



# West Gippsland Volleyball Association

P.O. Box 369, Drouin, Vic 3818

## BY - LAWS

(As at August, 2014)

### **1. OFFICERS OF THE ASSOCIATION**

- 1.1. The Executive Committee may appoint the following officers of the Association for a period of one year:
  - i. Respective Men's Squad Coaches
  - ii. Respective Women's Squad Coaches
  - iii. Equipment Officer
  - iv. Referee's Adviser/s
  - v. Score Secretary
  - vi. Press Correspondent
- 1.2. The Executive Committee may appoint other officers for specific, but temporary, duties as the occasion may arise.

### **2. DUTIES OF THE OFFICERS**

- 2.1. Men's Squad Coaches
  - 2.1.1. Shall select, administer and coach their respective squads with the aim of competing in the relevant Victorian Country Championships and any other Championships or Tournaments in which the Executive Committee may decide to enter a representative West Gippsland team.
  - 2.1.2. Shall be responsible for appointing respective team captains.
  - 2.1.3. Selections for representative teams may be varied by majority vote of the Committee.
- 2.2. Women's Squad Coaches

As for 2.1 – 2.3, but specifically for combined women's squads.
- 2.3. Equipment Officer
  - 2.3.1. Shall maintain, in good order, all equipment necessary for the playing of a regular competition.
  - 2.3.2. Make recommendations to the Executive Committee on the need for replacement or replenishment of supplies.
- 2.4. Referee's Advisers
  - 2.4.1. Shall co-ordinate and grade referees within the Association in an attempt to provide a consistent and high standard of refereeing.
  - 2.4.2. Shall arrange such clinics, training and referee's meetings as is necessary to ensure a continuing supply of referees.
  - 2.4.3. Shall provide, with the aid of the Volleyball Victoria Referees Commission, interpretations of the rules of the game to all referees, as ratified by the Executive Committee.
- 2.5. Score Secretary

Shall maintain accurate records of results and ladders.
- 2.6. Press Correspondent

Shall submit regular reports to the local news media for publication and broadcast. Such reports should include any relevant details of the current competition and general Volleyball news from West Gippsland and Victoria with the aim of promoting the game in the best interests of Volleyball. Shall maintain websites and social media pages if they exist.

### **3. ATTENDANCE AT MEETINGS**

- 3.1. Delegates' Meeting
  - 3.1.1. Delegate's meetings shall consist of one member from each club/team competing in the current Open Competition and may include one member from each club/team in any other current Competition, plus President, Secretary and Treasurer.
  - 3.1.2. Should their delegate not represent a club/team from the Open Competition, the club/team shall forfeit one (1) premiership point and/or a sum of money as determined by the Executive Committee. Such penalty shall be at the discretion of the Executive Committee and shall apply to the team in the highest division.
  - 3.1.3. The President shall chair the Delegate's Committee Meetings and have his/her usual powers. The Secretary shall record the minutes.
  - 3.1.4. In the case of a club entering more than one team in the Competition, a single delegate only is required for the club in the Open Competition.
  - 3.1.5. The Delegate's Committee shall have the power to settle all disputes referred to it by the Executive Committee and may act as considered to be in the interest of the game.
  - 3.1.6. Meetings shall be called by the Executive Committee at their discretion, or within one month of a written request by delegates numbering at least one third of all teams competing in the current Open Competition. Notice of such Meetings shall be placed on the Association notice board and copies will be made available to delegates at least seven (7) days prior to the Meeting. This action shall be considered sufficient notification for all Meetings
  - 3.1.7. A quorum will consist of delegates numbering at least one half of all teams competing in the Open Competition.
  - 3.1.8. Each person shall have one vote and absentee voting shall not be permitted.
- 3.2. Annual or Special General Meetings

Each participating club in the Open Competition must be represented at these Meetings by at least one representative. All members of the Association are entitled to attend and vote but, should a club from the Open Competition fail to attend, the club's team in the highest division shall forfeit up to three (3) premiership points as determined by the Executive Committee. Such penalty shall be at the discretion of the Executive Committee. No one person is entitled to represent more than one participating club.

- 3.3. Executive Committee Meetings
  - 3.3.1. Members of the Executive Committee only are entitled to vote, but any member of the Association may request, or be requested, to attend to discuss a specific matter.

