

**BENDIGO
VOLLEYBALL ASSOCIATION INCORPORATED**

BYLAWS

Revised 18th October 1999

Amended Nov. 2007

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1. INTERPRETATION

Unless the contrary intention appears, words and phrases defined in Clause 3 of the Rules of the Association shall have the same meaning in these Bylaws.

2. OFFICERS OF THE ASSOCIATION

2.1. The Board may, from time to time, appoint the following officers of the Association for a period of one (1) year:-

2.1.1. Men's Squad Coaches

2.1.2. Women's Squad Coaches

2.1.3. Referee Advisor

2.2. The Board may appoint other officers for specific but temporary duties, as the occasion may arise.

3. DUTIES OF THE OFFICERS

3.1. Men's Squad Coaches shall:

3.1.1. Administer and coach their respective squads with the aim of competing in the relevant Victorian Championships, and any other Championships or Tournaments in which the Board may decide to enter a Representative Bendigo Team.

3.1.2. The terms of appointment shall be in accordance with the guidelines included as Appendix 2 to these Bylaws, as amended by the Board from time to time.

3.2. Women's Squad Coaches shall:

3.2.1. Have the same powers and obligations as referred to in Bylaw 3.1, but specifically for combined Women's Squads.

3.3. Referee Advisor shall:

3.3.1. Chair the Bendigo Volleyball Association Referee's Commission (BVARC).

3.3.2. Shall administer the BVARC in accordance with the guidelines included as Appendix 1 to these Bylaws, as amended by the Board from time to time.

4. ATTENDANCE AT MEETINGS

4.1. Annual General or Special General Meetings

- 4.1.1. Each participating team in the Open Competition must be represented at these meetings by one (1) duly appointed representative, unless an apology is received by the Secretary or Senior Competition Director beforehand. Should an unrepresented team from the Open Competition fail to have lodged an apology before such a meeting a statutory loss or three (3) premiership points will be applied to that team. Each Delegate has one vote and may represent only one team from any of the various Grades or Divisions.
- 4.1.2. Any team from the Open Competition that tenders an apology or is not represented at two (2) consecutive Meetings, excluding Board Meetings, will incur a statutory loss of three (3) premiership points.

4.2. Board of Management Meetings

- 4.2.1. Members of the Board only are entitled to attend, but any member may request, or be requested to attend, to discuss a specific matter.

5. PLAYING RULES

- 5.1. Playing rules of the Association shall be as laid down in the International Volleyball Rules, augmented by local rules as set out in the following Bylaws:-
- 5.2. Changes to the format of competition for any or all divisions, shall be approved by the Board for a period of up to twelve (12) months, after which time the changed format shall be incorporated into these Bylaws.
- 5.3. Officials
 - 5.3.1. Officials for all matches shall be appointed by the Association.
- 5.4. Court Procedure
 - 5.4.1. Tracksuits may be worn during the first set of a match, providing the appropriate numbers are displayed on the tracksuit. Tracksuits must be removed before the start of the second set, except when the referee considers the temperature to be below 10 degrees C, when he may permit tracksuits displaying the appropriate numbers to be worn throughout the match. The referee may permit a player to wear a tracksuit under special circumstances. Uniforms must still be worn if tracksuits are permitted.
 - 5.4.2. The minimum number of players to be allowed to take the court as a team is five (5), except in finals matches where the number is six (6). Should any injury during a match prevent a team from maintaining the minimum number of players on the court, the team will not be permitted to continue with less than five (5) players. A team will be deemed to have complied with this Bylaw if they present the

minimum number of players available to play until 11.00pm.

- 5.4.3. Special cases must be submitted to the Board, or if time does not permit, to the Senior Competition Director on duty (if one), for consideration to allow a team to contest a Final with only five (5) players.
- 5.4.4. A team fielding only five (5) players must maintain their playing order as for six (6) players, thus when the vacant position reaches the service area, the serve is forfeited. The scorer for such a match should record the vacant position on the scoresheet as an X.
- 5.4.5. Any player whose action causes damage to playing equipment ie. Nets, poles, lights, scoreboards etc either during a match or at any other time may be charged with misconduct. A written report from the official concerned must be submitted to the Board giving details of the alleged offence as soon as possible, but no later than 48 hours after the incident.

5.5. Time Outs and Substitutions

- 5.5.1. No time outs or substitutions will be permitted during the last two (2) minutes of matches played to a time limit. This does not apply to finals matches. The interval between sets is to be limited to a maximum of one (1) minute in all matches played to a time limit. This also does not apply to finals matches.

