



**ENGLISH VOLLEYBALL  
ASSOCIATION LIMITED**

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**FRAMEWORK DOCUMENT**

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## 1. INTRODUCTION

- 1.1 Volleyball England is the brand name of the English Volleyball Association Limited (referred to in this Framework as the "**Organisation**"). The Organisation is recognised by FIVB, CEV, NEVZA, 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 Organisation is responsible for the development, promotion and delivery of the sport of volleyball, in all its disciplines, across England.
- 1.2 This Framework document forms part of the constitution of the Organisation, and supplements the Articles of Association ("**Articles**"). Defined terms in this Framework shall have the meaning set out in the Articles unless otherwise stated.
- 1.3 The Articles detail the categories of membership of the Organisation, 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.
- 1.4 This Framework builds upon the Articles by providing further, more operational or administrative details relating to:
  - 1.4.1 membership of the Organisation, the mechanisms for becoming a member of the Organisation and the administration of membership;
  - 1.4.2 the benefits available to members of the Organisation;
  - 1.4.3 the, roles, structure and administration of the Regional Associations and Area Associations, Sub-Groups, Committees and Working Groups;
  - 1.4.4 important policies that have application across the Organisation's activities;
  - 1.4.5 the core sports technical rules; and
  - 1.4.6 the disciplinary regulations dealing with disputes and appeals with the sport or its administration.
- 1.5 The provisions of this Framework are binding on all Members (as defined in the Articles) of the Organisation, 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.
- 1.6 The Board has responsibility for drafting, amending and updating the Framework from time to time as it sees appropriate in light of the development of the Organisation and the sport of volleyball. Any updates to the Framework will be notified to Members of the Organisation by its publication on the Organisation's website. Any Framework

updates will also be notified to Members on an annual basis at the Organisation's Annual General Meeting. Copies of the Framework will be available upon request from the Organisation's registered office as well as on the Organisation's website at [www.volleyballengland.org](http://www.volleyballengland.org).

## 2. **MISSION, VISION, VALUES AND STRATEGY**

- 2.1 The Board shall be responsible for determining the strategy of the Organisation.
- 2.2 The current Mission, Vision, Values, Guiding Principles and Strategy (*The Game Plan*) can be located [here](#). The Board shall regularly review the strategy to meet the changing needs of the Organisation and its Members.
- 2.3 The Board is responsible for developing an annual implementation plan to deliver the strategy and for the continued review and update of such implementation plan on an ongoing basis.

## 3. **MEMBERSHIP**

- 3.1 The Articles set out the categories of membership of the Organisation 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 Organisation).
- 3.2 This Framework sets out the mechanisms for acceptance of organisations and individuals into the various categories of Member of the Organisation, as well as detailing some of the main benefits that can be enjoyed by Members.

### **Affiliated Clubs**

- 3.3 Volleyball clubs (being Affiliated Clubs) which are accepted by the Board to membership of the Organisation are the voting members of the Organisation.
- 3.4 To become a Member, a club must apply by:
  - 3.4.1 completing the relevant application form (which may be via Volleyzone) as advised by the Hub Team from time to time; and
  - 3.4.2 submitting the completed application together with payment for the Affiliated Club Subscription (details of the Affiliated Club Subscription which apply at the relevant time are available from the Hub Team) via VolleyZone or such other process as advised by the Hub Team from time to time.
- 3.5 The club must also promptly provide such other information reasonably required as part of the application process such as a copy of the club's constitutional documents

(including for example a copy of the constitution or Articles of Organisation of the club, if the club is an incorporated Organisation).

- 3.6 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.
- 3.7 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 Organisation from time to time in accordance with Article 10.3.
- 3.8 Affiliated Clubs shall also be affiliated with their appropriate Regional Association, in accordance with Regulations 12.4 to 12.6 of the Articles.
- 3.9 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:
  - 3.9.1 £10 million public liability insurance covering club activities;
  - 3.9.2 promotion of Affiliated Clubs via any database or other method utilised by the Organisation from time to time;
  - 3.9.3 Right to enter all official Volleyball England competitions and tournaments;
  - 3.9.4 Development support from the Organisation's staff, including any funding schemes;
  - 3.9.5 Right to enter all Volleyball England Annual Awards, including Club of the Year;
  - 3.9.6 Regular updates on rules and interpretations;
  - 3.9.7 The Organisation's newsletter (currently called 'Time Out') direct to the inbox of the notified contact;
  - 3.9.8 Discount on selected items from the Organisation's shop from time to time.
- 3.10 **Voting**
  - 3.10.1 Affiliated Clubs are the only category of Member that is entitled to vote. At each General Meeting Affiliate 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,
- 3.10.2 Individuals should not pro-actively contact Affiliated Clubs to be appointed as an Appointed Representative or 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.

