



**VOLLEYBALL**  
**WESTERN AUSTRALIA**

# 2020 Affiliation Guide

## CLUBS & ORGANISATIONS



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# Welcome to the Family

Thank you for considering becoming an affiliate of Volleyball WA. This pack aims to serve as a guide to the types of affiliation you can choose, providing information about the services available and the process to affiliate. It also aims to ensure that we are all aware of our collective responsibilities to grow the sport and adopt best practice.

Volleyball WA (VWA) is the governing body of Volleyball in Western Australia, striving to develop our sport at all levels. Our mission is to 'promote healthy lifestyles through volleyball, facilitating safe opportunities for fun exercise'. We believe that volleyball in WA is underpinned by the following values that drive our priorities and initiatives: inclusive, family, respect, growth, wellbeing and accessible.

VWA is managed by a Board of Directors, whose role is to translate member needs into a future direction for the sport with help from the VWA staff. Managed by the Chief Executive Officer, this staff is split into the following sections:

- Participation and Development
- State Teams and Events
- Marketing
- Places to Play
- Operations

Further information about the Board and the staff can be found on the VWA website, [www.volleyballwa.com.au](http://www.volleyballwa.com.au)

VWA believe that the club and association network is vital and we look forward to working with you to develop our sport. For further information on how we can assist you, please contact the Club and Workforce Development Coordinator, [development@volleyballwa.com.au](mailto:development@volleyballwa.com.au)

Robyn Kuhl  
Chief Executive Officer  
Volleyball WA

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## Key Definitions

In this guide the key words and phrases have the following meanings:

- **Affiliate** - A member Club / Association or group of VWA
- **Affiliation** - The process for an organisation to become a member of VWA, in accordance with the VWA constitution and policies
- **Financial Obligation** - A legal obligation on the part of one party to pay another party an amount of money
- **FIVB** - The Federation Internationale de Volleyball, the international governing body for volleyball
- **Intellectual Property** - All rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to VA, VWA or any event, competition or Volleyball activity of, or conducted, promoted or administered by VA or VWA. For the avoidance of doubt "Intellectual Property" includes the "Sporting Power" and the rules of the sport of Volleyball
- **Member State** - The entity recognised under the VA Constitution to administer the sport of volleyball in a particular State or Territory of Australia
- **Officials** - Refers to all coaches and referees
- **Organisations** - See Affiliate
- **Players** - Refers to all participants of volleyball, regardless of the level of activity that they access
- **Recreational events/activities** - events and activities that don't include training of competitive athletes
- **Sporting Power** - That power delegated to VA by FIVB for the exclusive administration, control and management of the sport of Volleyball in Australia.
- **State Sporting Association** - See Volleyball WA
- **Un-financial** - An individual member or organisation that owes money to VWA, VA, another member state or another affiliate.

- **VA** - Volleyball Australia, which is the FIVB recognised body for the administration, control and management of the sport of volleyball in Australia.
- **Volleyball WA or VWA** - The entity recognised under the VA Constitution to administer the sport of volleyball in Western Australia.
- **Western Australia Volleyball League or WAVL** - The premier indoor volleyball competition in the state.

## Clubs and Organisations Affiliation Categories

In accordance with VWA's Constitution and policies, organisations must be affiliated with the State Sporting Association to be eligible to receive any rights or privileges granted to the organisation. Affiliation is open to all organisations within WA who wish to participate in and grow the sport of volleyball (refer to page 8). The term of affiliation begins on the 1<sup>st</sup> January and expires on the 31<sup>st</sup> December each calendar year.

VWA Affiliation is based on access to services and is split into six categories:

Platinum	Platinum Regional	Gold	Gold - Indoor Beach	Silver	Bronze
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### Platinum Affiliation

Suitable for organisations that wish to access **all** VWA services and benefits. Key features include:

- ✓ Voting rights at AGM
- ✓ Public Liability Insurance and Public Indemnity Insurance
- ✓ Eligible to enter into all relevant VWA events and competitions including the Western Australia Volleyball League (WAVL)
- ✓ Marketing and promotion support

### Platinum Regional

Available to Regional organisations who wish to access the full range of VWA services that are available to them, but are limited by their location. Key features include:

- ✓ Voting rights at AGM
- ✓ Public Liability Insurance and Public Indemnity Insurance
- ✓ Eligible to enter into State Championships and Country of Origin
- ✓ Marketing and promotion support

If Regional organisations wish to enter into WAVL, they must upgrade to 'Platinum' affiliation.

