menu

Search menu...

Accreditation

Club Details

Club Documents

Club Documents Overview

Club Profile

Club Venues

Committee Roles

Communications

Notifications

Notifications History

Dashboard

Dashboard

TRAY (LEICESTERSHIRE VOLLEYBALL ASSOCIATION)

MY ACCOUNT | PRIVACY POLICY | BACK TO YOUR ACCOUNT

Season 2026-2027

Club

Affiliation Status: Not Started

View Venues >

Outstanding Member Approvals

Approval Rule	Approving	Pending
New Member Approval 26-27		

Member Category Breakdown

Category	Member Count
Club Volunteer	6
Coach (60+)	5
Coach	16
Dual package - Coach & Referee (60+)	2
Dual package - Coach & Referee	8
Honorary Life Membership	1
Junior Player - Junior Competitions	1
Pre-Course Membership	72
Referee (60+)	19

Total Members

200

Count of unique members registered this season

Total Memberships

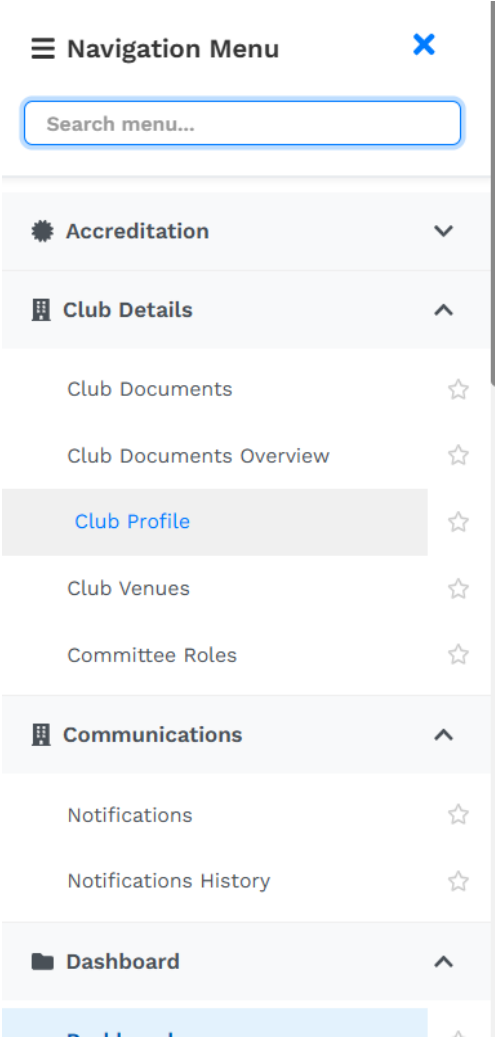
207

Count of membership categories registered this season

!! It's important that clubs update all necessary details on VolleyZone to ensure their affiliation is approved by Volleyball England on time. Club affiliation benefits, including insurance, will only become active from 1st August 2026, and only once your club affiliation has been approved.

1. Updating the Club Profile

- On the club homepage, click on 'Menu' and 'Club Profile' under Club Details.
- Update all the necessary information on the Club Profile page. The 'Postcode & City' field is linked to the Club Finder and should be entered in the 'City, Postcode' format. For e.g. 'Loughborough, LE113SP'.
- Click 'Save' at the bottom of the page.



2. Updating Club Committee Members

- On the club homepage, click on 'Menu' and ‘Committee Roles’ under Club Details.
- To update a role, click on edit icon  next to the relevant role. It’s mandatory to update the roles for Chair, Secretary, Treasurer and Club Welfare Officer.

Role	Actions
Club Welfare Officer	
Treasurer	
Chair	
Secretary	

- On the role page, ensure you have selected the correct season '2026-27' on the top.
- If a committee member doesn't have an active membership on VolleyZone:
 - Please ask the committee member to create an account and purchase volunteer membership on VolleyZone using the guide [here](#).
 - Once the member has purchased the membership, club admin can approve their membership using the guide [here](#).
- If a committee member has an active membership on VolleyZone:
 - You can look them up using 'Member Lookup' by typing the first three letters of their name.
- Update the 'Start Date' and 'End Date' for the membership role for the season. If you are unsure, use '1st August 2026' as the Start Date and '31st July 2027' as the End Date.
- Finally, click 'Save' at the bottom of the page.
- Repeat these steps to update all other committee roles.

