

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 a club updates all the necessary details on VolleyZone to ensure their affiliation is approved by Volleyball England in time. Club affiliation benefits, including insurance, will become active only from 1st August 2025 onwards and only after 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.

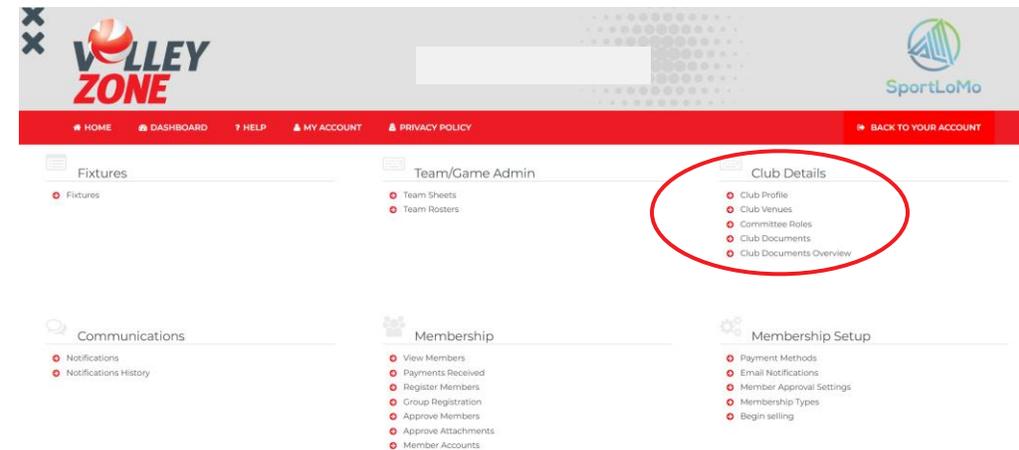


2. Updating Club Details

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

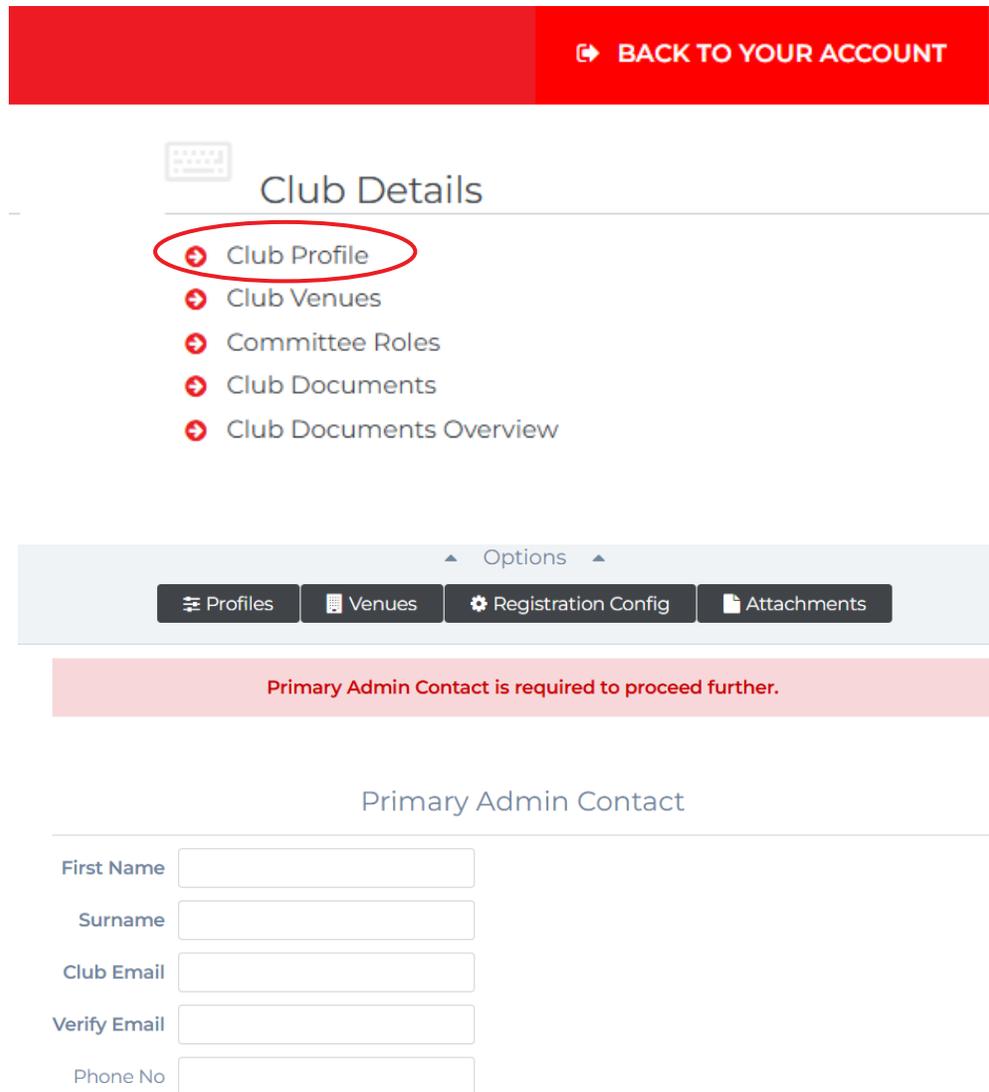
1. Club Profile
2. Club Committee Members
3. Club Documents