### **Affiliated Individuals – Club Members**

- 3.11 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).
- 3.12 All Club Members shall be Associate Members of the Organisation. 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 Organisation of their intention to attend (to help with planning and logistics) but are not obliged to.
- 3.13 Club Members shall also be affiliated to their appropriate Regional Association, in accordance with Article 12.3 and 12.6 of the Articles.
- 3.14 The benefits that are made available to Club Members by the Organisation may be supplemented or amended by the Board from time to time but may include, for example:
- 3.14.1 Free DBS Checks for eligible participants;
  - 3.14.2 The Organisation's newsletter (currently called 'Time Out') direct to your inbox;
  - 3.14.3 Discount to selected items from the Organisation's shop from time to time.

### **Affiliated Individuals – Players, Coaches and Officials and other Registered Individuals**

- 3.15 The other forms of Affiliated Individual (other than Club Members) are:
- 3.15.1 volleyball players (participating in nationally run competitions and events), 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); and
  - 3.15.2 Registered Individuals, a Registered Individual being any person who has applied to the Association to become a Registered Individual. Registered Individuals are eligible to receive certain benefits provided by the Association at a price and for a duration that are at the discretion of the Board

3.16 Players, coaches and officials must meet the following criteria:

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

3.16.2 *Coaches*:

(a) To be registered as a coach you will need to provide proof of passing:

Volleyball England Assistant Coach Award, Volleyball England Level 1 (VE Intro to Coaching), UKCC Level 1 (1st4sport), UKCC Level 2 (1st4sport), Volleyball England Coach Award (Beach Volleyball, Junior 3v3/4v4 Volleyball, Sitting Volleyball, Indoor 6v6 Volleyball), Volleyball England Level 3, FIVB Level 1, FIVB Level 2, FIVB Level 3

(b) If you have an overseas coaching qualification you will need to provide a copy of your certificate and other documents in English. These will be assessed to decide if a Volleyball England equivalent can be awarded. Coaches who have historic qualifications predating those lists above will need to go through a revalidation check.

Note: Active coaches are expected to keep their checks and training up to date. As defined in the deployment guidance on the VE website.

3.16.3 *Referees*:

(a) To be registered as a referee you will need to provide proof as detailed below:

Volleyball England Grade 4 or above (Volleyball, Beach Volleyball, Sitting Volleyball)

(b) 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

(c) overseas qualified referee until you are able to be assessed in games by a referee assessor.

Note: Active referees are expected to keep up to date.

3.17 To become an Affiliated Individual Member of the Organisation, players, coaches and officials must apply by:

3.17.1 completing the relevant application form (which may be via Vollezyone) as advised by the Hub Team from time to time; and

- 3.17.2 submitting the completed application together with payment for the Individual Subscription (details of the Individual Subscription which applies at the relevant time are available from the Hub Team) via Volleyzone or such other process as advised by the Hub Team from time to time.
- 3.18 The individual must also promptly provide such other information reasonably required as part of the application process such as a copy of evidence (in the form of copies of certificates or similar) that the individual meets any relevant qualification criteria set out above.
- 3.19 The Board may, at 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.
- 3.20 All Affiliated Individuals shall be Associate Members of the Organisation. They shall not be entitled to receive 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 presentative). Affiliated Individuals that intend to attend a General Meeting are asked to notify the Organisation of their intention to attend (to help with planning and logistics) but are not obliged to.
- 3.21 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 Organisation.
- 3.22 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.
- 3.23 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:
- 3.23.1 Access to any applicable coach's Continuous Development opportunities;
  - 3.23.2 Free subscription to the Organisation's e-news;
  - 3.23.3 Ability to coach/assist coach within the Organisation's national leagues, with the relevant certification and deployment guidance ;
  - 3.23.4 Be on the mailing list for any coaching/development opportunities in your area;
  - 3.23.5 £10 million public liability insurance;
  - 3.23.6 Free Volleyball England DBS checks for eligible coaches and officials;
  - 3.23.7 Right to officiate all official Volleyball England competitions and tournaments, with the relevant grading levels;

- 3.23.8 Access to any applicable refereeing Continuous Development opportunities;
- 3.23.9 Development support from the Organisation's staff;
- 3.23.10 Regular updates on rules and interpretations;
- 3.23.11 Discount on selected items from the Organisation's shop.
- 3.23.12 Great discounts and offers from the Organisation's partners, including discounts on hotel stays.

### **Regional Associations**

- 3.24 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.
- 3.25 Each Regional Association shall be an Associate Member of the Organisation. 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 Organisation of their intention to attend (to help with planning and logistics) but are not obliged to.
- 3.26 Each Regional Association shall be responsible for implementing and administering the policies promulgated by the Organisation from time to time for the development of the sport of volleyball in all its disciplines within their jurisdiction.
- 3.27 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 the Organisation 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.
- 3.28 Each Regional Association shall ensure that the Organisation 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:
  - 3.28.1 A mechanism for the appointment of the Chair of the Regional Association must be included and such appointment shall be subject to the approval of the Board;



- 3.28.2 Each Regional Association must hold an annual general meeting (AGM) in each year, to which the CEO of the Organisation will be invited;
- 3.28.3 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 Organisation;
- 3.28.4 Each Regional Association shall inform the Organisation of its financial year;
- 3.28.5 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
- 3.28.6 On dissolution of the relevant Regional Association, any funds remaining shall be passed to the Organisation.

