



**How to** guide

## **Completing 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 2025-26**



*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 2025, 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](mailto:volleyzone@volleyballengland.org) to set up a new username and password for you.

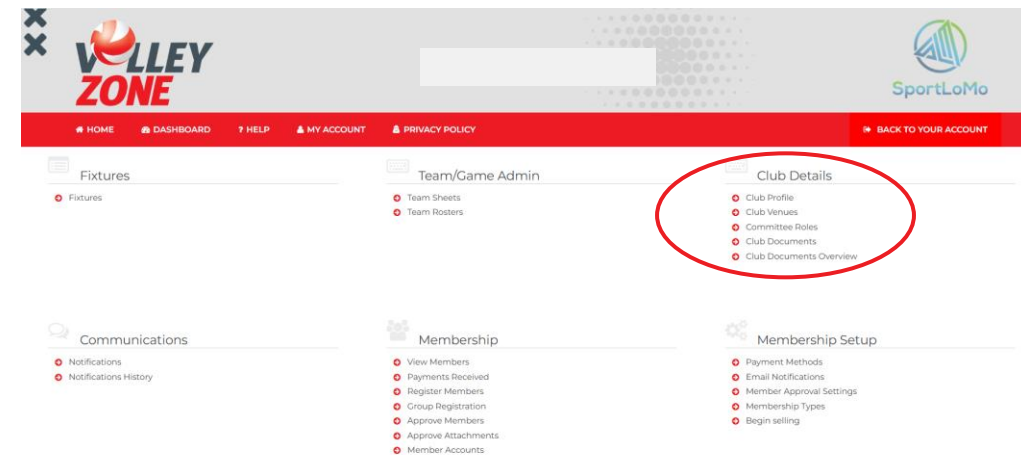


## 2. Updating Club Details

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

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

**!!** 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 2025, and only once your club affiliation has been approved.



1. Updating the Club Profile

- On the club homepage, click on ‘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.

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Club Details

➤ Club Profile

➤ Club Venues

➤ Committee Roles

➤ Club Documents

➤ Club Documents Overview

Options

Profiles

Venues

Registration Config

Attachments

Primary Admin Contact is required to proceed further.

Primary Admin Contact

First Name


Surname

Club Email


Verify Email

Phone No





## 2. Updating Club Committee Members

- On the club homepage, click on '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.

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 Club Details

- ➔ Club Profile
- ➔ Club Venues
- ➔ **Committee Roles**
- ➔ Club Documents
- ➔ Club Documents Overview

Role	Actions
Club Welfare Officer	
Treasurer	
Chair	
Secretary	

- On the role page, ensure you have selected the correct season.
- 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.
- If the member is not on VolleyZone, you can manually enter their details in the fields provided. First name, last name and email address are mandatory fields.
- Ensure that you update the 'Start Date' and 'End Date' for the membership role for the season. If you are unsure, use '1<sup>st</sup> June 2025' as the Start Date and '31<sup>st</sup> July 2026' as the End Date.
- Finally, click 'Save' at the bottom of the page.
- Repeat these steps to update all other committee roles.

Role Profiles

Options

Season: 2024-2025

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:

Postcode:

Country: United Kingdom

Province:

City:

Save

### 3. Updating Club Documents

- On the club homepage, click on '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 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.

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#### Club Details

- ➔ Club Profile
- ➔ Club Venues
- ➔ Committee Roles
- ➔ **Club Documents**
- ➔ Club Documents Overview