5.6. Unfinished Matches

- 5.6.1. An unfinished set will only count towards the result of a match if the score of at least one (1) of the teams has reached fifteen (15) in the 1st – 4th sets and eight (8) in the 5th set; and that team is at least two (2) points ahead.

14 - 12 (set not counted)
 15 - 14 (set drawn, points count)
 17 - 18 (set drawn, points count)
 17 - 15 (set won, points count)

- 5.6.2. In a time-limited match, if sets won are equal at the end of time, the team with the highest total number of points shall be declared the winner, with all points counting towards the calculation of point percentage.

6. RULES OF COMPETITION

6.1. Starting times

- 6.1.1. For time-limited matches, any team not ready to start at the nominated time, forfeits the first game 25 - 0. If the team is still not ready to play ten (10) minutes after the appointed time, the second game is forfeited 25 - 0. If the team is still not ready to play twenty (20) minutes after the appointed time, the match is forfeited 25 - 0, 25 - 0, 25 - 0.
- 6.1.2. For un-timed matches, the nominated start time shall be the GEST (Guaranteed

- 6.1.3. Earliest Start Time) with the actual start time being the GEST time or ten (10) minutes after the conclusion of the previous match, whichever is the later.
- 6.1.4. Late starts to competition matches for any other reason than that covered above shall be detailed on the scoresheet by the referee, or both team captains, or the competition Director. The Competition Director shall take the appropriate action within the scope of these Bylaws or refer the matter to the Board for determination.
- 6.1.5. Starting times of time limited competition matches are to be as signified by the sounding of the Association's timer.

6.2. Finishing Times

- 6.2.1. In all time limit matches, finishing times are to be strictly observed, regardless of the actual starting times.
- 6.2.2. Finishing times of time limited competition matches are to be as signified by the sounding of the Association's timer. No more play may take place, and the ball will be considered dead immediately the timer starts to sound.

6.3. Premiership Points System

- 6.3.1. Points will be allotted as follows:-

Wins	3 points
Draw	2 points
Bye	2 points
Loss	1 point
Forfeit	0 points

Percentage will be calculated on a "for and against" basis using progressive totals of sets won and lost. A match won on a forfeit is considered as won three (3) sets to nil (0). If teams in contention for the finals are tied on the same number of premiership points and their "set percentage" is equal, then progressive totals of points scored "for and against" will be calculated on a percentage basis to separate the teams.

6.4. Disputes and Protests

- 6.4.1. In the event of any doubt being raised as to the eligibility of a player to play in a match, or any protest at all on any grounds, being made by anyone in a position to do so, such details should be recorded on the scoresheet and followed up, if considered necessary, with a written protest to the Competition Director within seven (7) days. The referee shall add any appropriate comments to the scoresheet and shall allow the game to continue. The referee should advise both captains that the result of the match is subject to decision by the Competition Director and/or Board on hearing the protest.

6.5. Eligibility to Play in a Competition Match (Excluding Finals)

- 6.5.1. Male players are not permitted to play in any female division, and vice versa, unless the net height applicable to their age group is equal to or less than that of the division in which they wish to play. Further, a maximum of one (1) player of the opposite gender only is permitted to play.
- 6.5.2. No player may play in more than one (1) match on the same night or during the same week, excepting Junior Competition players who may play in one (1) Junior Competition match, and one (1) Open Competition match during the same calendar week. No player will be permitted to represent his or her club in any lower division if the team in which he/she is registered has a bye on a particular night of competition, unless required by a team who would otherwise forfeit their match.
- 6.5.3. Clubs may promote or relegate players at any time subject to the preceding Bylaw 6.5.1.

However, Clubs fielding more than one (1) team in the same Division shall not be permitted to interchange players registered with such associated club teams in that Division after the time limit as set by the Board for the return of registration forms each season, except as below:

- * If a team is likely to forfeit a match, they may recruit a player/s to prevent such forfeiture.
 - * The recruitment of such player/s, to avoid a forfeit, must follow a strict sequence of events, as follows.
 - ~ Permission must be obtained from the Competition Director before commencement of the match and the match officials must also be advised.
 - ~ Where possible the recruited player/s must be sought from:
 - an associated Club team in a lower Division;
 - failing this, an associated Club team from the same Division; or
 - as a last resort, any available player/s may be recruited, with age and gender restrictions still to be complied with.
- 6.5.4 A Club must register a minimum of six (6) different members for each Club team competing in the same Division, such registered members are not eligible for clearance to an associated Club team in the same Division until the conclusion of the season in progress at the time.
 - 6.5.5 Once a player participates in five (5) Competition matches per season in a Division or Divisions above that in which the player is registered, that player's registration will be transferred to the Club's next higher Division team. Clubs having multiple team entries in the next higher Division must nominate which team the player is to be registered with. No player may be relegated more than 1 Division below that in which they are registered. Junior Competition members are exempt from the above.