### **Area Associations**

- 3.29 Area Associations shall either be:
  - 3.29.1 established by Regional Associations to delegate responsibilities within the jurisdiction of the relevant Regional Association; or
  - 3.29.2 established by a third party for a particular area to oversee the 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.
- 3.30 Each Area Association shall be an Associate Member of the Organisation. 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 General Meetings are asked to notify the Organisation of their intention to attend (to help with planning and logistics) but are not obliged to.
- 3.31 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.
- 3.32 Each Area Association as it considers appropriate will also implement and administer the policies promulgated by the Organisation from time to time for the development of the sport of volleyball in all its disciplines within their jurisdiction.
- 3.33 Each Area Association shall ensure that the Organisation 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:

- 3.33.1 A mechanism for the appointment of the Chair of the Area Association must be included and such appointment shall be subject to the approval of the Board;
- 3.33.2 Each Area Association must hold an annual general meeting (AGM) in each year;
- 3.33.3 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 Organisation;
- 3.33.4 Each Area Association shall inform the Organisation of its financial year;
- 3.33.5 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
- 3.33.6 On dissolution of the relevant Area Association, any funds remaining shall be passed to the Organisation.

### **Honorary Life Members**

- 3.34 Honorary Life Members may be accepted as Associate Members of the Organisation pursuant to Article 15 of the Articles.
- 3.35 All Affiliated Honorary Life Members shall be Associate Members of the Organisation. They shall not be entitled to receive 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 presentative). Affiliated Individuals that intend to attend a General Meeting are asked to notify the Organisation of their intention to attend (to help with planning and logistics) but are not obliged to.
- 3.36 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:
  - 3.36.1 the Organisation's newsletter (currently called 'Time Out') direct to your inbox;
  - 3.36.2 discount to selected items from the Organisation's shop, including scoresheets, coaching resources and merchandise.
- 3.37 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 Organisation 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).

3.38 Guidelines for awarding the title of Honorary President:

3.38.1 The individual would have given considerable service to the Organisation, mainly as a Director or Delivery Lead, and are willing to give some further time to volleyball in England;

3.38.2 They are not currently a Director or Delivery Lead;

3.38.3 An Honorary President would not ordinarily attend Board meetings, unless presenting on a project or invited to attend by the Chair of the Board.

3.38.4 An Honorary President would have no decision-making authority; they will give advice and make recommendations only.

3.38.5 An Honorary President could be consulted on various initiatives and issues.

3.38.6 An Honorary President, with other specialists, could be called in to advise the Organisation on various matters.

3.38.7 An Honorary President's communication would be mainly via phone and email, so low on expenses.

3.39 A person will stop being an Honorary President if they:

3.39.1 resign or are unable to continue;

3.39.2 fail to carry out their role to the satisfaction of the Board;

3.39.3 breach any rules or regulations of Volleyball England;

3.39.4 are elected as a Director or Delivery Lead of Volleyball England;

3.39.5 become a paid employee of Volleyball England;

3.39.6 have served a period of eight years.

4. **BOARD AND DELEGATED AUTHORITIES**

4.1 The Board shall be composed and recruited in accordance with the Articles. The board of the Organisation shall be:

4.1.1 the ultimate decision-making body and accordingly exercise all of the powers of the Organisation;

4.1.2 be responsible for setting the strategy of the Organisation; and

- 4.1.3 maintain and demonstrate a clear division between the Board's management and oversight role and the executive's operational role.
- 4.2 The Board shall conduct their meetings and activities as outlined in the Articles.
- 4.3 Minutes from Board meetings shall be published on the Organisation's website.
- 4.4 The Board shall consist of a maximum of 12 Directors and shall be made up of:-
  - 4.4.1 At least one third(rounded up) Independent Appointed Directors -; and
  - 4.4.2 At least one third (rounded up) Elected Directors.
- 4.5 One of the Independent Appointed Directors shall be the Chair and one of the Independent Appointed Directors shall be appointed as the Senior Independent Director.
- 4.6 The Nominations Committee shall be responsible for conducting a formal, rigorous and transparent publicly advertised recruitment process and initial assessment of Board role applications. All appointments shall be made on merit in line with Volleyball England's Board skills matrix, diversity required of the Board and Code for Sports Governance requirements.
- 4.7 In considering the skills and diversity required of the Board when considering appointment of Directors, the Nominations Committee shall take into account the Volleyball knowledge, skills and experience of the Board as a whole. Nothing in this article shall require every Director to have knowledge, skills or experience of Volleyball.
- 4.8 The following provisions apply to the appointment of Directors.
  - 4.8.1 No person may be appointed as a Director unless he or she has reached the age of 18 years;
  - 4.8.2 A person will be eligible to be appointed as an Independent Appointed Director only if that person is Independent at the time of initial appointment to the Board; and
- 4.9 To be eligible to be apply for an Elected Director position, the individual must:
  - 4.9.1 Verify they are an Affiliated Individual in line with Article 14;
  - 4.9.2 Be nominated by two Affiliated Clubs;
  - 4.9.3 Show commitment to Volleyball England's vision, mission, values, aims and objectives, along with the knowledge, experiences and skills outlined in the role description and person specification.

