



**VOLLEYBALL
WESTERN AUSTRALIA**

2023 Affiliation Guide

CLUBS & ORGANISATIONS

Welcome to the Volleyball Community

Thank you for considering becoming a new or returning affiliate of Volleyball WA (VWA). 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 with VWA. It also aims to ensure that we are all aware of our collective responsibilities to grow the sport and adopt best practices.

Volleyball WA (VWA) is the governing body of volleyball in Western Australia, striving to develop our sport at all levels. Our mission is to 'support Western Australian communities to play the world sport of volleyball in an inclusive and fun environment.' We believe that volleyball in WA is underpinned by the following values that drive our priorities and initiatives: inclusivity and accessibility, health and wellbeing, community, and respect.

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
- Pathways and Events
- Marketing and Communications
- Operations and Support

Further information about the Board and the staff can be found on the VWA website, www.volleyballwa.com.au

VWA believe that the club and association network is vital, and we look forward to collaborating with you to develop our sport. For further information on how we can assist you, please contact the Club and People Development Coordinator, at development@volleyballwa.com.au



Robyn Kuhl
Chief Executive Officer
Volleyball WA

Contents

Welcome to the Volleyball Community.....	2
Contents	3
Key Definitions	4
Benefits of Affiliation	5
Professionalism and Credibility.....	5
Business Development.....	5
Decision Making	5
Insurance	5
Administration Support.....	6
Marketing and Promotion.....	6
Discover Volleyball.....	6
Player Development	6
Kids and Junior Volley Centres	7
Social Volley Centres.....	7
Referee and Coach Development	7
Additional Benefits.....	8
Eligibility.....	8
Mutual Obligations	9
Individual Membership Categories	10
Clubs and Organisations Affiliation Categories	10
Platinum Affiliation	11
Platinum Regional.....	11
Gold Affiliation.....	11
Gold – Indoor Beach Affiliation.....	12
Silver Affiliation.....	12
Bronze Affiliation.....	12
Sponsor Conflicts.....	12
Member Protection	13
Codes of Behaviour.....	13
Working with Children Check	13
Child Safeguarding.....	14
Risk Management.....	14
Intellectual Property.....	15
Non-Compliance	15
Appendix 1	16

Key Definitions

In this guide the keywords 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 do not 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.

Benefits of Affiliation

Professionalism and Credibility

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 Government, Sport, and Cultural Industries. Individuals looking for a club referral can be assured of the quality of affiliated clubs.

Business Development

The VWA Marketing and Communications team are able to provide support, resources and tools regarding the following:

- Policies and procedures
- Constitution/rules of association
- Risk management
- Insurance
- Member protection and child-safe environments
- Club/business development
- Working with Local Government
- Grants and fundraising
- Places to play support
- KidSport
- Good Sports

VWA staff are available to support your club, please contact development@volleyballwa.com.au for any assistance.

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/.

Insurance

Platinum and Gold affiliates of VWA and their registered volunteers will be covered by Volleyball WA's \$20 million Public Liability Insurance, \$10 million Professional Indemnity Insurance and Personal Accident Insurance while involved in approved volleyball-related activities.

Individuals who have obtained Platinum and Gold memberships 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 may become void, including the affiliate's Public Liability and Professional Indemnity cover. If a VWA Affiliate is found to be without appropriate VWA individual memberships, VWA may take action of disaffiliating with the Affiliate.

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 collaborating with clubs to automate processes and reduce administrative workloads, please direct suggestions to development@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, advice on promotional activities and access to logos and some VWA photographs.

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 (refer to form **Event Sanctioning Form** on the club portal). Please note to be included in the annual calendar this will need to be completed by **November 1**.

Discover Volleyball

Discover Volleyball is a joint project between VWA and VA to get more people to play 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, juniors, and adults of all abilities, VWA would encourage all clubs to take advantage of the campaign and help people Discover Volleyball. If you want to find out how your club can deliver one of the programs, please contact a member of our participation team.

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 welcome 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 (Sporting Schools)

- Junior development initiatives
- Recreational activities
- Kids Volley – (delivered by Spikezone)
- Junior Volley
- Junior Talent Development Academy
- Engagement/diversity activities
- Coach development

Kids and Junior Volley Centres

Kids and Junior Volley are programs designed for beginner-level participants where they can learn in a fun, game-orientated environment. Programs can be delivered at a community centre, school, park, or beach centre.

Running a Kids or Junior Volley 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 contact juniors@volleyballwa.com.au or complete the Kids and Junior Volley section of the affiliation form.