#### **4. REGISTRATION AND AFFILIATION**

- 4.1. A player's registration period shall cease at the end of the current season whereupon re-registration with W.G.V.A. is required.
- 4.2. Clubs/teams are required to register for each new season. They are required, by the due date as set by the Executive Committee, to submit the items listed in 4.2.1 and 4.2.2.
  - 4.2.1. A completed registration form naming proposed players in each entered team.
  - 4.2.2. A registration fee as determined by the Executive Committee, which will cover registration for all players on the current team registration form.
- 4.3. Each new player who is not registered on the original Club Registration form(s) is to be registered separately before the start of his/her third (3rd) game. An unregistered person playing his/her third (3rd) game shall be deemed an ineligible player. A special registration fee as determined by the Executive Committee shall be paid for such registration except as allowed for in Article 4.2.2 above.
- 4.4. Club Registration forms and fees, together with any required Playing Affiliation forms and fees, should be submitted to the Treasurer before the due date.
- 4.5. Failure to return Registration and Affiliation forms by the due date will result in the team being ineligible to enter in the Competition for the relevant season. Teams affected by special circumstances may appeal to the Executive Committee within seven (7) days of the due date.
- 4.6. Any team playing ineligible players (eg. unfinancial, unregistered, or suspended) will be penalized by the loss of two (2) Premiership points and the match will be forfeited 25-0, 25-0, 25-0.

#### **5. RULES OF COMPETITION**

- 5.1. Playing rules of the Association shall be as laid down in the current International Volleyball Rules, augmented by local rules as set out in the following Articles.
- 5.2. The Association shall appoint officials for all matches, either specifically or by roster or duty teams.
- 5.3. Playing Uniform
  - 5.3.1. Each player in a team is to wear the correct coloured uniform, appropriately and individually numbered front and back on the tops. Uniform is to consist of tops, shorts/pants.
  - 5.3.2. For each player not wearing the correct uniform, a penalty of five (5) points will be awarded to the opposing team. The penalty points will be awarded in the first set only prior to the commencement of that set. Should five (5) or more players be out of uniform, the nominated set will be forfeited 25-0. The penalty shall not be applied during the first three (3) rounds of the season. This penalty is compulsory.
- 5.4. Minimum Number of Players
  - 5.4.1. The minimum number of players to be allowed to take the court as a team is four (4), including in finals matches. However, no team may deliberately play with fewer than six (6) players if an eligible player is immediately available.
  - 5.4.2. Should an 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 four (4) players and the current set and the balance of the match shall be forfeited. The scores for sets already completed shall stand and the forfeiting team's score for the current set shall stand.
  - 5.4.3. Should a team play with less than six (6) players, they shall not forfeit services for the missing player(s) but the following special conditions shall apply.
    - 5.4.3.1. The team captain shall indicate to the referee the number of front line players he/she wishes to use. This number shall remain unchanged for the duration of the set unless a new player is legally substituted into a vacant position.
    - 5.4.3.2. At the point of service, no front line player shall be behind ANY back line player.
    - 5.4.3.3. An eligible player may be substituted on to the court only into a position in the order of rotation of that team as declared vacant on the score sheet. Such substitution may only occur when the relevant players of that team are in the same positions as they were at the commencement of the set.
    - 5.4.3.4. The filling of a vacant position by way of substitution must be done at the first opportunity and only with the referee's approval.
- 5.5. Starting Times
  - 5.5.1. Any team not ready to start at the appointed time shall forfeit the first set 25-0. If the team is still not ready ten (10) minutes after the appointed time, the second set is forfeited 25-0. If the team is still not ready to play fifteen (15) minutes after the appointed time, the match is forfeited 25-0, 25-0, 25-0.
  - 5.5.2. Late starts to competition matches for any reason, other than that covered above, shall be detailed on the score sheet by the referee, team captains or any Executive Committee member and the Executive Committee shall take the appropriate action.
- 5.6. Finishing Times
  - 5.6.1. In all time limit matches, finishing times are to be strictly observed, regardless of the actual starting time.
  - 5.6.2. Finishing times of competition matches are to be as signified by the sounding of the referee's whistle which shall be blown at the end of the point in play at the sound of the timer.
  - 5.6.3. Should any match be terminated prior to the normal finishing time for any extraordinary reason (eg. a blackout), details should be written on the score sheet. The Executive Committee shall then determine the point allocation for the match.
- 5.7. Non-Playing Intervals
  - 5.7.1. No interval between sets shall be permitted within fifteen (15) minutes of the scheduled finishing time of a time-limit game.
  - 5.7.2. Each team may make only one request for a one (1) minute interval between any two sets in a time-limit game, subject to Article 5.7.1 above.
  - 5.7.3. The one (1) minute interval between sets, when allowed, shall include the time used by the teams to change courts at the end of a set.
  - 5.7.4. The referee shall not permit either team to waste time in changing courts and may allocate a time-out to an offending team at the start of the following set.

