

# Rules and By-laws of the Surrey Volleyball Association

Rev.5 – May 2018

## **1. Structure of the Association and Committee responsibilities**

1.1 The Surrey Volleyball Association (SVA) is the governing body of county league volleyball in Surrey. The principal role of the SVA is to organize, administer, adjudicate and develop competitive and recreational volleyball within the county, to coordinate county volleyball activities with those of the national and regional governing bodies, and to assist schools, corporate entities, institutions and individuals in the provision of the sport of volleyball.

1.2 The SVA is managed by a committee of executive officers consisting of those specified in the Surrey Volleyball Association Constitution and non-executive officers who will be appointed by majority agreement of the executive officers in order to administer activities and competitions during a given season. Voting entitlements for SVA officers and club representatives as specified in the constitution will be followed in all issues of management of the SVA which require a vote.

1.3 The SVA League calendar will be scheduled in coordination with the National programme, with its start of season set for 1 October, and the end of season set at 30 April of the following year. SVA League matches may not be played outside this period, including replays of matches, unless the Committee extends the season. The first half of the season ends at midnight on the 15<sup>th</sup> of January.

1.4 The SVA Committee will organize and administer leagues, broken down into the number of divisions appropriate for the number of teams and the skill levels of those teams as is required for each season. The SVA may also organize and administer other forms of competitive and recreational volleyball in accordance with the popular demand for the sport and the obligation of the SVA to encourage participation in volleyball in Surrey. Non-AGM or SGM meetings of the Committee may be conducted in person, or electronically/telephonically.

a. The SVA Committee will recommend the level of subscriptions, entry fees and fines for the coming season to the membership for discussion at the Annual General Meeting, which concludes the previous season. The rates will be agreed by a simple majority vote of the SVA affiliated clubs and executive officers, as specified in the voting rights provisions of the SVA Constitution.

1.5 SVA competition will be conducted in accordance with the rules and regulations of the Federation International du Volleyball (FIVB) as they pertain to non-international events. Competition rules enacted by Volleyball England, but not endorsed by FIVB, will be followed at SVA events. The SVA is empowered to enact "SVA League Rules" that override both FIVB and VE regulations, in consideration of special circumstances that exist regarding the venues, membership, and officiating in the county.

1.6 The SVA Committee will call an Annual General Meeting in accordance with the requirements of the SVA Constitution.

1.7 Financial matters of the SVA are managed by the Treasurer. Any dispersal of authorized funds must be signed by the executive officers specified in the SVA bank mandate.

a. Committee officers may be reimbursed periodically for reasonable expenses incurred in the performance of their duties as SVA officers.

b. The Committee will be empowered to authorize expenditures that are necessary to conduct the day-to-day business of the SVA, and to promote the SVA in Surrey, up to an annual cap proposed by the committee and approved by the membership by a majority vote at the AGM.

c. Major expenditures must be presented to the AGM, or an Extraordinary General Meeting, for approval by the SVA membership.

1.8 A club may bring any grievance relating to the league to the attention of the SVA Committee via the Chairman, and the Committee will address the grievance within 28 days for a decision. The Committee's rulings on such matters are final. a. If necessary the Committee may impose fines, deduction of points or sanctions on, or expulsion of, a club, team or individual for infringement of the league rules. b. Imposition of such fines or sanctions requires a two-thirds vote of a quorum of the Committee. c. An application to participate in a league organized by the SVA constitutes acceptance of the rules of the SVA.

## **2. Club eligibility, responsibilities and teams**

2.1 Clubs wishing to become a member of the SVA and participate in SVA competitions must be affiliated to Volleyball England, which includes the Volleyball England insurance policy for affiliates. Proof of affiliation must be provided by the submission of appropriate documents prior to the start of the season.

a. If a club fails to register with Volleyball England by 1 October of the current season it will be advised to provide verification of registration within one month and penalized five points per team. Should a club fail to provide proof of registration by 1 November, it will be fined the equivalent of its goodwill deposit and fined a further five points per team. Any club which has not provided proof of affiliation with Volleyball England at 1 December will be withdrawn from the league, and forfeit all fees and deposits.

2.2 Each club must pay a goodwill deposit to the SVA by the date specified in Appendix I preceding their first season of competition, the amount of which is to be determined at the AGM concluding the previous season. The deposit is refundable on withdrawal from the league at the end of the season, or can be carried over to the next season, if preferred. If a club is fined, or the required deposit amount is increased, the deposit must be "topped up" to the required amount within 28 days, or the club will be barred from any further participation in the league.

2.3 Entry fees for each team entered in SVA competitions by a club are due by the date specified in Appendix I preceding the season. A late-entry surcharge may be made for any team entered after this

date. This charge is applicable if entries are made after the deadline date as per appendix 1 and will be set at an additional 25% of team entry fees. The acceptance of late entry is at the discretion of the league's fixtures secretary

2.4 Clubs may not engage in SVA league competition until they have paid all subscriptions, fees, dues and outstanding penalties to the SVA. Points will not be awarded to teams that have not cleared such arrears.

a. Clubs that are persistently late in paying fines may be required to increase their goodwill deposit to an amount determined by the Committee.

b. A team withdrawing during the course of the season forfeits its goodwill deposit.

