



## **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, <u>click here</u>.
- 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 <u>here</u>.
- Alternatively, you can write to us at <u>vollleyzone@volleyballengland.org</u> 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 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.



### BACK TO YOUR ACCOUNT Club Details Club Profile Club Venues Committee Roles Θ Club Documents Club Documents Overview ▲ Options ▲ \Xi 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

### 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.

#### 2. Updating Club Committee Members

- On the club homepage, click on 'Committee Roles' under Club Details.
- To update a role, click on edit icon *reast* next to the relevant role. It's mandatory to update the roles for Chair, Secretary, Treasurer and Club Welfare Officer.





- 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 '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	
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First Name	
Surname	
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#### BACK TO YOUR ACCOUNT

#### 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 <u>here</u>.
- 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 <u>Volleyball England</u> <u>Safeguarding and Protecting Children Policy Policy</u> or create your own policy using the template <u>here.</u>
  - If your club is for adults only (18+): Attach Safeguarding Adults Policy. You can either adopt the <u>Volleyball England Safeguarding Adult Policy</u> or create your own policy using the template <u>here.</u>
  - If your clubs includes juniors & adults: You must upload both the policies.



	Attachments					
View Attachments					•	+ Back
	▼ Search/filter options ▼					
Attachment Type \$	File Name 0	Required \$	Season 🏶	Created \$	Last Modified \$	Actions
Club Constitution	1722427426-62321193-1607-4caf-a422-966743922955-darkstar-club-constitution.docx	Yes	None	31/07/2024 13:03		<b>i</b> C'
Safeguarding and Protecting Children Policy	1722427512-642be4f7-408c-47e1-ac49-191b57f17e2c-darkstan-safeguarding-and-protecting-children-policy	Yes	None	31/07/2024 13:05		<b>i</b> C
Risk Assessment		No	None			+
Additional documents		No	None			+
Safeguarding Adult Policy	1722427570-988261a5-514c-4590-816e-42991725716-darkstar-safeguarding-adults-policy-statement-for-cl	Yes	None	31/07/2024 13:06		<mark>i</mark> C'

## 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 <u>here</u>.
- 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'.



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Please add to the basket from below list								← Back
▼ Searc	ch/filter options 💌							
Available to add							Waitlist	*
Name #	Group \$	Price	Processing Fee	Taxes	Quantity	Actions		
NVL   £300 Regulation Fine   24-25	NVL	300.00	0.00	0.00		Add	Basket 0.00	*
NVL   £100 Regulation Fine   24-25	NVL	100.00	0.00	0.00		Add		Taxes: 0.00
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Junior Club Affiliation 2024 25 Passe seat this Pyou only have Utils in your cubs.	Club Affiliation	0.00	0.00	0.00		Add		
Schools/FEI Club Affiliation 2024]25 Press send this Pyou are school or college othering vollegest active;	Club Affiliation	0.00	0.00	0.00		Add		

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