



## Information for Team Secretaries 2022-23

### Your Role as Secretary

The following information is meant as a guide to aid you in your role as NVL (National Volleyball League) team secretary. The NVL full regulations can be found on the [Website](#). If you do have any questions or queries, please do not hesitate to contact the Volleyball England Hub ([competitions@volleyballengland.org](mailto: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 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	15th Aug
At least eight players registered	1 <sup>st</sup> Sep

If deadlines are not met the Competitions Working Group may impose a £25 administration fine. A list of other key dates can be found on the [website](#).

### 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 four 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. This can often be as simple as you have no profile picture! (Player photos on VolleyZone must conform to UK passport standards).
- 2) Players registering the wrong Federation of Origin. **Please note this is not their place of Birth!** "Federation of Origin" is the National Federation where a player was first registered to play in a volleyball competition (for a club, team, school, or other volleyball entity that is affiliated either directly or indirectly with the Federation) over the age of 14. This does not necessarily have to be the same as the National Federation that matches a players Nationality.
- 3) 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.
- 4) Players not approved to join/leave your team. As a Team Secretary and Secondary Team Contact you can accept requests from players to join and leave your team. Many players are left in a 'pending' state until you accept their request.

### Player Registration

- Each NVL team is required to have at least 8 [players registered](#) on VolleyZone by **1<sup>st</sup> September**.
- Players are required to register as individuals on VolleyZone and pay for that registration at that time. As a Team Secretary you can buy [multiple player registrations](#) and distribute the discount codes to all the players on your team.

- Players can be registered up until 1<sup>st</sup> 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 £38.00
- Junior Player Registration Fee £24.00
- Transfer Fee £23.00

### Player Transfer

- A player may transfer between clubs prior to 1<sup>st</sup> March each season.
- A player may only make **one** transfer during the NVL/KO Cup playing season (1<sup>st</sup> Sept to 31<sup>st</sup> August).
- If a player would like to transfer to another team the [following process needs to be undertaken](#) on VolleyZone.
- 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. A list of players needing NVL Transfers can be found on the [Website](#).

### Referees

Where possible, referees will be allocated to your matches on Who's The Ref (WTR). These can be viewed at [www.whotheref.com](http://www.whotheref.com).

- Club Secretaries must apply for a log on and use the system when sending out appointment confirmations.
- Club Secretaries are also responsible for ensuring that the details held on WTR (and the Volleyball England website) are correct and inform the NVL Officials Group Member or Volleyball England Hub as appropriate of any inaccuracies.

### **If you are not allocated a referee on WTR then it is the home team's responsibility to find suitable referees.**

- In case of difficulty finding Referees the secretary should contact the Regional Referee Co-Ordinator and the NVL Officials Group Member with details of efforts made so far for advice and information. Evidence of the home teams' efforts to obtain referees must be made available to the Divisional Lead and the NVL Officials Group Member in case of a complaint.
- If a home team has not been able to source two registered match officials, then they should notify their opponents, Divisional Lead and NVL Officials Group Member.
- Whilst it is always preferable to have registered officials it is recognised that there is insufficient referee availability on occasions. The home team should look to source a qualified referee to fulfil the fixture with someone who is not on the NVL Panel this competition season but may be officiating regularly in local leagues. Failing that the home team should source the most competent, experienced, and suitable person e.g., player or coach, to act as second official, again advising opposition and Divisional Lead.

### Match Confirmations

**Each NVL match needs confirming between 21 and 14 days prior to the match date via email** (receipt of this must be acknowledged by the away team and match officials). Here is the [NVL Match Confirmation Template](#).

The confirmation should be sent to the following people:

- Opposition Team Secretary – This can be found on VolleyZone under “Team Information” – “My Opponents”
- Referees
- [Divisional Lead](#)
- Volleyball England Hub – [competitions@volleyballengland.org](mailto:competitions@volleyballengland.org)

For Cup matches please send your match confirmations to (Here is the [Cup Match Confirmation Template](#)):  
Volleyball England Hub ([competitions@volleyballengland.org](mailto:competitions@volleyballengland.org))  
The Cup Lead, James Murphy ([james.murphy@volleyball.co.uk](mailto:james.murphy@volleyball.co.uk))  
NVL Officials Group Member: Martin Shakespeare ([martin.shakespeare@ntlworld.com](mailto: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
- Referees – **TBC is not acceptable.**
- 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 1<sup>st</sup> and 3<sup>rd</sup> 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

- Requests for rearrangement must be made **at least 21 days prior** to the original fixture date.
- Any fixture detail changes (date, venue, time) must be authorised by the **Divisional Lead**.
- Fixture changes will only be approved in exceptional circumstances.

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 is responsible for the following:

- The Scoresheet must be sent in the form of an email with a legible photo or pdf to [competitions@volleyballengland.org](mailto:competitions@volleyballengland.org) AND to [ve.resultsservice@btinternet.com](mailto:ve.resultsservice@btinternet.com) (if possible, by 8p.m.)
- Failure to report results within 24 hours of the published start time of the match will result in a £10 fine per occurrence.
- A hard copy of the scoresheet must be kept until the start of the following competition season in case of any queries)
- The second copy of the scoresheet should be given to the away team captain.
- The home team must notify by email the Volleyball England Hub via [competitions@volleyballengland.org](mailto:competitions@volleyballengland.org), Result Co-ordinator via [ve.resultsservice@btinternet.com](mailto:ve.resultsservice@btinternet.com) and the NVL Officials Group Member and the Divisional / Cup Lead if the match did not take place or that the match was unfinished.

Note: This is required so that results can be passed onto the press etc., and so that league tables and other administrative information may be kept up to date.

### COVID Addendum

For the 2021-22 season a [COVID Addendum](#) was published which provided a list of changes to the way that NVL matches should be performed. We are hopeful that this Addendum will no longer be required, but the status of this will be continually monitored, updated, and applied as necessary throughout the season.

### Common Mistakes

There are a few mistakes which are common throughout the NVL. To make the leagues run as smoothly and fairly as possible, there are regulations in place to ensure teams stick to the rules. **Penalty points and fines may be issued for failure to comply.**

The most common mistakes which fines are given for are listed below. Ensuring your team adheres to the rules, in particular the ones listed below, this will mean your team will not receive fines!

- **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 essential that the referee can view the game from the best vantage point.
- **Not communicating the Match Result** – The home team is responsible for emailing a photo of the scoresheet to [competitions@volleyballengland.org](mailto:competitions@volleyballengland.org) **AND** [ve.resultsservice@btinternet.com](mailto:ve.resultsservice@btinternet.com) no later than 24 hours after the match.
- **No Coach** – Each team must have a registered level 2 coach.
- **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.
- Referees not named on the Match Confirmation – **TBC is not acceptable.**

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