- 4.10 The Nominations Committee will inform candidates for the post of Elected Director who, in their view, do not meet the relevant requirements before presenting the list of candidates to the Board for publication.
- 4.11 Candidates progressed will then prepare a curriculum vitae or similar document, together with a short statement as to why they wish to be elected, which shall be provided to Members with the relevant General Meeting Notice
- 4.12 The Board shall make recommendations to the Members for election all candidates for the post of Elected Director who complete the recruitment process and meet the relevant requirements in line with 4.6.
- 4.13 The Organisation has a strong and public commitment to progressing towards achieving gender parity and greater diversity. The Board has, as set out in its Articles, adopted a target to achieve a minimum of 30% of each gender on its Board.
- 4.14 In accordance with the Board's right to delegate their authority in accordance with Article 29, the following the Hub Team, Sub-Groups and Committees shall be maintained by the Organisation 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.
- 4.15 There are three main types of Delegated Authority:-
- 4.15.1 the Hub Team;
- 4.15.2 Sub-Groups; and
- 4.15.3 Committees.
- each as further detailed below.

Group of Delegated Authority	Delegated Authority	Summary of Responsibilities	Additional Information and Terms of Reference
<b>Hub Team</b>	Hub Team	Day to day administration of the Organisation	The Hub Team shall consist of the roles contained at Schedule 3 and the roles shall consist of the job descriptions referenced therein.
<b>Sub-Groups</b>	Finance, Strategy and Risk (FSR)	Responsible for the financial matters of the Organisation (including any commercial income)	Available <a href="#">here</a> .

		and monitoring the risk register. This shall be the Audit Committee for the purposes of the Code for Sports Governance.	
	Volleyball for Life	Responsible for the Volleyball for Life priority – to aim to better understand, articulate and promote the opportunities that volleyball provides for anyone, at any stage of their life.	Available <a href="#">here</a> .
	Get Keep Grow	Responsible for the Get Keep Grow priority – to look to further strengthen the English volleyball club structure by working hand in hand with clubs to help them achieve their ambitions.	Available <a href="#">here</a> .
	An Ace Service	Responsible for the An Ace Service priority – to work collaboratively to deliver and continuously improve the products and services that most benefit our clubs and the wider volleyball community, while also ensuring they provide healthy revenue streams that enable reinvestment in the sport.	Available <a href="#">here</a> .
<b>Committees</b>	Disciplinary	Responsible for review of disciplinary matters and any non- adherence to the Organisation's codes of conduct or other policies or rules from time to time	Available <a href="#">here</a> .
	Nominations	Responsible for the recruitment and appointment of the Board and other senior positions	Available <a href="#">here</a> .

		<p>The Nominations Committee shall also be responsible for promoting and implementing diversity across the Organisation and all of its activities.</p>
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- 4.16 Each Sub-Group (other than FSR) shall have a defined set of projects which it is responsible for at any time. Each year the projects for each sub-group shall be agreed as part of the annual implementation plan process. Any additional projects shall be submitted in advance to the Board for approval using the template provided by the Board from time to time.
- 4.17 The Board and Sub-Group shall agree a reporting structure for each project and may appoint a project sponsor where the Sub-Group or Board determines necessary.
- 4.18 Each Sub-Group may (subject to prior approval by the Board) decide to form Working Groups with responsibility for the implementation and/or development of any specific projects within its responsibility. Where it does so the Sub-Group remains responsible for the management, oversight and reporting in respect of any such project at all times. Working Groups shall operate in accordance with the provisions of paragraphs 4.23 to 4.27 below.
- 4.19 Notwithstanding specific provisions in their terms of reference, all Delegated Authorities must at all times:
- 4.19.1 act in accordance with the Articles (and specifically Article 29);
  - 4.19.2 act with integrity and be transparent;
  - 4.19.3 work towards the implementation of the Organisation's strategy; and
  - 4.19.4 consider their succession and long-term planning.

### **Hub Team**

- 4.20 The identity of the current Hub Team shall be contained on the website at all times.
- 4.21 In the case of the Delegated Authority to the Hub Team or individuals within the Hub Team:
- 4.21.1 the Delegated Authority shall be to manage the Organisation 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

4.21.2 the Board shall provide any Hub Team member with a description of his or her role and the extent of his or her authority.

4.22 The senior management team must report regularly to the Board on the activities undertaken in managing the Organisation and provide them regularly with management accounts which are sufficient to explain the financial position of the Organisation.

### **Working Groups and Delivery Leads**

4.23 Each Working Group established by a Sub-Group in accordance with paragraph 4.18 shall report to the Sub-Group that has formed it in accordance with the Working Groups terms of reference which are set out [here](#). When a Working Group is formed paragraph 4.27 shall be updated to record the specific remit of the Working Group.