### Gold Affiliation

Suitable for those organisations that only run recreational events / activities and who do not wish to access the full range of affiliation benefits. Key features include:

- ✓ Public Liability insurance for the duration of the volleyball event or activity (for example, a six week social competition)
- ✓ Eligible to enter into Country of Origin
- ✓ Marketing and promotion support

### Gold – Indoor Beach Affiliation

Available to members of the Indoor Beach Volleyball Federation (IBVF) in accordance with the IBVF and VWA Memorandum of Understanding.

### Silver Affiliation

Available to schools who only wish to access VWA organised school based events and activities. Key features include:

- ✓ Volleyshop discount
- ✓ Complimentary ICB Court Hire (1ct/1 hr/per yr) and complimentary kit hire (1 day/1 kit/per yr)

### Bronze Affiliation

Available to community groups, recreation centres, and other not for profit organisations who wish to access the promotion and support networks of VWA. Key features include:

- ✓ Promotion through VWA's digital media channels
- ✓ Letters of endorsement (project based)
- ✓ Marketing and promotion support

All of the above membership categories allow for an upgrade, should organisations wish to access services and benefits associated with another affiliation category. A full breakdown of benefits and services can be found in the affiliation pack.



## Individual Membership Categories

Players, officials and volunteers must also be members of VWA and all affiliates are responsible for ensuring that all individual membership details (and payments if applicable) are received by VWA. The term of individual membership begins on the 1<sup>st</sup> April and expires on the 31<sup>st</sup> March the following year. Please refer to the Individual Membership Guide for further information. VWA Individual Membership is split into the following categories:

Life Member	Platinum	Gold	Gold - Spikezone	Gold – School Students	Gold – IBVF Summer Series
Silver	Bronze - Supporter	Bronze IBVF	White	White - ATABT	Technical
VWA Steel Supporter					

High Performance Athletes may hold a VA membership including 'Volleyroo' or 'Centre of Excellence'.

## Why Affiliate with VWA?

### Professionalism

Through affiliation with VWA, your organisation's professional standing will be enhanced. VWA is the only entity authorised to administer the sport of volleyball in Western Australia by VA (and the FIVB) and is recognised as the State Sporting Association for volleyball in WA by the Department of Local Communities, Sport and Cultural Industries.

### Business Development

The VWA Operations and Support team are able to provide support and advice regarding the following:

- Policies and procedures
- Constitution / Rules of Association
- Risk management
- Insurance
- Member protection and child safe environments
- Club / business development
- Grants and fundraising

VWA are currently meeting affiliates to identify their development priorities and the VWA support required. Please contact [development@volleyballwa.com.au](mailto:development@volleyballwa.com.au) to book your visit.

### Decision making

Dependent on your level of affiliation, you may have voting rights at the VWA AGM (Platinum and Platinum Regional affiliates). VWA welcomes involvement from all affiliates in the decision making process, including representation on the numerous committees and working groups, which can be found on our website, [www.volleyballwa.com.au/about-us/](http://www.volleyballwa.com.au/about-us/).



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## Insurance

Platinum and Gold affiliates of VWA and their registered volunteers will be covered by Volleyball WA's \$20 million Public Liability Insurance, \$2 million Professional Indemnity Insurance and Personal Accident insurance while involved in approved volleyball related activities.

Platinum, Gold, Silver and White individual members will be provided with the Personal Accident Insurance cover appropriate for their membership level. Please note that all individual members must be registered with VWA to be eligible for this Insurance. If members are not registered, **all** insurances, including the affiliates, may become void.

