



National Volleyball League Team Secretary Information

Your Role as Secretary

The following information is meant as a guide to aid you in your role as NVL team secretary.

If you do have any questions or queries, please do not hesitate to contact the Volleyball England competitions team competitions@volleyballengland.org

Deadlines

As an NVL team secretary there are key deadlines for you to meet. It is really important that you submit the fees and forms by these dates to ensure the Volleyball England Hub can process all the information in time for the season. The below highlights some of the key deadlines with approximate timings that you as team secretary must adhere to across the season:

- NVL Entry purchased via VolleyZone (June)
- Fixture Preference Form (June)
- Draft Fixture window (July)
- NVL Mandatory meeting (August)
- Team roster deadline to register 8 players (1st September)
- Match Confirmations (September-April)
- NVL Regulation Suggestions (Consultation if necessary) (December)
- NVL Self Report (January)
- Individual fixture rearrangement (September- April)
- Sourcing referees and match officials for league matches (September-April)

Exact dates when the above should be completed will be communicated from the Hub with all NVL teams throughout the season; the above just gives a general breakdown of when deadlines are.

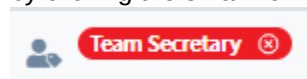
NVL Roster Process

To create a team in VolleyZone, you must log into your club account and click on “team rosters”. To create a roster, click “+Add”. Input the details of the roster, such as the age grade and gender. Once a roster is made, you can add any players or coaches who are registered and approved with your club. To enter the team into an event such as a specific league, you can click the bag icon next to the specific team roster to purchase entry of that roster into a specific event.

Assigning yourself as Team Secretary on VolleyZone

Every club must add a club wide secretary within “Club Details” -> “Committee Roles”.

This contact may be used for general club information as well as important info for specific teams. On top of this, individual teams within a club should add their team secretary within their team roster. This contact will be used for match confirmations and will be visible to opposing teams. To add a team secretary, they must be added within “team rosters” under the “coach” section. Once they are added they should be tagged as “team secretary” by clicking the small human icon pictured below:



Change of Secretary Details

Typically, each team should have the same secretary for the whole season but invariably changes do occur. If the team secretary details change or a new secretary is appointed, the Volleyball England Hub should be informed immediately, (competitions@volleyballengland.org) and you should also update this information on VolleyZone.

Where to have contacts (secretary both as primary admin + on each roster under coaches)

Player Registrations:

Each NVL team is required to purchase their registration and get their players registered on VolleyZone. By the 1st September each team should have registered a minimum of 8 players on the team roster.

A valid registration requires a player to register via VolleyZone for the appropriate NVL Player Registration. The player must also be aligned to their NVL Club, and the Club's specific Team Roster on VolleyZone.

Players can be registered up until 31st January

It is the responsibility of teams to ensure that players register correctly. Any team found to be playing a player who hasn't registered correctly will be subject to an Administrative Dispute as outlined in regulation G 2 where the CWG, has the right to deduct points, fine and suspend any team should the situation warrant it.

NVL VISA Checks:

All individuals who are in the UK on a VISA are required to provide a share code when purchasing their NVL registration on VolleyZone. The share code should always begin with the letter 'S'. Please see the link to obtain the code [here](#). This includes, but is not limited to the following VISA types:

- Settled
- Pre-settled
- Partner
- Student
- Graduate
- Skilled worker
- Youth mobility scheme route
- Ukraine permission extension
- British National Overseas (BNO)
- BNO dependent
- Dependent
- US Military
- Child
- High potential individual
- Global business mobility route

Individuals on a VISA which expires before the end of the NVL playing season will be ineligible to compete in the NVL from the expiry date of their VISA. If an individual is switching or extending VISA, please kindly contact competitions@volleyballengland.org.

An individual's VISA status will need to be checked at the beginning of every season, regardless of any previous season checks.

Individuals on a standard holiday VISA are NOT permitted to compete in the NVL

On top of this some players may be required to purchase a transfer, there are two types of transfer, domestic and international

Domestic Transfers

A domestic transfer is needed if a player is moving to an NVL team and has played for a different NVL team within the past two years a list of these players can be found on the website [here](#)

For players to purchase a domestic transfer, they must log into their member account on VolleyZone. To purchase the transfer follow the below steps:

1. Log into member account,
2. Change association view to "Volleyball England" at the top of your page,
3. Click on "Add" under Events,
4. Select the "NVL Transfer Fee 2025-26 Season", click add and purchase the transfer. It will ask to upload an attachment as evidence of approval from the team you are leaving.

The required approval needs to be a screenshot of an email or message which visibly shows:

- Visual consent that the departing club are approving your transfer request
- It was sent from a committee member from the departing club.

Once this is purchased, the HUB will verify this and initiate your transfer for you, and if you have an active membership, we will complete this for you.