4.24 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.

4.25 Each Working Group shall (as agreed with the Sub-Group that formed it) have a defined set of projects which it is working to deliver at any one time. Each Working Group shall, in accordance with the terms of reference, keep the Sub-Group that formed it up to date at all times and shall ensure all information is agreed by the Sub-Group Chair prior to being shared with the wider volleyball community. Each Working Group shall report to the Sub-Group on a regular basis and as requested by the Sub-Group to enable the Sub-Group to report to the Board.

4.26 It shall be the responsibility of the Delivery Lead to bring together a group of diverse, willing and skilled individuals that facilitate the development and delivery of the work of the Working Group. Working Groups shall not be permitted to incur any financial expenditure without the prior authorisation of the Board.

4.27 The following Working Groups are currently established for the delegation of operation, administration, promotion and development of specific areas of the sport as detailed below. These are currently under review by the newly formed Sub-Groups and this will be updated once the Working Groups have been formed in line with the Game Plan strategy:-

<b>Working Group</b>	<b>Summary of responsibilities</b>
<b>Children and Young People</b>	<ul style="list-style-type: none"><li>• To support the strategic development, delivery, implementation and evolution of activities to support the engagement of C&amp;YP within the sport of volleyball (all disciplines)</li></ul>



	<ul style="list-style-type: none"> <li>• Working with the Board, hub team, sub-groups and other Working Groups to ensure the welfare and safeguarding of all C&amp;YP and those working with C&amp;YP</li> <li>• Collaborating with the officials and coaches Working Group to ensure there are coaches and officials to support sitting volleyball's development</li> <li>• Obtain regular feedback and ensure all activities and delivery of the Working Group remain current, meet the changing needs of C&amp;YP and deliver the Game Plan</li> <li>• Support (including support to Sitting &amp; CY&amp;P Working Groups) the creation of innovative and dynamic competitions that lead the way in engaging new participants in volleyball whilst also generating a commercial return</li> <li>• Support to regional/county associations on CY&amp;P development and ideas as requested from time to time</li> <li>• Collaboration with other Working Groups, Sub-group and Hub activity as agreed from time to time</li> </ul>
<p><b>Coaches</b></p>	<ul style="list-style-type: none"> <li>• Oversee the development, training, recruitment, support, retention and recognition for coaches in all disciplines of volleyball.</li> <li>• Oversee and provide the technical expertise (where relevant in conjunction with other Working Groups such as sitting, performance and CY&amp;P) to develop coaching courses, content and professional development.</li> <li>• Collaborating with other Working Group (e.g. competition/sitting) to ensure there are coaches available for teams to enter into competitions</li> <li>• Obtain regular feedback to ensure the development, training, recruitment and support for coaches in all disciplines is meeting the needs of coaches and is delivering the Organisation's strategic aims and objectives</li> <li>• Support (including support to other working groups) the creation of innovative and dynamic products that lead the way in engaging new and supporting existing coaches whilst also generating a commercial return.</li> <li>• Support to regional/county associations on coaching ideas and requirements as requested from time to time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaboration with other Working Groups, Sub-group and Hub activity as agreed from time to time.</li> </ul>
<b>Competitions</b>	<ul style="list-style-type: none"> <li>• Running and managing National Sitting and Indoor competitions. This includes, setting/amending the regulations, approving teams entry, setting the competition structure, dealing with disputes, administering of the competition games, dealing with volleyzone, website, competitions software issues</li> <li>• Collaborating with the officials working group to ensure there are officials for the matches in each competition</li> <li>• Providing opportunities for volunteers to experience and support national events</li> <li>• Obtain regular feedback and ensure all competitions and events within the working group's remit remain current, meet the changing needs of our customers (the volleyball community) and deliver the Game Plan</li> <li>• Support (including support to Sitting &amp; CY&amp;P Working Groups) the creation of innovative and dynamic competitions and products that lead the way in engaging new and existing participants in volleyball whilst also generating a commercial return</li> <li>• Support to regional/county associations on competition structures and ideas as requested from time to time</li> <li>• Collaboration with other Working Groups, Sub-group and Hub activity as agreed from time to time</li> </ul>
<b>Officials</b>	<ul style="list-style-type: none"> <li>• Oversee the development, training, recruitment, support, retention and recognition for officials in all disciplines of volleyball.</li> <li>• Oversee and provide the technical expertise (where relevant in conjunction with other Working Groups such as sitting, performance and CY&amp;P) to develop officiating courses, content and professional development.</li> <li>• Collaborating with other Working Groups (e.g. competition/sitting) and designated partners (e.g. UKBT, BUCS) to ensure there are officials for the matches in each competition</li> <li>• Obtain regular feedback to ensure the development, training, recruitment and support for officials in all disciplines is meeting the needs of officials and is delivering the Organisation's strategic aims and objectives</li> <li>• Support (including support to other Working Groups) the creation of innovative and dynamic products that lead the way in engaging new</li> </ul>