5.7.5. No time outs during a set will be permitted during the last five (5) minutes of matches played to a time limit. This does not apply to finals matches.

5.8. Premiership Points System

5.8.1. Completed Matches

Points will be allotted as follows:

- Win – 3 points
- Draw – 2 points
- Bye – 3 points (no percentage points awarded)
- Loss – 1 point
- Forfeit – 0 points

Percentage will be calculated on a “For” and “Against” basis using progressive totals of points scored in completed sets.

5.8.2. Unfinished Matches

An unfinished set, except for the fifth set of a match, will only count toward the result of a match or toward the calculation of percentage if the score of at least one team has reached, or passed, 13 AND one team has a clear lead of at least two (2) points.

The fifth set of a match will only count toward the result of a match or toward the calculation of percentage if the score of at least one team has reached, or passed, 8 AND one team has a clear lead of at least two (2) points. For example:

<u>Sets 1-4</u>	<u>Set 5</u>	
12 – 10	7 – 5	(Incomplete)
13 – 12	8 – 7	(Incomplete)
20 – 19	12 – 11	(Incomplete)
20 – 18	12 – 10	(Complete – points are counted)

5.9. Disputes and Protests

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, the complainant should record the protest on the score sheet and follow the matter up with a written protest to the Executive Committee within seven (7) days. The referee shall add any appropriate comments to the score sheet and shall allow the match to continue. The referee shall advise both captains that the result of the match is subject to decision by the Executive Committee on hearing the protest.

**6. ELIGIBLE PLAYERS**

6.1. Eligibility to Play in a Competition Match (excluding Finals)

- 6.1.1. A player may play for only one team in each division and only in more than one division after receiving special approval from the committee. Approval is only to be granted for mentoring roles and any player using this rule is expected to do so with the express intent of playing to the standard of that division.
- 6.1.2. If the committee rejects such application under 6.1.1 an appeal to a delegates meeting may be called. Approval shall require 2/3 approval at a delegates meeting. Both teams relating to the player applying are excluded from casting a vote.
- 6.1.3. Approval under 6.1.1/6.1.2. can be removed at any time by simple majority of the executive committee or 2/3 majority of a delegates meeting, whichever gave approval in the first instance.
- 6.1.4. A maximum of one player per lower division team may be permitted to play in lower division/s teams from a higher division per season. (ie. All division 1 players in a team may play down in different teams.)

6.2. Eligibility to Play in Finals

- 6.2.1. Players must qualify for finals in each club/team in order to play finals.
- 6.2.2. All players in finals must be affiliated and registered in accordance with Article 4.
- 6.2.3. To be eligible for a club in an Open Final, a player must have played at least five (5) Open Competition Matches during the current season with that club in the division playing finals.
- 6.2.4. To be eligible to play for a club in a Junior/Women’s Final, a player must have played at least 5 matches or more of Junior/Women’s Season Matches during the current season with that club.
- 6.2.5. Juniors/Women may play in both Junior/Women’s and Open Finals in the same season subject to Articles 6.2.2 and 6.2.3 above.
- 6.2.6. Special cases may be submitted to the Executive Committee for consideration.

6.3. Clearance

- 6.3.1. No player requires a clearance to move teams/clubs between seasons. Once a player has played 4 games in the Open, Junior or Women’s competition they must advise the committee in writing which team they are affiliated with if not already included on that’s team’s initial registration.
- 6.3.2. A woman/junior may play, without clearance, for a different Club in the Open Competition provided that his/her Junior Club is not represented in that Competition.

