



How to guide

Update Club Documents on VolleyZone

This guide will walk you through how to upload the club constitution and other policies on club's VolleyZone account.

- Log into your club’s VolleyZone account by [clicking here](#).
- 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 (under 18): 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 (18+): 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

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Attachments

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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-d2991f725716-darkstar-safeguarding-adults-policy-statement-for-cl	Yes	None	31/07/2024 13:06		 