



## National Volleyball League 2018-19 Information for New Team Secretaries

### **Your Role as Secretary**

The following information is meant as a guide to aid you in your role as NVL team secretary. If you are organised and understand the details laid out in the NVL handbook, then this is not a difficult job. If you do have any questions or queries, please do not hesitate to contact the Volleyball England Hub Monday to Friday 9:30am-4:30pm and we will be pleased to help (01509 227722).

### **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.

#### **June**

Handbook Details Form  
League Entry Payment & Form

#### **July**

Club Affiliation  
Draft Fixtures confirmation

#### **August**

Player Registration

NB Exact dates when the forms and fees must be in are written on but the above just gives a general breakdown of when deadlines are. If deadlines are not met the Competitions Working Group may impose a £25 administration fine.

### **Player Registration**

Each NVL team is required to complete a Player Registration Form and register, pay for at least 8 players by 20<sup>th</sup> August to be eligible to compete in the NVL.

### **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 a completed Player Registration Card that should be present at every match.

### **Player Fees**

Senior Player Registration Fee £36  
Junior Player Registration Fee £23  
Emergency Registration Fee £5 in addition to the Player Registration Fee  
Transfer Fee £22

### **Registering a Current Player through the Volleyball England Hub:**

Fill in a Player Registration form. Send it along with a cheque (payable to The English Volleyball Association Ltd.), cash or bank transfer to the Volleyball England Hub who will register the player.

### **Registering a Current Player Online:**

Secretaries have the ability to register and pay for players who played last season online on the Volleyball England website at [www.volleyballengland.org](http://www.volleyballengland.org) New players will be required to complete an NVL Player Registration Form.

### **Registering a New Player:**

Fill in a Player Registration form and attach a photo (alternatively a photo can be emailed to [competitions@volleyballengland.org](mailto:competitions@volleyballengland.org)). Send it along with a cheque (payable to The English Volleyball Association Ltd.), cash or bank transfer to the Volleyball England Hub who will register the player.

### **Bank Transfer Details:**

If you would prefer to make payments via a bank transfer this is possible if you use the following details:

Account Name: English Volleyball Association Ltd

Account Number: 11376288

Sort Code: 16-26-32

You will need to name the transfer as 'NVL Team Entry for \*enter team name\*', or 'Player Registration \*enter player name\*'

### **Emergency Registration**

A player can be registered with the referee on the day of the match prior to the game commencing if the following are present: completed registration card with photo and a cheque payable to The English Volleyball Association for the Player Registration Fee plus an additional £5 administration fee.

### **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).

A transfer certificate must be completed by the team wishing to sign the player and sent with the transfer fee to the Volleyball England Hub to send to the releasing team secretary. This must be completed by both teams, the transfer fee paid and the Player Registration Card amended by the Volleyball England Hub for the transfer to be complete.

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.

### **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, Appointed Scorers and Appointed Line Judges

Divisional Lead

Competitions Department, Volleyball England – [competitions@volleyballengland.org](mailto:competitions@volleyballengland.org)

For Cup matches please send your match confirmations to the Volleyball England Hub and the Cup Lead, James Murphy ([james.murphy@volleyball.co.uk](mailto:james.murphy@volleyball.co.uk)) instead of the Divisional Lead. Please also send it to NVL Referee Liaison, Martin Shakespeare ([martin.shakespeare@ntlworld.com](mailto:martin.shakespeare@ntlworld.com))

The following items need confirming:

Date of the match

Venue

Travel directions – both public and private transport

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 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 Volleyball England Hub and we shall 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 the database and website can be amended.

### **After the Match**

Phoning/Texting the result in:

The result including the division, match number and set scores must be phoned through to the Volleyball England Results Service immediately after the match (preferably by 8pm). **This is the responsibility of the home team.** Make a note of the number in your mobile now while you remember!

**07918 636 146** (Geoff Hollows - Results)

The top white copy of the score sheets should be posted 1<sup>st</sup> class to the Volleyball England Hub on the next working day after the match. 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, preferably 4.

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 Phoning in the Match Result – The home team is responsible for phoning 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 posting 1<sup>st</sup> class the top copy of the score sheet on the next working day after the match.

No Coach – Each team must have a 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 the Volleyball England Hub should be informed immediately and you should also send an email to inform the Divisional Lead and all teams in the appropriate league including: name, contact telephone numbers and email address.