**7. DUTY TEAMS**

- 7.1. Duty teams are to provide three (3) persons as officials for their allotted duty time, at least one of whom, acting as first referee, must be recognized by the WGVA Referee’s adviser as a suitable referee for that game. The provision of extra persons to act as linesmen is encouraged, but this remains optional.
- 7.2. Duty teams will be penalized by loss of Premiership points for inadequate performance of duty. Any Executive Committee member, or other person authorized by the Executive Committee, is empowered to deduct one point per duty member absent at the start of the match or per other infringement, to a maximum of three (3) points, for inadequate performance of duty by any team. The right of appeal against such deduction will apply.
- 7.3. Nominated duty teams for final matches who fail to attend, or who perform duty inadequately, will have penalties incurred applied at the commencement of the next immediate Competition.
- 7.4. The Score Secretary shall maintain a regular check of all score sheets used during the Competition. Score sheets not complying with the standard set by the Executive Committee may be penalised, at the discretion of the Scores Secretary, by the loss of Premiership points to a maximum of three (3) points per score sheet.

- 7.5.
- 7.5.1. Duty teams are to select the best players on the court for the match they referee. Votes will be recorded on the appropriate form using a 3-2-1 system. Failure to perform this duty will be considered as inadequate performance of duty.
- 7.5.2. It is the responsibility of the captains of both teams to delete the names of players who have not played in the match from the score sheet.
- 7.6. Referees
- 7.6.1. The Executive Committee may appoint the referees for any Competition game. The duty team requirements of Article 7 must still be met.
- 7.6.2. Person/s considered as having attained a reasonable standard of refereeing shall be qualified for appointment, by the Executive Committee, to act as referee/s for any Competition match.
- 7.6.3. Travel expenses will be offered to Volleyball Victoria qualified referees. Volleyball Victoria qualified referees will be requested to referee Finals matches as may be decided by the Executive Committee for each season.

## 8. **DISCIPLINARY ACTION**

- 8.1. Tribunal Composition
- 8.1.1. A Tribunal consisting of three (3) Executive Committee members may be formed by the W.G.V.A. Executive Committee to act as the disciplinary body with jurisdiction over all players registered with the W.G.V.A.
- 8.1.2. The Executive Committee shall appoint a Chairman who shall control the Tribunal procedure and ensure records of proceedings are kept.
- 8.1.3. The Tribunal shall have the power to suspend, disqualify or otherwise deal with any player, Club, Official or spectator over any incident arising during, or out of, any game played under the jurisdiction of the Association, or with any matter delegated to the Tribunal of the W.G.V.A.
- 8.1.4. Persons elected to the Tribunal shall be independent of the Clubs involved in incidents necessitating the formation of the Tribunal.
- 8.2. Power to Report
- 8.2.1. The Officials empowered to report players will be the appropriate first referees, any Executive Committee member or any other person authorized by the Executive Committee.
- 8.2.2. It is the duty of the above Officials to report any person who:
- a) assaults a player, referee or spectator, or
  - b) uses abusive or obscene language, or otherwise misconduct him/herself during the progress of the game or tournament or following such game or tournament.
- 8.3. Reporting Procedure
- 8.3.1. An Official reporting a charge shall note all particulars in connection with the report so that a clear account may be given to the Tribunal when the report is being dealt with.
- 8.3.2. The reporting Official should write the details of the report on the reverse of the score sheet as soon as possible after the incident and shall inform the President or Secretary within five (5) days. If the player is reported on more than one charge, a separate explanation should be given for each charge.
- 8.3.3. The fact that a person is to be reported should be endorsed on the front of the score sheet and the person informed that he/she is to be reported. A charge against a person will not fail on this account if notice is not given.
- 8.3.4. It is the duty of the Manager or Captain of each team to enquire of the game Officials after each match whether any person is to be reported.
- 8.4. Attendance at a Tribunal Hearing
- 8.4.1. Notification
- It is the duty of the W.G.V.A. Secretary to advise the persons concerned of the date and place of the Tribunal Hearing. Those to attend the Tribunal are
- i. The reported person
  - ii. The reporting Official, and
  - iii. Any other person involved in the incident.
- In addition, the reported person and the reporting Official may each call one witness. Additional witnesses may be called at the discretion of the Tribunal Chairman.
- 8.4.2. Non-attendance by any summoned witness, after being advised, will render such persons liable to suspension for a period determined by the Tribunal.
- 8.4.3. In the event of the charged person failing to appear without good cause and without giving notice, the case will be heard in his/her absence and an additional two weeks suspension will be ordered if the charge is proven.
- 8.4.4. If the reporting Official concerned in a report does not appear when notified, the case will be heard in his/her absence provided that the official has sent a letter with details of the charge. In the absence of such Official and letter, the case will be dismissed forthwith.
- 8.5. Procedure of Tribunal Hearings
- Procedure of Tribunal Hearings shall be:
- a) The charge shall be read out in the presence of all.
  - b) The charged person will be asked if the charge is understood and the reporting Official asked whether the charge correctly represents his intentions.
  - c) The person charged will be asked to plead.
  - d) The Officials will present their case.
  - e) The person charged will present his/her defense. The person charged shall not have the benefit of legal representation.
  - f) Supporting witnesses will be called.
  - g) All will be asked to leave while the Tribunal deliberates.
  - h) The decision of the Tribunal will be announced in the presence of all.
- NOTE:
- i. In the event of a team being charged, the team will nominate one of their number as spokesperson and one as witness.
  - ii. If video evidence is available, it shall be presented following Procedure 8.5(f).