## Administration Support

VWA is able to offer Platinum and Gold affiliates access to the VWA Club Portal. Through the portal, organisations can manage their memberships, manage teams, establish online event entry and create mailing lists. VWA is constantly working with clubs to automate processes and reduce administrative workloads, please direct suggestions to [operations@volleyballwa.com.au](mailto:operations@volleyballwa.com.au).

## Marketing and Promotion

As an affiliate, your organisation will be able to access marketing and promotion support. This may include advertising through VWA's social media and VolleyVoice newsletter, assistance with the development of promotional resources, advice on promotional activities and access to the VWA photograph, clipart and logo library.

In order for your organisation to appear within the 'Places to Play' function on the website, we will need to know what programs you offer and the locations. Therefore, please ensure that you complete the 'Places to Play' section of the affiliation form and supply a copy of your logo. If you would like your single / one off event to be promoted by VWA please complete the Event Sanctioning Form (see Appendix 1).

## Discover Volleyball

Discover Volleyball is a joint project between VWA and VA to get more people playing volleyball. Focusing on providing entry points into the sport through social play, the Discover Volleyball campaign incorporates a range of programs and products designed to engage both current members and newcomers. With programs designed for kids, families and even businesses, VWA would encourage all clubs to take advantage of the new campaign and help people Discover Volleyball. If you want find out how your club can deliver one of the programs please contact [marketing@volleyballwa.com.au](mailto:marketing@volleyballwa.com.au).

## Player Development

The Volleyball FTEM (Fundamentals, Talent, Elite & Mastery) pathway aims to provide a range of access points for volleyball players of all ages and abilities. Please refer to your affiliation pack for further information. As an affiliate of VWA your organisation will be able to access support to establish programs and pathways, including:

- School holiday clinics
- Junior development initiatives
- Recreational activities
- Kid Volley - Spikezone programs



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- Engagement / diversity activities
- Coach development

### **Kid Volley - Spikezone Providers / Centres**

Kid Volley - Spikezone is a modified version of Volleyball designed for beginner level participants where they can learn in a fun, game orientated environment. Spikezone programs can be delivered at a community / school location by an approved 'Spikezone Provider' or at a Club / Association location – an approved 'Spikezone Centre'. Please note that this also includes 'School Volley / Sporting Schools' programs.

Running a Spikezone program has many benefits to the sport and the organisation, including:

- Building a participation base and talent pool
- Income revenue stream
- Development of community partnerships and networks
- Access to new coaches and referees

Recognition as an approved Provider or Centre is only available to VWA affiliates. If you would like to express an interest, please complete the Spikezone section of the affiliation form.

### **Referee and Coach Development**

Through the Club and Workforce Development Coordinator, your organisation can access specific development opportunities for your referees and coaches. This includes:

- VA Coach and Referee Courses
- Accreditation guidance (including Recognition of Prior Learning)
- Mentoring Support
- Observational opportunities
- Resources and information sessions
- Presenter development

VWA wishes to ensure that education is accessible locally and is working with the regional affiliates to establish Education Hubs.

### **Sponsor Benefits**

The following sponsor benefits and promotions are available to your members (dependent on the level of membership).

- ✓ Star Physio - subsidized annual screening for all VWA athletes, 10% discount on all Star Physiotherapy Consultation fees for VWA members and priority emergency appointments at Star Physio for VWA members

As an affiliate of VWA you are also entitled to the following:

- ✓ Volleyshop discount pricing
- ✓ Complimentary kit hire
- ✓ Complimentary Inner City Beach court hire
- ✓ Complimentary VWA Boardroom hire (Platinum/Gold Affiliates only)

See Appendix 2 for the 2020 VWA Service Based Affiliation Guide.