6.6. Eligibility to Play in Finals

- 6.6.1. No player may play in the same final round of different Divisions, except as in Bylaw 6.6.5 below.
- 6.6.2. All players in finals must be registered with the Association.
- 6.6.3. Players may be promoted or relegated during a finals series subject to Bylaw 6.6.5 below, but may not play in any final if they have played five or more games of the season in a higher Division, except as in Bylaw 6.6.5 below.
- 6.6.4. To be eligible for an Open final, a player must have played at least five (5) Open Competition matches during the current season with the same club.
- 6.6.5. To be eligible for Junior Finals a player must have played at least four (4) or more of Junior Season matches during the current season with the same team.
- 6.6.6. Players of the opposite gender are ineligible for finals matches in other than their own gender finals.
- 6.6.7. Special cases may be submitted to the Competition Director for consideration.

6.7. Clearance

- 6.7.1. For transfer between Association Clubs, clearances on an official Association clearance form, must be approved by two members of the Club Executive, or by two team members when no club executive exists of the clearing team and by the Board. Bylaw 6.7.4 hereof also applies.
- 6.7.2. Any player having played three (3) or more matches in a current competition must gain a clearance before playing with any other Club, except as in Bylaw 6.7.5 hereof.
- 6.7.3. For clearances outside the Association, a player must be cleared in writing from the team concerned.
- 6.7.4. A provisional clearance to play in the Association is granted as soon as a clearance form is handed to a Competition Director or Assistant. This provisional clearance is subject to later confirmation by the Board. If the final clearance is denied, no team will be penalised.
- 6.7.5. A junior player may play without clearance for a different Club, subject to the sub-
paras below.
 - 6.7.5.1. In the Open Competition provided that his/her Junior Club is not represented in that Competition.
 - 6.7.5.2. In the Junior Competition provided that his/her Open Club is not represented in that Competition.

6.8. Duty Teams

6.8.1. A duty team consists of the following:-

- 1 First Referee
- 1 Second Referee
- 2 Linesman
- 1 Scorer

6.8.2. Provision of a scoreboard operator by duty teams is encouraged, but is optional.

6.8.3. The Competition Director or Assistant on duty, a Board Member or the Referee's Advisor is empowered to deduct one (1) point per infringement to a maximum of three (3) points for inadequate performance of duty, provided that the right of appeal will apply.

6.8.4. Nominated duty teams for finals matches who fail to attend or perform duty adequately will have any penalties incurred applied at the commencement of the Competition immediately following.

6.9. Referees

6.9.1 Referees for all competition matches, including finals, shall be appointed by the Referee Advisor from members of the BVARC, subject to individual availability. Where no referee is rostered, or becomes unavailable, the duty team shall provide a suitably experienced person as first referee for that match.

6.10 Penalty Points

6.10.1 Duty teams will be penalised by loss of premiership points for inadequate performance of duty. Each duty team member absent at the start of a match will cause automatic forfeiture of one (1) point per absentee, up to a maximum of four (4) points, plus a \$5.00 deduction from their bond for each member absent. Referees are permitted to penalise at their own discretion, but such penalties may be the subject of an appeal to the Competition Director.

6.10.2 The failure of a duty team to provide a whistle for referees supplied by the duty team shall result in the automatic loss of one (1) premiership point per whistle per match for which no whistle is provided.

6.10.3 Eight (8) playing points per player in incorrect uniform, shall be added to the score of the opposite team, for each player in incorrect uniform on the court. The penalty may only be applied once to the same player in any one- (1) match, and may be applied only to a maximum of three (3) players per team. Should this penalty cause a set to end, the balance of the penalty carries over into the next set in the same match. Stripes in socks are acceptable as long as the colour stated on the entry form is the main colour of the socks. Taped numbers on uniforms in the Senior Divisions will be penalised, as above, for incorrect uniforms. A pin stripe is acceptable on playing shorts, and also a small logo.