	<p>and supporting existing officials whilst also generating a commercial return.</p> <ul style="list-style-type: none"> <li>• Support to regional/county associations on officiating ideas and requirements as requested from time to time.</li> <li>• Collaboration with other Working Groups, Sub-group and Hub activity as agreed from time to time.</li> </ul>
<b>Performance</b>	<ul style="list-style-type: none"> <li>• Oversee the performance programmes for indoor, sitting and beach volleyball – to include the pathway for performance athletes, coaches and officials to ensure highly skilled athletes, coaches and officials can compete and operate at an international level.</li> <li>• Delivery performance pathway training camps and facilitate entry and participation in international competitions.</li> <li>• Collaborating with other Working Group (e.g. officials and coaching) to ensure there are officials and coaches available to support the performance pathways</li> <li>• Obtain regular feedback to ensure the development, training, recruitment and support for performance athletes, coaches and officials in all disciplines is meeting the needs of those in the performance pathway and is delivering the Game Plan</li> <li>• Support (including support to other Working Groups) the creation of innovative and dynamic products that lead the way in engaging new and supporting existing performance pathway athletes, coaches and officials whilst also generating a commercial return.</li> <li>• Collaboration with other Working Groups, Sub-group and Hub activity as agreed from time to time.</li> <li>• Collaboration with international federations as required.</li> </ul>
<b>Sitting Volleyball</b>	<ul style="list-style-type: none"> <li>• To support the strategic development, delivery, implementation and evolution of Sitting Volleyball with a focus on raising the profile of this discipline of our sport, competition, club and volunteer development</li> <li>• Support delivery of National Sitting competitions. This includes, supporting the operational delivery of the events at the National Volleyball Centre and other specified locations.</li> <li>• Collaborating with the officials and coaches Working Group to ensure there are coaches and officials to support sitting volleyball’s development</li> </ul>

	<ul style="list-style-type: none"> <li>• Obtain regular feedback and ensure all activities and delivery of the Working Group remain current, meet the changing needs of our customers (the volleyball community) and deliver the Game Plan</li> <li>• Support (including support to other Working Groups) the creation of innovative and dynamic competitions and products that lead the way in engaging new and existing participants in sitting volleyball whilst also generating a commercial return</li> <li>• Support to regional/county associations on sitting volleyball development and ideas as requested from time to time</li> <li>• Collaboration with other Working Groups, Sub-group and Hub activity as agreed from time to time</li> </ul>
<b>Clubs &amp; Networks</b>	<ul style="list-style-type: none"> <li>• Work with regions/counties and Clubs to ensure their activity is sustainable, support recruitment, engagement and retention of members and challenge, inspire and support Club's and regions/counties to achieve their ambitions within volleyball</li> <li>• Encourage Clubs, regions and counties to share resources and develop the tools and resources to enable better and more efficient delivery of volleyball</li> <li>• Collaborating with the officials working group to ensure there are officials for the matches in each competition</li> <li>• Obtain regular feedback and ensure all activities of the Working Group remain current, meet the changing needs of Clubs, regions and counties and deliver the Game Plan</li> <li>• Support the creation of innovative and dynamic products that lead the way in engaging new and existing Clubs, regions and counties (and their volunteers) in volleyball whilst also generating a commercial return</li> <li>• Support to regional/county associations on their and their Club's development and sustainability as requested from time to time</li> <li>• Collaboration with other Working Groups, Sub-group and Hub activity as agreed from time to time</li> </ul>
<b>Commercial &amp; Income</b>	<ul style="list-style-type: none"> <li>• Seek out and capitalise on opportunities to enhance and expand the sources of income into the sport of volleyball outside of Government core funding (such as grants, commercial opportunities and donations)</li> </ul>

- Pro-actively seek and manage sponsorship opportunities within all disciplines of the sport (liaising with the other Working Groups as appropriate)
- Obtain regular feedback on the activity of the Working Group to ensure it meets the changing needs of our customers (the volleyball community) and assists in the delivery of the Game Plan
- Target income generation that supports the creation of innovative and dynamic competitions and products that lead the way in engaging new and existing participants and volunteers in volleyball whilst also generating a commercial return
- Support to regional/county associations and Clubs on funding ideas and opportunities as requested from time to time
- Collaboration with other Working Groups, Sub-group and Hub activity as agreed from time to time

## 5. PUBLIC INFORMATION AND POLICIES

- 5.1 The Organisation shall strive at all times to be as open and transparent as possible in their workings.
- 5.2 The Organisation shall publish information on its [website](#) in a fair, accurate and understandable manner including information on its governance, structure and strategy.
- 5.3 The Organisation 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 set out below and any added to the website from time to time.
- 5.3.1 Good Practice Guidance (including Equality and Diversity, Ethics, Anti-bullying and Block it Out charter, Whistleblowing, Anti-Fraud, Cybersecurity and Health and Safety).
  - 5.3.2 Safeguarding Policies;
  - 5.3.3 Grievance and Disciplinary Policy;
  - 5.3.4 Code of Conduct;
  - 5.3.5 Complaints Policy;
  - 5.3.6 Data Protection, Data Retention, Privacy Policy and Cookies Policy;
  - 5.3.7 Conflict of Interest Policy;

5.3.8 Terms of Reference for Sub-Groups and Committees;

5.3.9 Terms of Reference for Working Groups; and

5.3.10 Diversity and Inclusion Action Plan.

5.4 The rules for each of Indoor, Beach and Sitting competitions can be downloaded from the Organisation's website or are available on request from the Hub Team.