Social Volley Centres

Social Volley can be run in a variety of locations including indoor facilities, the beach, or parks with a target audience of any adult age. It can incorporate a one-off social event, a term-long social program, or a league.

Being a Social Volley provider includes administrative support, and marketing support and VWA can provide templates upon request. The benefits include building a participation base, developing community partnerships and networks and income revenue stream. Please contact juniors@volleyballwa.com.au for more information.

Referee and Coach Development

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

- Volleyball Australia accreditation courses
- Refresher and development workshops

- 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 have remote and in-person education opportunities. Please contact education@volleyballwa.com.au for more information.

Additional Benefits

Dependent on your level of affiliation you may also be entitled to the following:

- ✓ Eligibility to enter into the WA Volleyball League (WAVL) and WA Volleyball Junior League (WAVJL)
- ✓ Volleysshop discount pricing
- ✓ Complimentary kit hire
- ✓ Complimentary Inner City Beach court hire
- ✓ Complimentary VWA Boardroom hire (Platinum/Gold Affiliates only)

See Appendix 1 for the **2023 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 is 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)
- ✓ Sponsor List

- ✓ Working with Children Check Record Keeping (refer to Workforce Matrix) – this will need to be updated and resubmitted every six months
- ✓ All other forms and documentation as requested
- ✓ Payment of the base affiliation fee (if applicable)

Mutual Obligations

Volleyball WA will:

- Energetically and consistently work to maintain and advance Volleyball WA's purpose and mission through integrity, values, quality, and reputation
- Actively capture, engage, and increase participation in the sport of volleyball in Western Australia
- Build the visibility of volleyball in Western Australia through participation, marketing and building effective relationships
- Support and enhance the sustainability of Volleyball WA and its Affiliates by engaging, empowering, and connecting people
- Provide opportunities and ongoing implementation for Talent Identification (TID), Development and High Performance (HP) athletes coaches and officials
- Deliver tournaments and events to the highest standards

In return, Volleyball WA Clubs, Associations and Organisations will support Volleyball WA by:

- Adhering to and promoting Volleyball WA and Volleyball Australia's obligations of affiliation/membership as provided in the Constitution, Policies and Regulations
- Actively promoting the values and mission of VWA and adhering to the VWA / VA Codes of Behaviour
- Ensuring all players, officials and volunteers complete their Individual VWA Membership application and payment (if applicable) in order to participate in volleyball-related activities (Refer to Individual Membership Categories)
- Meeting all financial obligations under any agreements entered into with VWA, including but not restricted to Affiliation
- Complying with all State and Federal legislation and VWA-related policies, including but not limited to member protection (including WWCC) and risk management and providing evidence as requested
- Acknowledging that any person who is un-financial and disqualified by either VA, VWA, another 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 organization
- Accepting that VWA will maintain a register of members in accordance with the VWA Constitution
- Complying with the intellectual property requirements

Individual Membership Categories

Affiliate players, participants, 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 **April 1** and expires on **March 31** of the following year. Please refer to the Individual Membership Guide for further information. VWA Individual Membership is split into the following categories:

- Platinum Membership
- Gold Membership
- WAVJL Membership (Junior League only)
- Bronze ATABT Membership
- Kids/Junior/Social Term Membership

High-Performance Athletes may hold a VA membership including 'Volleyroo' or 'Centre of Excellence,' and Officials may hold a 'Technical' membership.

For clarification on what these obligations mean, please contact development@volleyballwa.com.au.

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. The term of affiliation begins on **January 1** and expires on **December 31** 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
----------	-------------------	------	---------------------	--------	--------

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 all relevant VWA events and competitions including the Western Australia Volleyball League (WAVL), WA Volleyball Junior League (WAVJL), ATA Country State Championships, ATA Country of Origin and other VWA Social Volley events
- ✓ Eligible to attend the annual VWA Clubs Conference
- ✓ 10% Volleysport discount
- ✓ Letters of endorsement
- ✓ Complimentary ICB Court, kit and VWA Boardroom hire
- ✓ Club development support
- ✓ Listing on the VWA website
- ✓ Promotion in Volley Voice

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 ATA Country State Championships, ATA Country of Origin and other VWA Social Volley events
- ✓ Eligible to attend the annual VWA Clubs Conference
- ✓ 10% Volleysport discount
- ✓ Letters of endorsement
- ✓ Complimentary ICB Court, kit and VWA Boardroom hire
- ✓ Club development support
- ✓ Listing on the VWA website
- ✓ Promotion in Volley Voice

If regional organisations wish to enter WAVL, they must upgrade to a '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 ATA Country of Origin and other VWA Social Volley events
- ✓ Eligible to attend the annual VWA Clubs Conference
- ✓ 5% Volleysport discount

- ✓ Letters of endorsement
- ✓ Complimentary ICB Court, kit and VWA Boardroom hire
- ✓ Club development support (limited)
- ✓ Listing on the VWA website
- ✓ Promotion in Volley Voice (limited)

Gold – Indoor Beach Affiliation

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

Silver Affiliation

Available to schools who only wish to access VWA-organised school-based events and activities.

