



Information for New Team Secretaries 2021-22

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) Monday to Friday 9:30am-4:30pm and we will be pleased to help

Forms, Fees & 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.

Action	Deadline
Fixtures confirmed	27 Aug
At least eight players registered	1 st Sep

If deadlines are not met the Competitions Working Group may impose a £25 administration fine.

VolleyZone

Many of the administrative roles as Team Secretary take place on [VolleyZone](#). We have produced a page containing [video user guides](#) to all the key processes. Below are the top three reasons you may encounter a problem:

- 1) Your profile is not complete. Unless you have completed all the fields in your 'edit profile' it will not be possible to perform the majority of the VolleyZone functions.
- 2) There have been several occasions where players have joined their club rather than the team. If you only join the club you will not show as a registered player for the NVL Team that you have registered for.
- 3) Players not approved to join/leave your team. As a Team Secretary and Secondary Team Contact you have the ability to accept requests from players to join and leave your team. Many players are left in a 'pending' state meaning that they are officially registered to you team unless you accept their request.

Player Registration

- Each NVL team is required to have at least 8 [players registered](#) on VolleyZone by 1st September.
- Players are required to register as individuals on VolleyZone and pay for that registration at that time, however alternatively as a Team Secretary you can buy [multiple player registrations](#) and distribute discount codes to all the players on your team.
- Players can be registered up until 1st March
- Players are not eligible to play unless they have been registered with Volleyball England and have [completed their international transfer](#) (if applicable).

Player Fees

- Senior Player Registration Fee £36.00
- Junior Player Registration Fee £23.00
- Transfer Fee £22.00

Player Transfer

- A player may transfer between clubs prior to 1st March each season.
- A player may only make **one** transfer during the NVL/KO Cup playing season (1st Sept to 31st August).
- If a player would like to transfer to another team the [following process needs to be undertaken](#) on VolleyZone process needs to be followed
- A player is deemed to become a free agent if they have not played in the NVL in the preceding 2 seasons, otherwise the transfer procedure must be undertaken, even if the old team no longer plays.

COVID Addendum

For the 2021-22 season a COVID addendum will be published which will provide a list of changes to the way that NVL matches should be performed. They are essentially regulations which supersede the NVL regulations in a number of specific areas such as the sanitization of balls every 15 points. The full list will be published as a separate document and circulated ahead of the NVL season.

Match Confirmations

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

The following people need sending confirmation:

- Opposition Team Secretary
- Referees
- Divisional Lead
- Competitions Department, Volleyball England – competitions@volleyballengland.org

For Cup matches please send your match confirmations to:

Volleyball England Hub (competitions@volleyballengland.org)

The Cup Lead, James Murphy (james.murphy@volleyball.co.uk)

NVL Referee Liaison, Martin Shakespeare (martin.shakespeare@ntlworld.com).

The following items need confirming:

- Date of the match
- Venue
- The time of the availability of the court
- Warm up start time
- Match start time
- Availability of post-match hospitality

N.B. Triangular matches are played in the order set out on the Volleyball England website (**with the home team playing in the 1st and 3rd matches**).

If you are the away team secretary and have not received confirmation within the stipulated time, please contact the opposition first, then the Divisional Lead who will chase it up.

Fixture Changes

- Any fixture detail changes (date, venue, time) must be authorised by the Divisional Lead.
- 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.

If fixture details are amended and approved, please inform all parties of the new confirmed details and the Volleyball England Hub so that systems can be amended.

Results

The home Team are required to communicate the results to Geoff Hollows immediately after the match via phone call, text, WhatsApp or email. The following information is required to be included in the message:

- Division
- Match number
- Set scores

For example, M1/21, Team A v Team B, Team A won 3-2, (25-17, 15-25, 17-25, 25-27, 15-12)

Geoff's Hollows contact information - 07918 636 146 or ve.resultsservice@btinternet.com

Score Sheets

All score sheets need returning on the next working day after the match either:

- via email to competitions@volleyballengland.org or
- via post to National KO Cup results, Volleyball England, 3 Oakwood Drive, Loughborough, LE11 3QF

The top white copy of the score sheets should be posted (if applicable). The second copy should be given to the away team captain and the bottom copy retained by the home team.

Common Mistakes

There are a few mistakes which are common throughout the NVL and in an effort to make the leagues run as smoothly and fairly as possible there are regulations in place to ensure teams stick to the rules, such as fines and penalty points.

The most common mistakes which fines are given for are listed below. If you can make an effort to make sure your team adheres to the rules, in particular the ones listed below your team will run much more smoothly and the fines will not mount up!

- **No Line Judges** – The home team is responsible for providing at least 2 line judges (except in Division 3 where this is a recommendation not a requirement).
- **Inappropriate Referee Stand** – The referee stand needs to be stable, safe and adjustable. A vaulting horse box is not acceptable. It is very important the referee is able to view the play from the best vantage point.
- **Not communicating the Match Result** – The home team is responsible for communicating the result through immediately after the match (preferably by 8pm).
- **Not Sending the Score Sheet into the Volleyball England Hub** – The home team is responsible for preferably emailing a photo of the scoresheet or posting 1st class the top copy of the score sheet no later than the next working day after the match.
- **No Coach** – Each team must have a registered level 2 coach or nominated player at the match and this person's details entered on the score sheet in the correct space.
- **Match Not Confirmed in the stipulated time** – the match details must be confirmed with the Opposition, Referees and Divisional Lead between 21 and 14 days prior to the fixture date.

Change of Secretary Details

In theory 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 you are required to [amend the details on VolleyZone](#). All of your opponents will be able to view the allocated Team Secretary, therefore it is important to keep up to date. If you leave your role as secretary then by updating the information on VolleyZone with the new secretary then all further communication from VE will be directed to the right person.