- 6.10.4 Registration forms, together with applicable Fees should be submitted to the Finance Director within the time limit as set by the Board each season. New players after the due registration date must submit their registration details and any fees payable to the Finance Director before their third game.
- 6.10.5 Playing fees, as set by the Board, will be collected from the players by their Team Captain each Competition night and forwarded to the Senior Competition Director or Assistant, on that night. Fees in debit from a Team in any particular Competition night must be included with that teams next payment of playing fees, or the Team will be penalised, at the discretion of the Board of Management.
Teams with arrears of Player affiliation fees after the time limit for payment set by the Board will be penalised by the loss of three (3) premiership points and a \$10 bond deduction, to that time. A further loss of one (1) premiership point will be deducted for each playing round thereafter that fees remain outstanding.
- 6.10.6 Failure to return Registration Forms by the time limit will result in the loss of one (1) premiership point to that time, and a further penalty of one (1) point for each round thereafter that the form is not returned.
- 6.10.7 The Competition Director shall ensure that a regular check of all scoresheets used during each Competition is carried out. Scoresheets not complying with the standard set by the Board may be penalised, at the discretion of the Competition Director by the loss of premiership points to a maximum of three (3) points per scoresheet.
- 6.11 Team Bonds
- 6.11.1 Team bonds will be as set by the Board from season to season, or as required.
- 6.11.2 A team forfeiting any match must provide a payment of the minimum match fees that would normally be collected from both teams affected by such forfeit. This forfeit fee is required to be paid on the next Competition night of the forfeiting team or a penalty will be imposed, at the discretion of the Board of Management.
- 6.11.3 If a team can provide 48 hrs notice of an impending forfeit to the Senior Competition Director or assistant, then the forfeit fee will be reduced to a \$10 fine, which must be paid on the next Competition night in addition to any other fees.
- 6.11.4 For each forfeit incurred a \$10 deduction will be made from the team bond held by the Association, if the bond is exhausted the team will be suspended from the Competition until all outstanding fees, fines and bonds are paid.

7. AMATEUR DEFINITION

- 7.1.1. The Amateur definition shall be as defined by the Governing Body of Volleyball in the State of Victoria from time to time.

8. CLUB SYSTEM

Notwithstanding the definition of the word Club in Rule 2 of the Rules of the Association, a Club for the purposes of these Bylaws will consist of two or more teams provided they meet the following requirements:

- 8.1. A common Club secretary exists between all teams, to whom notices and correspondence for the Club will be sent by the Association.
- 8.2. A common Club Secretary/Treasurer will forward all correspondence to the Association.
- 8.3. Teams with additions to the club team name will be accepted as forming part of the Club if Bylaws 8.1 and 8.2 above are complied with.

9. TRIBUNAL

- 9.1. All charges laid against individuals, teams or clubs will be heard by a Tribunal appointed for the purpose by the Board.
- 9.2. The Tribunal will consist of three persons at least two of whom shall be members of the Board. If the third person is not from the Board he/she shall have no connection whatever with volleyball.
- 9.3. The chairperson of the Tribunal will be appointed by the Board.
- 9.4. The Tribunal has the power to convene hearings, seek evidence, summon witnesses and question all who appear before it.
- 9.5. Any persons including witnesses who fail to attend a tribunal hearing when summoned to do so may incur automatic disqualification for a maximum of four (4) weeks or four (4) matches whichever is the greater.
- 9.6. A Tribunal may impose whatever penalties it sees fit including disqualification for any period or any number of matches, fines to a maximum of \$250.00 and suspended sentence not to exceed twelve months.
- 9.7. Tribunal decisions need not be unanimous.
- 9.8. Individuals, teams or clubs appearing at a Tribunal hearing may be represented by any person they choose except a legal practitioner.
- 9.9. Within seven (7) days of a Tribunal hearing the Chairperson will submit to the Board a written report listing findings, reasons for decisions and penalties imposed.
- 9.10. An individual, team or club wishing to appeal against a Tribunal decision must within fourteen (14) days of the hearing seek approval to appeal by lodging with the Secretary a written application specifying the grounds on which the appeal is based together with any evidence or information not presented at the hearing.

- 9.11. The Board will advise the applicant within seven (7) days as to whether the appeal has been granted.
- 9.12. Once granted, an appeal must be heard by the Board no later than its next regular meeting.
- 9.13. At an appeal hearing the Tribunal which heard the case must be represented by at least one member who may participate in the discussion but shall have no vote.
- 9.14. When an appeal is granted the case must be heard in full. Witnesses shall be summoned to attend, evidence taken and a majority verdict of the Board used to decide the outcome.
- 9.15. At all appeal hearings clauses 9.5 - 9.8 of this Bylaw shall apply.

These are the BYLAWS of the BENDIGO VOLLEYBALL ASSOCIATION INCORPORATED,
Revised on the 9th November 2015.

Before me :

John Sheen
President
Bendigo Volleyball Association Inc.