Manage Role for Club Welfare Officer

Season 2026-2027

Member Lookup Type to Search for a Member

Start Date

End Date

☐ Make Public

☐ Make Available Internally

☐ Notify Member

First Name

Surname

Email

Mobile No

Home Phone

Address 1

Address 2

Address 3

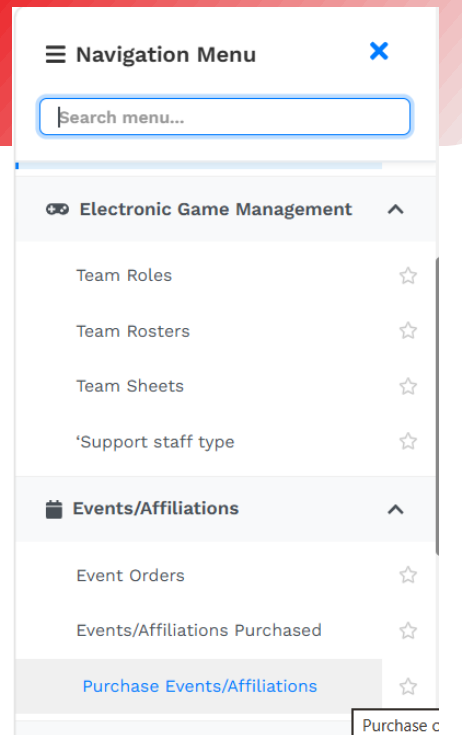
3. Updating Club Documents

- On the club homepage, click on 'Menu' and 'Club Documents' under Club Details.
- Attach your club constitution, or if you are an incorporated organisation, a copy of your Articles of Association. A constitution template is available [here](#).
- Attach your club's safeguarding policies.
 - If your club is for juniors only (U18): Attach the Safeguarding and Protecting Children Policy. You can either adopt the [Volleyball England Safeguarding and Protecting Children Policy](#) or create your own policy using the template [here](#).
 - If your club is for adults only (O18): Attach Safeguarding Adults Policy. You can either adopt the [Volleyball England Safeguarding Adult Policy](#) or create your own policy using the template [here](#).
 - If your clubs includes juniors & adults, you must upload both the policies.

View Club Documents						
Search/filter options ▾						
ATTACHMENT TYPE ▾	FILE NAME ▾	REQUIRED ▾	SEASON ▾	CREATED ▾	LAST MODIFIED ▾	ACTIONS
Club Constitution		Yes	None			+
Safeguarding and Protecting Children Policy		Yes	None			+
Risk Assessment		No	None			+
Additional documents		No	None			+
Safeguarding Adult Policy		Yes	None			+
Code of Conduct		No	None			+

3. Purchasing Club Affiliation

- On the club homepage, click on 'Menu' and scroll to the bottom and click on 'Purchase Events/Affiliations' under the Events/Affiliations section.
- Click 'Add' next to the type of club affiliation you wish to purchase. This will move your selection to the basket on the right. If you're unsure which affiliation to purchase, you can find more information [here](#).
- Click 'Continue' under the basket.
- On the next page, enter the purchaser's details. The payment confirmation email will be sent to the email address entered here.
- Finally, complete the club survey form and click 'Submit'.



Available to add						
NAME	GROUP	PRICE	PROCESSING FEE	TAXES	QUANTITY	ACTIONS
Club Coach Award Reregistration Fee This is the fee which gets paid to tsk4sport for learners who wish to complete the award after the initial registration period has expired.	Assessment Fee	90.00	0.00	0.00		<button>Add</button>
NVL £25 Regulation Fine 26-27	NVL	25.00	0.00	0.00		<button>Add</button>
NVL £100 Regulation Fine 26-27	NVL	100.00	0.00	0.00		<button>Add</button>
NVL £200 Regulation Fine 26-27	NVL	200.00	0.00	0.00		<button>Add</button>
Governing Body Endorsement International Sportsperson / coach	NVL	550.00	0.00	0.00		<button>Add</button>
Standard Club Affiliation 2026 27	Club Affiliation	119.00	0.00	0.00		<button>Add</button>
BUCS Club Affiliation 2026 27 Please select this if you are a university club competing only in the BUCS Competition. Any Universities competing in Volleyball England events will need to purchase the Standard club affiliation.	Club Affiliation	77.50	0.00	0.00		<button>Add</button>
Schools/College Club Affiliation 2026 27 Please select this if you are a school or college club competing in the BUCS Competition. Any Schools/Colleges competing in Volleyball England events will need to purchase the Standard club affiliation.	Club Affiliation	0.00	0.00	0.00		<button>Add</button>