5.5 Specific rules and variations to these rules apply. Members can obtain details of these specific rules from the Hub Team.

## 6. **GRIEVANCE AND DISCIPLINARY POLICY**

6.1 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 Organisation 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.

6.2 The Organisation has established a [Grievance and Disciplinary Policy](#) in order to achieve this.

6.3 In accordance with the Grievance and Disciplinary Policy, the Disciplinary Committee shall be responsible for review of all disciplinary matters and any non-adherence to the Organisation's Codes of Conduct or other policies.

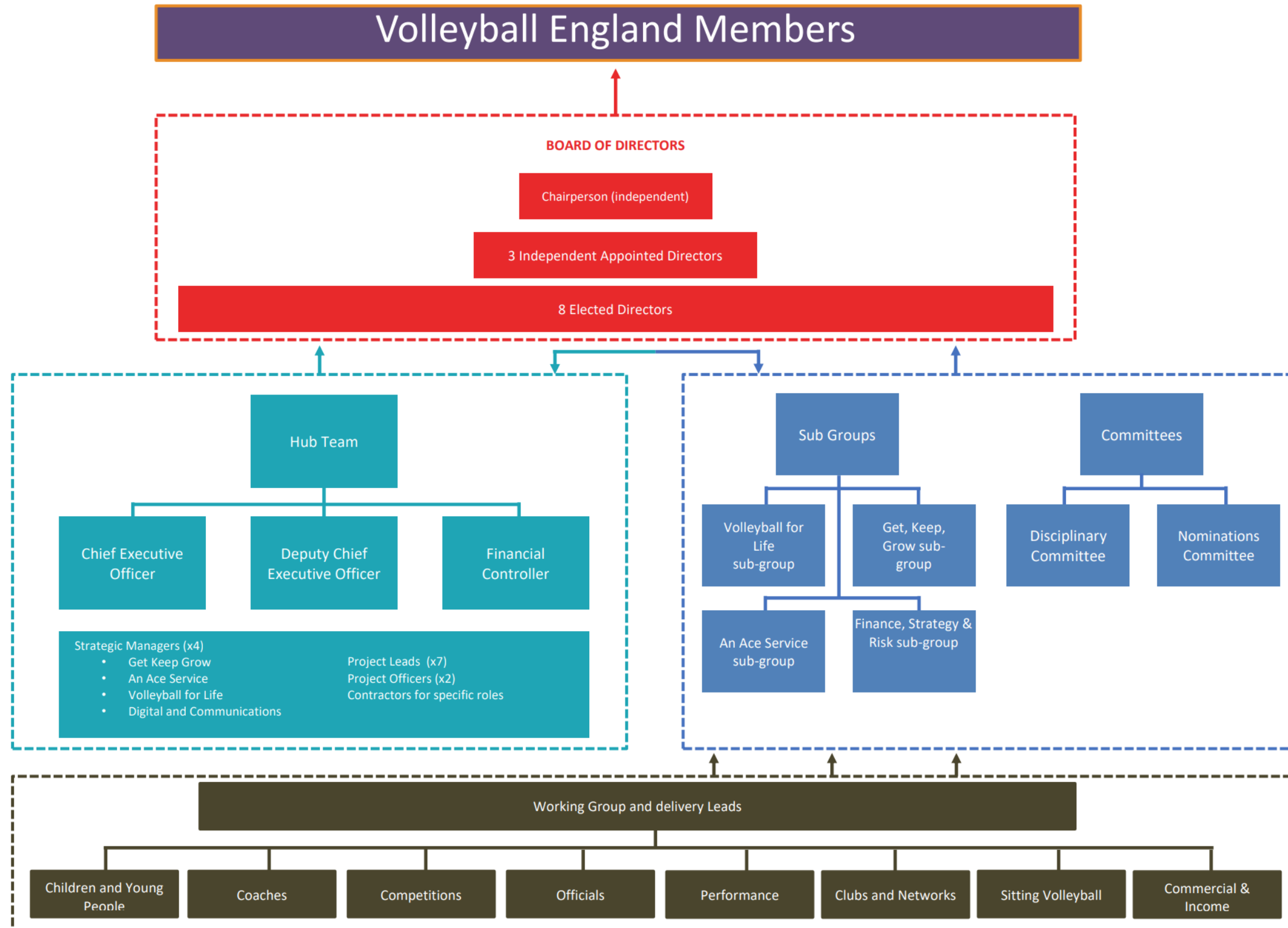
6.4 The Disciplinary Committee shall be entitled to request other experts and/or other individuals to assist it in its business. However, no persons that were a party to the ruling given in the original case may be empanelled for any roles as outlined above.