## Eligibility

Organisations wishing to affiliate with VWA must satisfy the following minimum requirements. The organisation must:

- ✓ be an incorporated body, incorporated company or registered business
- ✓ have an active committee / decision making structure
- ✓ ensure that at least one of the sports offered must be volleyball (multisport organisations)
- ✓ be financially stable
- ✓ comply with all state and federal legislation and VWA related policies, including but not limited to member protection (including Working with Children Check) and workplace health and safety and provide evidence as requested

Organisations are required to submit the following as part of the affiliation application (where applicable):

- ✓ Constitution
- ✓ Most recent Annual Report
- ✓ Office bearers / owners of the organisation and other volunteers (refer to the Workforce matrix)
- ✓ Identify the Member Protection Information Officer or main contact person (refer to page 9)
- ✓ Sponsor conflict list (see below)
- ✓ Working with Children Check Record Keeping (refer to Workforce Matrix)
- ✓ All other forms and documentation as requested
- ✓ Payment of the base affiliation fee (if applicable)

## Sponsor Conflicts

VWA recognises that organisations already have in place and have an ongoing need to pursue a variety of sponsors. VWA does not seek to limit these sponsors, except in situations where the sponsorship may collaterally damage VA / VWA brands or the goodwill of VWA / VA major sponsors. To avoid any issues with sponsor conflicts, the organisation must provide a list of sponsors (where signage or branding is visible to the public) to VWA as part of the affiliation application. VWA reserves the right to request affiliates to cease sponsorship or sponsorship discussions if the partnership is likely to impact on current VWA sponsorship arrangements.

After becoming an Affiliate, any new sponsorship arrangements must be notified in writing to VWA. VWA acknowledgement and (if required) endorsement will not be unreasonably withheld, but VWA absolutely reserves the right to safeguard their peak body sponsorships and goodwill as the highest priority.

## Member Protection

VWA places the upmost importance on the provision of safe activities and environments for all. For assistance with Member Protection initiatives, please contact [development@volleyballwa.com.au](mailto:development@volleyballwa.com.au).

### Codes of Behaviour

The VA / VWA Member Protection Policy provides 'Codes of Behavior', which form the basis of appropriate and ethical conduct by which everyone must abide by. The VA Member Protection Policy is available on the Volleyball WA website, [www.volleyballwa.com.au](http://www.volleyballwa.com.au).

### Working with Children Check

In WA, the Working with Children Check (WWCC) is **compulsory** for people who engage in 'child related work' (paid or voluntary), unless exemptions apply. It is the responsibility of the organisation to comply with the Working with Children (WWC) legislation which includes:

- Ensuring that everyone who needs a WWC Card obtains one, refer to page two – <https://workingwithchildren.wa.gov.au/docs/default-source/default-document-library/factsheet-18-wwc-checks-in-the-sport-and-recreation-sector-2015.pdf>
- Not engaging anyone in child related work if they have a negative notice or interim negative notice. <https://workingwithchildren.wa.gov.au/employers-organisations/managing-wwc-checks/action-a-negative-notice>

It is vital to keep records to be able to demonstrate compliance with your obligations under the WWC Act. Information that needs to be recorded in a secure and confidential way (and required for auditing purposes) includes:

- WWC Check application numbers (where applicable), WWC Card numbers and expiry dates for everyone who requires a WWC Card
- reasons for exemptions (if applicable)
- all notifications from the WWC Screening Unit
- any Interim Negative Notice(s) or Negative Notice(s) issued and the action taken by your organisation

**Platinum, Platinum Regional & Gold Affiliates** --please ensure that WWCC information is provided on the Workforce Matrix. Failure to provide this will result in your application for affiliation deemed incomplete. Further information about the WWCC can be found with your Affiliation Pack and a sample record keeping sheet can be found on the website: <https://workingwithchildren.wa.gov.au/employers-organisations/managing-wwc-checks/record-keeping>

### Member Protection Information Officer (MPIO)

The role of the MPIO is to act as the 'go to' person to discuss a problem, providing information and guidance on the organisations complaints procedure. VWA have a network of trained MPIO's, however also believe that it is important for organisations to appoint a trained MPIO or at least nominate a contact person on the committee, as required on the affiliation form.

Formal MPIO training can be accessed via Play by the Rules (free online course) followed by a workshop run by the Department of Local Communities, Sport and Cultural Industries. VWA would recommend that all committee members complete the free on-line course as best practice, <https://www.playbytherules.net.au/online-courses/mpio-online-course>

### **Safe Clubs for Kids**

Safe Clubs for Kids is an initiative to encourage sports organisations to adopt a proactive approach to creating safe environments for children and young people. Undertaking a WWCC is only one element and there are other areas that should be considered. Safe Clubs 4 Kids workshops are run throughout the year and all affiliates will be notified via Volleyvoice and the VWA Facebook page.