International Transfer (ITC)

Any player that has previously been registered with another Volleyball Federation above the age of 14 before being registered with Volleyball England will require an International Transfer.

This includes players that have been registered to play in a volleyball competition (of any form) for a club, team, school or other volleyball entity with a Volleyball Federation outside of Volleyball England.

The first Volleyball Federation a player has registered with above the age of 14 is called their Federation of Origin.

Any individual who has played Volleyball in another country since the age of 14 is advised to contact competitions@volleyballengland.org to clarify their Federation of Origin. Volleyball England can then assist in contacting any potential Federations to confirm an individual's Federation of Origin.

A player's Federation of Origin may not coincide with the player's nationality.

See the ITC guide [here](#)

Emergency player registration process

An emergency registration can be completed following the closing of the player registration period. The purpose of emergency registrations are to avoid fixtures being forfeited. Therefore, to complete an emergency player registration a team must be unable to field a team without the emergency registrations. To process an emergency registration, you must email competitions@volleyballengland.org with the reason and evidence for players on your roster being unavailable for the remainder of your fixtures.

Match Day requirements the team secretary is responsible for:

1. Arranging for the availability of the venue and booking a minimum period of

- Three hours for single matches,
- Five hours for a double header
- Seven hours for triangular matches.

2. Match start times

Unless otherwise agreed in writing by the opposition, start times for matches must be:

Type Of Match	Day	League	Start time between
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Single Matches	Saturday & Sundays	Super League, National Cup, National Shield QF & SF	12:30-15:00
Single Matches	Saturday & Sundays	Div 1/2/3/ National Shield before QF	11:30-16:30
Double Matches	Saturday & Sundays	ALL	11:30-14:00
Triangular Matches	Saturday & Sundays	Div3	11:30-12:30

3. Supplying competent Technical Officials

Supplying a competent Scorer and a visual scoreboard in all Divisions and at least two competent Lines Judges in Division 2 and above. All Technical Officials should be competent in the performance of their duties.

4. Match Confirmations

Each NVL & Cup and Shield match needs confirming between 21 and 14 days prior to the match date via email (which needs acknowledging by the away team and match officials).

The following people need sending confirmation:

Opposition Team Secretary

Referees, 1st & 2nd

Competitions Department, Volleyball England – competitions@volleyballengland.org

The following items need confirming:

Confirming in writing to the Secretary of the visiting team, the match Referees, and the Hub at least 14 days, and not more than 21 days prior to the date of the match, on VolleyZone:

- The date of the match.
- The venue and travel directions for the match, for both public and private transport.
- The time of the availability of the court.
- The time of the start of the warm-up.
- The time of the start of the match.
- The names of the Referees; TBC is not acceptable; Away Teams must know who is scheduled to Officiate.
- Weather post and base padding is available at the match.
- Live stream link, if applicable

If you are the away team secretary and have not received confirmation within the stipulated time, please contact the opposition first, then Volleyball England Hub and we shall chase it up.

Finding a referee

The Officials Working Group (OWG) assigns referees to fixtures 5-3 weeks before the fixture is scheduled to take place. In some cases, referees will reject their appointments due to unavailability or clashes. Within three weeks of the fixture taking place, the responsibility to find a referee if still missing falls upon the team.

The Club Hub is a tool on the Volleyball England website which provides a “Find a Ref” feature to allow you to find replacement referees in your area within 3 weeks of the fixture. Once you have found a replacement referee, you should email competitions@volleyballengland.org with their name and VEU number. The replacement referees should be qualified referees. If you are struggling to find any qualified referees, please also email competitions@volleyballengland.org.

Fixture Changes

Any fixture detail changes (date, venue, time) must be authorised by the Competitions working group senior committee. Fixture changes will only be approved in exceptional circumstances. Requests for rearrangement must be made at least 21 days prior to the original fixture date.

FAQ'S

Are the times in VolleyZone warm up or start times?

- The times listed in VolleyZone are always **start times**

When is CWG approval required for fixture changes

- For any change in date, time or venue of a fixture after the fixture editing window is closed
 - o To streamline this process, teams should contact the away team for approval of any change before copying in CWG and The Hub to approve

Where can I find the NVL match confirmation template

- Under "NVL Match Confirmation Template" on [THIS](#) page

What evidence is required for a domestic transfer

- The required approval needs to be a screenshot of an email or message which visibly shows
 - o Visual consent that the departing club are approving your transfer request
 - o It was sent from a committee member from the departing club
- To guarantee the transfer is processed for a weekends game, the correct evidence and transfer purchase must be completed by 12:00 noon on the Thursday

How can a player add a new club in their VolleyZone account

- The following guide shows how a player can add a new club to their account ([See GUIDE](#))

When is a domestic transfer needed and how is it purchased

- A domestic transfer is needed if a player has played for a different NVL team in the past 2 years