8.6. Appeal Against Tribunal Decision

There will be no right of appeal against a decision of the Tribunal.

**9. HONORARY LIFE MEMBERSHIP**

- 9.1. Life Membership of the Association may be conferred on any person who has rendered distinguished service as a player or administrator of the game.
- 9.2. A resolution conferring Life Membership shall require unanimous approval of the Executive Committee and be passed by a three quarter majority of all eligible members present at a General Meeting.
- 9.3. By resolution of a four-fifths majority of eligible members present at a General Meeting, Life Membership may be cancelled.
- 9.4. Written notification of nomination or cancellation of Life Membership must reach the Secretary at least fourteen (14) days prior to the date of a General Meeting.
- 9.5. Privileges of a Life Member include free admission to all sporting fixtures under the auspices of the Association and attendance and full voting rights at all Annual and Special General Meetings. Ordinary access to the stadiums/events /competitions levied by outside parties is not included.

**10. FINANCES OF THE ASSOCIATION**

- 10.1. That the term deposit funds be set aside to be used for equipment purchases in the event the Association moves to a non-shire supported site and is required to purchase equipment of its own.

**11. AMENDMENT TO THESE BY-LAWS**

By-laws of the Association may be amended at any time by a simple majority of eligible members present at a General Meeting or Delegates Committee Meeting, provided that the Secretary receives notice of such amendment(s) at least ten (10) days prior to the Meeting.

**12. DEFINITIONS**

12.1. Amateur Status

- 12.1.1. An "amateur" is an athlete who plays the game for his/her own satisfaction, and for the love of the sport, and who does not compete for prize or money consideration, and who does not obtain any material advantage through any friendly or official competition. The receiving of Premiership badges or Best Player trophies is deemed not to have contravened this Article.
  - 12.1.2. A "professional" player is one paid to enter as a player into any competition or who exploits his playing ability for material gain.
  - 12.1.3. The reimbursement of expenses for equipment, traveling, accommodation and meals made in direct connection with the game is not considered as breaking the rule of amateurism and cannot be considered a reason for rendering a player a "professional", but it should be limited to the length of time strictly necessary for the game or Competition.
  - 12.1.4. The reimbursement for time lost from work, while competing in or traveling to or from any Volleyball Competition, is also authorized provided that the player obtains no benefit beside the normal remuneration he usually receives from the working days in which he has been kept away from work because of competition.
  - 12.1.5. Any person who has committed an infringement against the amateur laws, and thereby becomes a professional, shall be disqualified from playing in any W.G.V.A Competition or from holding any position where a vote may be exercised, or from becoming an officer of the W.G.V.A. under Article 1. A professional is not debarred from becoming a coach or referee.
- 12.2. Reference to "W.G.V.A." shall be interpreted as the West Gippsland Volleyball Association Incorporated.
  - 12.3. Reference to "junior" shall be interpreted as those members under the age of seventeen years as at the first of January of each year.
  - 12.4. Reference to "team" shall be interpreted as "a group of players registered with the W.G.V.A. under a club or team name to play in a particular grade."
  - 12.5. Reference to "Executive Committee" shall be interpreted as "the elected body of office bearers and ordinary committee members as defined by Rules 21 & 22 of the Rules of Association.
  - 12.6. References to club and team are to relate to the team entered in individual divisions. Clubs do not exist between divisions. Each team is a club and each club is a team as registered in a single division.