Key features include:

- ✓ 5% Volley Shop discount
- ✓ Ongoing teacher resources and professional development
- ✓ Eligible to enter Schools Cup and WAVJL
- ✓ Support finding coaches and referees

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:

- ✓ Letters of endorsement (project based)
- ✓ Information on Coaching and Referee Accreditations
- ✓ Skill development opportunities
- ✓ Ongoing updates on any new VWA events and activities
- ✓ Support to transition to the WA Volleyball League
- ✓ Eligible to enter into ATA Country of Origin and other VWA Social Volley events
- ✓ Venue listing on the VWA website

All of the above affiliation categories allow for an upgrade, should organisations wish to access services and benefits associated with another affiliation category.

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 VA / VWA major sponsors. To avoid any issues with sponsor conflicts, the organisation must provide a list of sponsors 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 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 reserves the right to safeguard their peak body sponsorships and goodwill as the highest priority.

Member Protection

VWA places the utmost importance on the provision of safe activities and environments for all. For assistance with Member Protection initiatives, please contact development@volleyballwa.com.au.

Codes of Behaviour

The VWA Member Protection Policy Statement provides 'Codes of Behavior,' which form the basis of appropriate and ethical conduct by which everyone must abide. The VWA Member Protection Policy Statement is available on the Volleyball WA website, 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 securely and confidentially (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 being 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>

Child Safeguarding

Every child has the right to discover and enjoy life in a safe environment. It is the duty of organisations engaged in child-related activities to protect children and young people from harm. It is both morally and legally required to protect kids and young people from abuse, discrimination, and harassment. VWA would recommend visiting <https://www.dlgsc.wa.gov.au/department/child-safeguarding> to complete the Self-Assessment against the National Principles for Child Safe Organisations and find resources for child-safe organisations.

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 risk management framework, policies, and procedures. Please contact development@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 and any other license conditions that VWA determines relevant.

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

2023 VWA Service Based Affiliation - Organisations

Categories	Platinum	Platinum - Regional	Gold	Gold - Indoor Beach	Silver	Bronze
Fee	\$535	\$505	\$470	Included in Fee for Service	Included in nomination fee	Free
Eligibility	Volleyball Clubs & Associations	Regional Associations	Volleyball Clubs & Associations	Indoor Beach Centres	Schools	Community groups, recreation centres, Indoor Beach Centres
Access to services	All	All (limited by location)	Recreational events / activities only (does not include training)	Limited services	VWA/VVA School events only	Limited services only

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 only)	
Volleyshop discount	10%	10%	5%		5%	
Complimentary ICB Court hire (1 ct / 1 hr / per yr)	2	2	1			
Complimentary kit hire (1 day / 1 kit / per yr - bond payable)	2	2	1			
Access to Club Portal	✓	✓	✓	Fee for service		
Club development support	✓	✓	✓ (limited)	Fee for service		
Letters of endorsement	✓	✓	✓		✓ (AVSC attendees only)	✓ (project based)
Social media promotion (where applicable)	✓	✓	✓ (2 articles p.a)	✓ (2 articles p.a)		✓ (1 article p.a)
Volley Voice promotion	✓	✓	✓ (2 articles p.a)	✓ (2 articles p.a)		✓ (1 article p.a)
Website club listing	✓	✓	✓	✓		✓
Kids, Junior & Social Volley Program Provider Eligibility	✓	✓	✓	Fee for service		Fee for service
VWA Calendar acknowledgement	✓	✓	✓	✓		✓
Complimentary VWA Boardroom hire (once-2 hours per year)	✓	✓	✓			

VWA Event entry

	Platinum	Platinum - Regional	Gold	Gold - Indoor Beach	Silver	Bronze
Clubs Conference	✓	✓	✓	✓		
ATA Country of Origin Events	✓	✓	✓	✓		✓
Schools Cup					✓	
ATA Country State Championships	✓	✓				
WAVL /State League	✓					
WAVJL	✓				✓	
Other VWA Social Events	✓	✓	✓	✓		✓

DISCOVER YOUR VOLLEYBALL GAME