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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.



BACK TO YOUR ACCOUNT

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

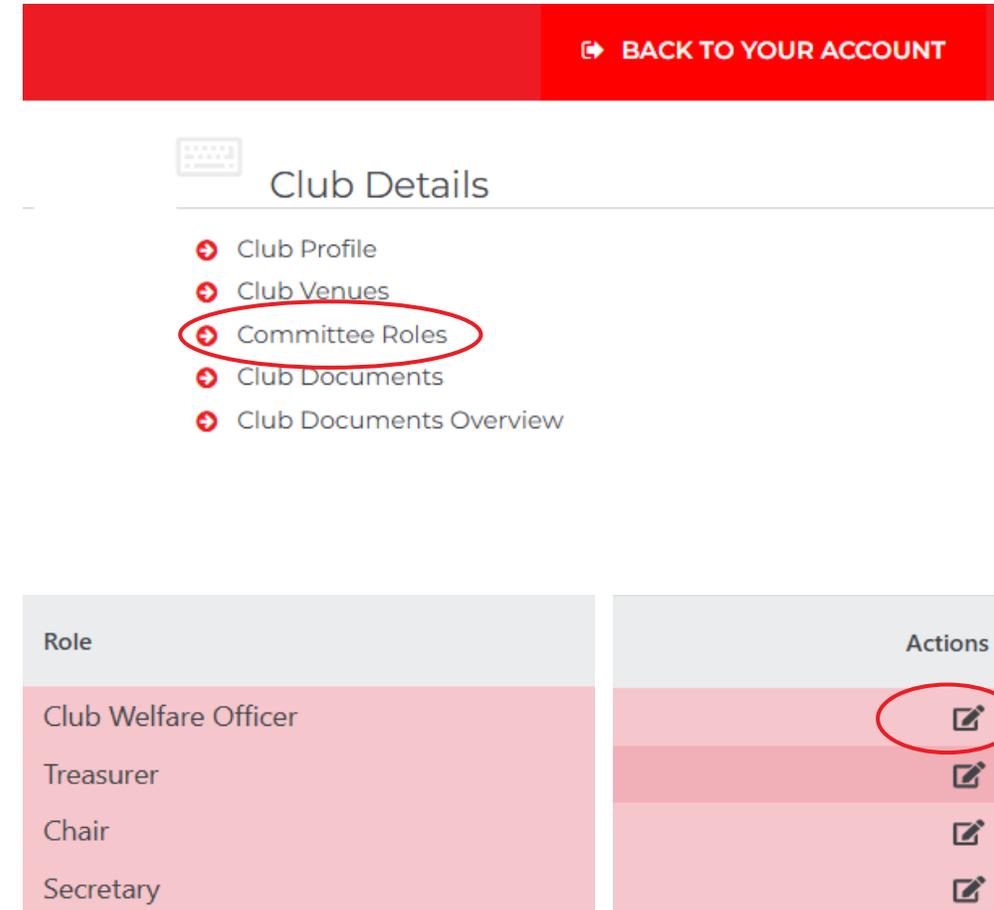
Club Email

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.