## **Risk Management**

The effective management of risk is a collective responsibility to ensure that the sport achieves its vision and mission. VWA adopts a structured and consistent approach to assess and treat all types of risk, at all levels and for all VWA activities. By understanding and addressing its risks, VWA aims to provide greater certainty and security for its members, employees, volunteers and stakeholders. Affiliating organisations have a responsibility to ensure that all guidance from VWA is communicated to, and understood by the appropriate members, policies and procedures are adhered to and issues are reported immediately.

VWA has a range of policies and procedures on the website, which have been developed to meet legislative requirements and / or achieve best practice. It is the responsibility of VWA and the affiliate to ensure that policies and procedures are communicated to, understood by, and adhered to by the relevant parties. VWA is also able to assist organisations to review and establish their own risk management framework, policies and procedures. Please contact [operations@volleyballwa.com.au](mailto:operations@volleyballwa.com.au).

## **Intellectual Property**

By becoming an affiliate of VWA, the organisation acknowledges and agrees:

- that there is considerable goodwill and value in the VWA Intellectual Property
- that the ownership or license to use the Intellectual Property resides with VWA and that VWA has the exclusive legal right to use, license and/or sell the brands and / or Intellectual Property
- it will do all within its power to protect and preserve the Intellectual Property including promptly notifying VWA of any breach or potential breach by a third party
- it will seek the prior written authorisation of VWA to use the Intellectual Property and will at no time alter or amend the integrity of such intellectual property without VWA's prior written approval

VWA agrees that the Affiliate will have a license to use the Intellectual Property as long as it remains in compliance with the affiliation requirements any other license conditions that VWA determine are relevant.

## Affiliate Obligations

As part of the affiliation application process, organisations must acknowledge and accept:

- to abide by the obligations of affiliation / membership as provided in the Constitution, Policies and Regulations of VWA and VA
- to promote and abide by the VWA / VA Codes of Behaviour
- to actively promote the values and mission of VWA
- to ensure that all players, officials and volunteers complete their
- individual VWA membership application and payment (if applicable) in order to participate in volleyball related activities
- that any person who is un-financial or disqualified by either VA, VWA, other member state, or any other affiliate shall be ineligible for membership or to play in VA / VWA competitions or the competitions of any other affiliated organisation
- that VWA will maintain a register of members in accordance with the VWA Constitution
- to meet its financial obligations under any agreements entered into with VWA, including but not restricted to Affiliation
- to comply with the intellectual property requirements
- to comply with all state and federal legislation and VWA related policies, including but not limited to member protection (including WWCC) and risk management and provide evidence as requested

For clarification on what these obligations mean, please contact [development@volleyballwa.com.au](mailto:development@volleyballwa.com.au).

## Non-Compliance

By applying for affiliation, the organisation understands that they are bound under the Constitution and policies of VWA and that VWA is under no obligation to continue affiliation should the organisation fail to uphold their obligations.

Termination of affiliation, either by VWA or the affiliate, will mean the organisation will no longer enjoy the rights and privileges of affiliation from the date of termination.

## Appendix 1

### Single Event Sanctioning Form (Platinum and Gold Affiliates)

If you wish your event to be promoted by Volleyball WA, please ensure that your event is submitted to VWA prior to the 1<sup>st</sup> December each year. Otherwise, please ensure that this form is submitted to VWA a minimum of 4 weeks prior to the event for promotion.

Types of events that may be sanctioned include one-day competitions or social volleyball activities. Please note, activities that run over a series of weeks will not be sanctioned and submission of this form does not automatically guarantee approval.