REFEREE COMMISSION (updated 2011)

- Name:** The panel shall be known as the BVA Referees Commission (BVARC).
- Purpose:** The Commission shall, in general terms, be responsible for
- a. the provision of referees for the Bendigo competition; and
 - b. referee education within the Bendigo association.
- Composition:** The Commission shall consist of individuals who have satisfactorily completed the Australian Volleyball Referees Commission Level One accreditation and indicates a willingness to participate in the weekly referee roster.
- Structure:** The members of the Commission shall appoint one of their number as Chair for a term of twelve months, with the appointee being eligible for reappointment for successive terms.
- Duties of Chair:** The Chair of the Commission shall be responsible for:
- a. preparation of a roster of BVARC members for as many weekly Division One matches as possible, taking into consideration each individuals playing and coaching commitments;
 - b. preparation of a referee roster for all finals matches, using qualified referees where possible, taking into account each individuals playing and coaching commitments;
 - c. monitoring performances of, and providing constructive feedback, to rostered referees where possible;
 - d. recommending to the BVA Board, members of the BVARC for appointment to tournaments and championships as required;
 - e. encouraging Commission members to participate in external events and to maintain and upgrade qualifications;
 - f. coordinate the provision of referee education in the Bendigo Association as requested by the BVA Executive.
- Referee Payments:** Weekly Competition:
- Members of the BVRC shall be entitled to payment for officiating at the following rates:
- 1st referee - \$20.00 per match
2nd referee - \$12.50 per match
- Payment shall be made at the conclusion of each BVA season in accordance with completed score sheets. No payment shall be made for match forfeits.
- External Appointments:
- Members of the BVARC shall be entitled to claim the reasonable cost of travel, accommodation and meals required to officiate at an event, other than the BVA weekly competition, where an independent referee appointment is required. Such expenses should be agreed with the BVA in advance.
- Other:** The BVA shall provide a suitable referee shirt and/or jacket to be worn by each referee rostered for weekly competition matches. Failure of a referee to wear the official uniform whilst officiating may forfeit the right to any payment.
- Uniforms required for officiating where an independent referee appointment is required shall be the responsibility of the individual referee and shall be as stipulated by the controlling body of the external event.

SQUAD COACHES

Position Description

The BVA Board is responsible for the appointment of Squad Coaches for each team that will represent the Association at Victorian Country Championships and Tournaments.

Appointed Squad Coaches may choose to nominate their own Team Manager, whose appointment will be effective following approval by the Board.

The BVA Board shall undertake to provide the following:

- A. Entry fee and bond to participate in the event;
- B. Full set of uniforms in accordance with the Tournament Regulations;
- C. Reasonable costs associated with the selection and preparation of the team;
- D. Reasonable reimbursement of travel and accommodation costs of Coach and Manager;
- E. An honorarium of \$150 for each team to cover incidental expenses.

NB: Points C & D shall be negotiated between the coach/manager and the BVA Finance Director and President.

Appointed Squad Coaches will have the following authority and responsibilities:

- 1. The Board has a clear preference for non-playing officials. Should a playing coach be approved by the Board, a non-playing manager will be mandatory;
- 2. The period of appointment for both positions shall be for a period not exceeding 12 months from the date of appointment of the Coach by the Board;
- 3. The Coach may delegate any of the following responsibilities to the Team Manager, but retains accountability for such delegations;
- 4. The Coach is ultimately responsible for the selection of the team, but must ensure equal opportunity for any member of the Association to be selected;
- 5. The Coach is responsible for the appointment of a Captain and Vice-Captain;
- 6. The Coach is responsible for administering the selection, preparation and participation in their respective event. This includes but is not limited to:

- a. Prepare a budget for the selection, preparation and participation of the team in the event in order to determine costs for each individual;
- b. Become familiar with the event Regulations and ensure they are complied with;
- c. Hire suitable training facilities;
- d. Advertise open selection trials;
- e. Communicate in a timely manner all details associated with the selection, preparation and participation of squad members in the event;
- f. Make suitable accommodation arrangements for the event;
- g. Make suitable transport arrangements to attend the event;
- h. Prior to event, arrange and distribute uniforms;
- i. Following the event, collect, launder and return uniforms to BVA;
- j. Present a written report to the Board within six (6) weeks of the conclusion of the event, which shall include, but not be limited to:
 - i. Details of trials & training sessions (dates, venue & attendance);
 - ii. Final composition of team (include playing numbers) and officials;
 - iii. Transport and accommodation arrangements;
 - iv. Detailed results of matches played;
 - v. Explanation of any penalties incurred;
 - vi. Details of and recommendations for disciplinary action toward team members or officials, if deemed necessary;
 - vii. Recommendations to improve the selection, preparation and participation in future events.

February 2009