6.5 Members are referred to the [Grievance and Disciplinary Policy and the Disciplinary Committee Terms of Reference](#) for more information.



### SCHEDULE 1

### ORGANISATION STRUCTURE CHART



## SCHEDULE 2

### BOARD POSITIONS MATRIX

ROLE	JOB DESCRIPTION AND REQUIRED ATTRIBUTES
<b>Chairperson</b>  <b>(Independent Appointed Director)</b>	<ul style="list-style-type: none"> <li>• Responsible for leadership of the Board</li> <li>• Represent the Organisation with international bodies (e.g. FIVB, CEV, NEVZA, World ParaVolley, ECVD)</li> <li>• Represent the Organisation with outside agencies (e.g. SRA, Sport England, UK Sport, National and Local Government)</li> <li>• Represent the Organisation on the British Volleyball Federation Board.</li> <li>• Act as a signatory for the Organisation.</li> <li>• Discuss with Board members the long term strategy in respect to executive planning and direction.</li> <li>• Assist Board members with annual target setting and budget making, and to receive annual budget statements.</li> <li>• Monitor Board performance against business programmes and budget targets on an annual basis.</li> <li>• Be a member of Committees and Sub-Groups as prescribed by the Framework document or by Board agreement.</li> </ul>
<b>Vice-Chairperson</b>	<ul style="list-style-type: none"> <li>• To deputise for the Chair as and when necessary.</li> </ul>



<p><b>(Director – Elected or Independent Appointed Director)</b></p>	<ul style="list-style-type: none"> <li>• Represent the Organisation as nominated on other bodies.</li> <li>• Act as liaison with the legal advisor to the Organisation.</li> <li>• Be a member of Committees and Sub-Groups as prescribed by the Framework document or by Board agreement.</li> </ul>
<p><b>All Independent Appointed Directors and Elected Directors</b></p>	<ul style="list-style-type: none"> <li>• To act as a Director of the Organisation in the best interests of the Organisation with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Organisation operates.</li> <li>• 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 Organisation and in particular the areas of her/his own portfolio of responsibility.</li> <li>• 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.</li> <li>• To ensure that the objectives of the Organisation, as agreed by the Board, are fully, promptly and properly carried out.</li> <li>• One Independent Appointed Director will be appointed, by the agreement of the Board, as the Senior Independent Director.</li> </ul>

### SCHEDULE 3

#### HUB TEAM POSITION MATRIX

ROLE	JOB DESCRIPTION AND REQUIRED ATTRIBUTES
<b>Chief Executive Officer (part of SMT)</b>	<p>The work of the CEO encompasses all aspects of running the sport and the Organisation. This includes liaising with national sporting agencies, advising the Board and taking an interest in all aspects of the sport from grassroots through to international level. The CEO shall lead the Senior Management Team (SMT).</p> <p>The CEO has overall responsibility 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. Some of these responsibilities may be delegated to the Deputy CEO and Financial Controller.</p>
<b>Deputy Chief Executive Officer (part of SMT)</b>	<p>The Deputy CEO may deputise for the CEO as and when necessary. The Deputy CEO supports the CEO with the vision and leadership required to implement the Organisation's strategy with a focus on engaging with the sport's core market of existing clubs and players.</p>
<b>Financial Controller (part of SMT)</b>	<p>The Financial Controller works at the Hub and is responsible for financial records, so the Board are able to make decisions based on the financial resources available.</p> <p>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 the Organisation.</p>
<b>Strategic Manager – An Ace Service</b>	<p>Responsible for continuously improving the products and services that most benefit the clubs and the wider volleyball community, while also ensuring they provide healthy revenue streams that enable reinvestment in the sport</p>



<b>Strategic Manager – Get, Keep, Grow.</b>	Responsible for the development of the membership packages and supporting systems surrounding the club eco system for club administrators, players, coaches and officials.
<b>Strategic Manager – Volleyball for Life - Workforce</b>	Responsible for the management of the workforce for all disciplines including The technical development of education and training programmes for coaches, officials and supporting personnel.
<b>Strategic Manager – Volleyball for Life - Talent</b>	Responsible for the management of the talent pathway for all disciplines including the technical development of development for talent coaches and talent supporting personnel, in collaboration with the Strategic Manager – Volleyball for Life - Workforce
<b>Strategic Manager – Digital &amp; Communications</b>	Responsible for developing high quality content assets, maintaining excellent levels of dialogue with the volleyball community, whilst also raising the profile of the sport. To oversee and drive digital transformation through website and other software platforms.
<b>Project Lead(s)</b>	Project Delivery Team Lead's lead on the delivery and reporting of a wide range of projects and programs supporting the implementation of the Volleyball England strategy The Game Plan.
<b>Project Officer(s)</b>	Project Delivery Team Officers support the delivery of and reporting of a wide range of projects and programs supporting the implementation of the Volleyball England strategy The Game Plan.