#### Attachments

View Attachments

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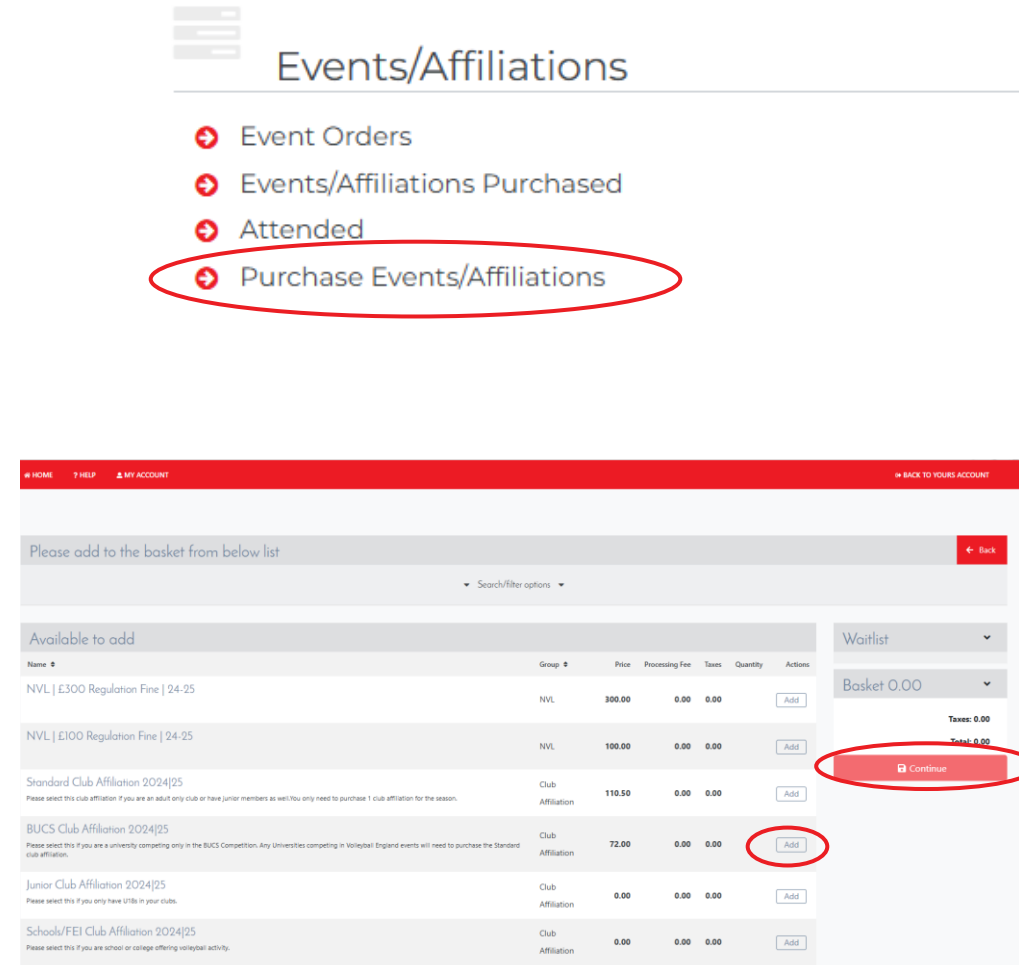
Search/filter options

Attachment Type	File Name	Required	Season	Created	Last Modified	Actions
Club Constitution	1722427426-6232193-1b07-4caf-a422-9b67d392d9c5-darkstar-club-constitution.docx	Yes	None	31/07/2024 13:03		
Safeguarding and Protecting Children Policy	1722427512-6f2bbe47-e08c-47e1-ac49-191b57d17e2c-darkstar-safeguarding-and-protecting-children-policy	Yes	None	31/07/2024 13:05		
Risk Assessment		No	None			
Additional documents		No	None			
Safeguarding Adult Policy	1722427570-988261a5-514c-45d0-816e-d2991725716-darkstar-safeguarding-adults-policy-statement-for-d	Yes	None	31/07/2024 13:06		



### 3. Purchasing Club Affiliation

- On the club homepage, 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'.



The screenshot shows the 'Events/Affiliations' page. The navigation menu on the right includes 'Event Orders', 'Events/Affiliations Purchased', 'Attended', and 'Purchase Events/Affiliations', which is circled in red. Below the menu, there is a table titled 'Available to add' with columns for Name, Group, Price, Processing Fee, Taxes, Quantity, and Actions. The table lists several options, including 'Standard Club Affiliation 2024/25' and 'BUCS Club Affiliation 2024/25'. The 'Add' button for 'BUCS Club Affiliation 2024/25' is circled in red. On the right side, there is a 'Waitlist' section with a 'Basket 0.00' and a 'Continue' button, which is also circled in red.

Name	Group	Price	Processing Fee	Taxes	Quantity	Actions
NVL   £300 Regulation Fine   24-25	NVL	300.00	0.00	0.00		<a href="#">Add</a>
NVL   £100 Regulation Fine   24-25	NVL	100.00	0.00	0.00		<a href="#">Add</a>
Standard Club Affiliation 2024/25 <small>Please select this club affiliation if you are an adult only club or have junior members as well. You only need to purchase 1 club affiliation for the season.</small>	Club Affiliation	110.50	0.00	0.00		<a href="#">Add</a>
BUCS Club Affiliation 2024/25 <small>Please select this if you are a university competing only in the BUCS Competition. Any Universities competing in Volleyball England events will need to purchase the Standard club affiliation.</small>	Club Affiliation	72.00	0.00	0.00		<a href="#">Add</a>
Junior Club Affiliation 2024/25 <small>Please select this if you only have U18s in your clubs.</small>	Club Affiliation	0.00	0.00	0.00		<a href="#">Add</a>
Schools/FEI Club Affiliation 2024/25 <small>Please select this if you are school or college offering volleyball activity.</small>	Club Affiliation	0.00	0.00	0.00		<a href="#">Add</a>