The screenshot shows a navigation menu for 'Club Details' with a red header bar containing a 'BACK TO YOUR ACCOUNT' button. The menu items are: Club Profile, Club Venues, Committee Roles (circled in red), Club Documents, and Club Documents Overview.

Role	Actions
Club Welfare Officer	 (circled in red)
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.
- Update the ‘Start Date and ‘End Date’ for the membership role for the season. If you are unsure, use ‘1st June 2025’ as the Start Date and ‘31st 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

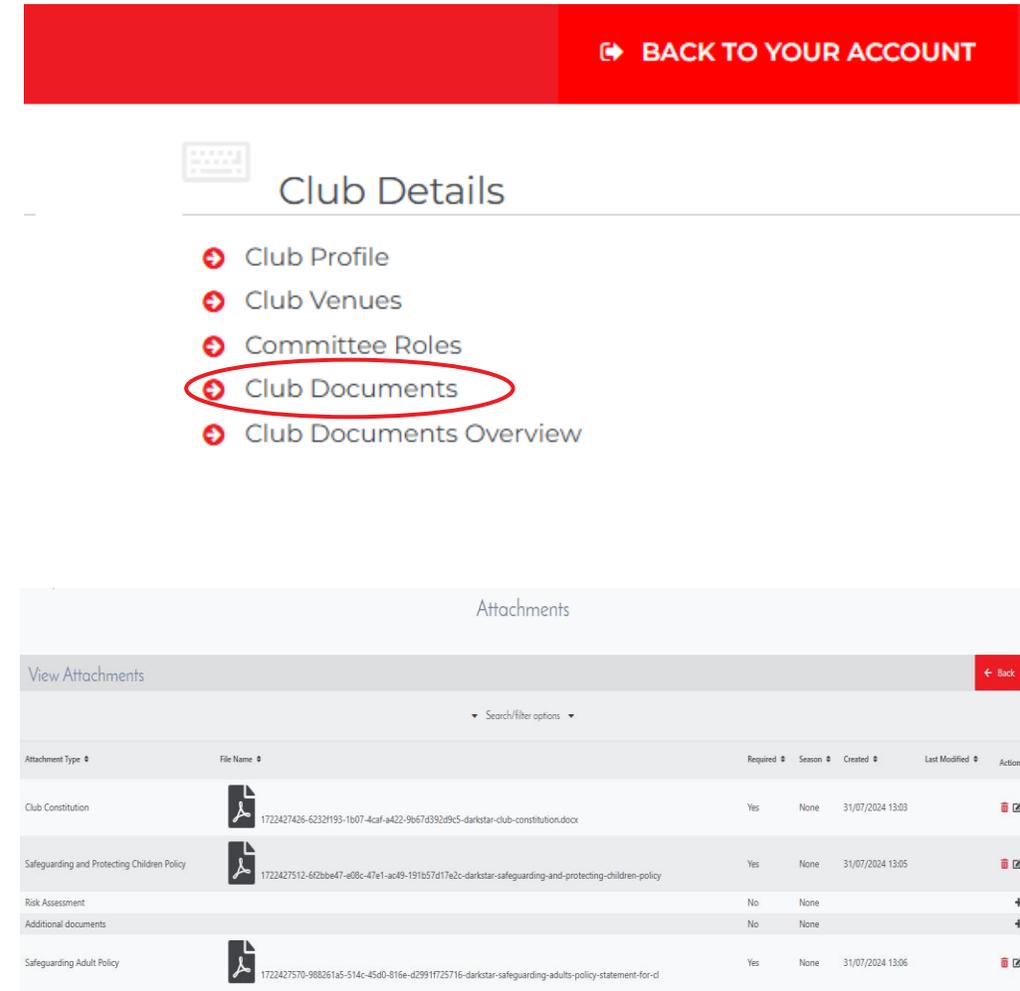
Province:

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 (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.



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’.