#### Event Details

Hosting Club Name

Event Name

Event Purpose (Taster, Social, Elite etc)

Volleyball Code(s)

Estimated Number of participants

Adult Male (19+)

Junior Male

Adult Female (19+)

Junior Female

Event Date

Is there a social function involving alcohol? If yes, please detail

Event Manager(s)

Event Manager Email

#### Venue Details

Event Venue(s)

The venue(s) will be safe and suitable for the event being conducted, including:

Yes

- The completion of the equipment facility check form and rectification of any issues
- Adequate facilities including change rooms, showers and toilet facilities to cater for participants, officials and spectators
- Lighting standards adequate for conducting night matches (if applicable)

## Event Regulations

The Event Manager(s) and host club will ensure that the following requirements are adhered to

Yes

- Compliance with all VWA policies and procedures
- Registration of all participants with VWA and payment of VWA membership fee (minimum white membership)
- Event rules promoted to all participants prior to the event
- Risk Management Plan for social events that include alcohol
- Use of accredited referees who are suitable for the level of the matches they are appointed to
- Injury report forms will be submitted to VWA following the event

## Event Sponsors

Sponsor Name	Primary purpose	Sponsor Contact Information

The person listed below is the authorised signatory of the Hosting Club and warrants that all details within this application are true and correct.

Name

Position within the club

Date

Signature

Please return this form to Volleyball WA at: [info@volleyballwa.com.au](mailto:info@volleyballwa.com.au) or PO Box 133, Leederville, WA 6903.

## VWA APPROVAL – Office use only

Sanctioning approval is provided on the basis of the information provided within this application being true and correct and all events will be conducted in accordance with the Policies of VWA.

Date

Signature



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## Appendix 2

2020 VWA Service Based Affiliation Guide - Organisations						
Categories	Platinum	Platinum - Regional	Gold	Gold - Indoor Beach	Silver	Bronze
Fee	\$475	\$445	\$415	Included in Fee for Service	Included in nomination fee	Free (fee for additional services)
Eligibility	Volleyball Clubs	Regional Associations	Volleyball Clubs/Groups	Indoor Beach Centres	Schools	Community groups, recreation centres
Access to services	All	All (limited by location)	Recreational events / activities only (does not include training)	Limited services	VWA/VA School events only	Limited services
Benefits						
	Platinum	Platinum - Regional	Gold	Gold - Indoor Beach	Silver	Bronze
Voting rights at AGM	✓	✓				
Public Liability Insurance and Professional Indemnity Insurance	✓	✓	✓ (duration of event)		✓ (duration of VWA event)	
Volleyshop discount	✓	✓	✓		✓	✓
Complimentary ICB Court hire (1 ct / 1 hr / per yr)	2	2	1		1	1
Complimentary kit hire (1 day / 1 kit / per yr)	2	2	1		1	1
Access to Club Portal	✓	✓	✓	Fee for service		
Use of Portal for clubs internal registrations	✓	✓		Fee for service		
Sponsor benefits	✓	✓	✓			
Access to photo library	✓	✓				
Club development support	✓	✓	✓ (limited)	Fee for service		
Discover / Rediscover Volleyball material	✓	✓	✓	Fee for service		Fee for service
Letters of endorsement	✓	✓	✓		✓ (AVSC attendees only)	✓ (project based)
Social media promotion	✓	✓	✓ (2 articles p.a)	✓ (2 articles p.a)		✓ (2 articles p.a)
E-newsletter promotion	✓	✓	✓ (2 articles p.a)	✓ (2 articles p.a)		✓ (2 articles p.a)
Website club search	✓	✓	✓	✓		✓
Kids Volley - Spikezone Provider recognition	✓	✓	✓	Fee for service		Fee for service
VWA Calendar	✓	✓	✓			
Complimentary VWA Boardroom hire (1 day/per yr)	✓	✓	✓			
VWA Event entry						
	Platinum	Platinum - Regional	Gold	Gold - Indoor Beach	Silver	Bronze
Clubs Conference	✓	✓	✓	✓	✓	✓
Country of Origin	✓	✓	✓		✓	✓
Schools Cup					✓	
State Championships	✓	✓				
WAVL / State League	✓					
WAVJL	✓				✓	
WAPBVL	✓	✓	✓		✓	

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