2.5 Clubs must register their home venue with the SVA by the start of the season. The home venue shall be within Surrey, unless the SVA Committee gives approval for a non-Surrey venue to be permitted. The home venue shall meet SVA requirements for fixtures.

a. Venues must be certified by civic authorities as being safe for public use. Venues must be readied to an appropriate level of cleanliness, including the playing surface, which must be free of litter, dirt, mud, or foreign items that could cause a hazard to players.

b. Venues must have clearly marked lines for the volleyball court, complying with FIVB specified dimensions. If an unequal amount of "free space" is provided at either baseline of the court, the referee will determine a serving area equal to the shortest side.

c. The host club must provide a net, standards and playing surface that are adequately maintained to not present a safety hazard to players, to clearly define the playing area (including antennae), and to be set up to FIVB dimensions with an adequate and secure net tension.

d. The host club must provide a safe and secure stand for the first referee, a desk for the scorekeeper, a scoreboard and a first aid kit equipped to treat injuries typical of the sport of volleyball.

e. Failure of the host team to provide a venue meeting these criteria can result in sanctions as specified in Appendix II (schedule of penalties).

2.6 Clubs must provide the SVA with a nominal day and time of the week that their home matches will occur, at the start of the season.

2.7 Clubs entering more than one team in a division must rank their teams 1st, 2nd, 3rd, etc., in order of ability.

2.8 Clubs must provide the SVA with the names of its officers, designating two of those officers as primary contacts through whom the SVA may communicate to their membership, and providing the contact coordinates necessary to conduct such communications. It will be the responsibility of those designated contacts to disseminate all SVA notices, announcements and communications to club officials and members.

2.9 Clubs must complete the relevant form to submit a full roster of all current players, Volleyball England qualified coaches and Volleyball England qualified officials (broken down on a team-by-team basis if the club has more than one team playing in the Surrey Volleyball League) to the League secretary by the date specified in Appendix I preceding the current season. A registration fee of £5 per player must be paid by the club at the same time. The format of the submission is to be set by the Fixture Secretary and the team's list will be uploaded to League Republic before the start of the season.

Each team must have a minimum of eight players, except for the Club's lowest ranked team, which must have at least six. Contact details for referees and coaches who are willing to participate in those capacities at SVA matches should be included. If a referee might be willing to help out officiating for another club in a paid capacity, this could be noted so the SVA can hold a list of possible referees that clubs could contact if they are stuck.

New players can be added at any point during the season by emailing the required player information to the League Secretary, with the relevant Division co-ordinator cc'd, and making the required payment. If this new player plays in a match within 7 days of being registered, they should be noted on the scoresheet as a recently registered player, as the registration may take a few days to process.

A new player can be registered on the day of a match, but it must be noted in the remarks section of the scoresheet that they are being registered on the day. Registration details & payment for this player must then be received by the League Secretary within 72hrs of the match, otherwise they will be deemed to have been an unregistered player, with penalty sanctions as per Appendix II, Schedule of Penalties.

The player will be deemed to belong to the team for which they first play, unless it is also noted that they are "playing up" from a lower ranked team. This will also apply to teams from the same club competing in the same division.

2.10 The home team should enter their match results onto the league standings website within 72hrs of the conclusion of the match. The match scoresheet must be sent to the relevant Division Co-ordinator by the home team, either by post or electronic file within 5 days of the match. The Division co-ordinator will communicate to the teams the required format of any electronic submissions. Failure to do this will result in penalty sanctions as listed in Appendix II.

Any rule breaches identified by either team, or the referee, at the match must be noted in the remarks section of the scoresheet. The Division Co-ordinator will verify the scoresheets, check the score has been correctly entered on-line and that no ineligible players have been fielded. Any rule breaches identified by the Division Co-ordinator or noted in comments on the scoresheet will be considered, with sanctions applied as set out in Appendix II, and the offending teams notified.

2.11 Teams must play 75 per cent of the matches they are scheduled to play during the season, in accordance with the season's schedule. If a team fails to do this all the matches are forfeit and the team deposit is forfeit.

### **3. Player eligibility and responsibilities for competitive play**

3.1 Male players may play for only one SVA club during the season, unless a transfer is arranged. Females may play for one team in women's divisions, and any team in the men's division concurrently if they wish; these teams do not have to be from the same club. Female participation in the men's divisions is governed by the same rules applied to male players.

3.2 Players registered in any other leagues are permitted to play on any Surrey league team with the following restrictions:

1. Ladies' Division  
1 No female NVL Super 8 or National Division 1 registered players over 18 permitted.
2. Ladies' Division II (if applicable)  
No adult NVL Division II (or higher) or London Premier League registered players are permitted with the exception of U18 players.  
These players must be noted in the remarks section of the scoresheet.
3. Mens' Division I  
1 No male NVL Super 8 or National Division 1 registered players over 18 permitted.
4. Mens' Division II  
No male NVL Super 8 registered players are permitted. A maximum of two male players registered in the National Volleyball League Division II or higher are permitted per match day squad.
5. Mens' Division III  
No male NVL Division I or London Premier League registered players are permitted.  
A maximum of two male National Volleyball League Division II or Division III players are permitted per match day squad.  
These players must be noted in the remarks section of the scoresheet.

In Divisions where restrictions apply, any National League or London Premiere League players must be noted as such on the scoresheet.

Fielding of more than the permitted number of these players will result in the forfeit of the match, with a 3-0 award to the opposition team and no losing point for the offending team.

3.3 A player may request a transfer between SVA clubs before 1 March of the current season, and the SVA Fixtures Secretary, with copy to the division coordinator, must be notified of the transfer in writing or by e-mail before the player can commence play for their new club.

3.4 Players may transfer to a higher ranked team within a club, including teams within the same division that have a higher ranking as per Rule 2.7. Players who have transferred into a higher team may not play for a lower team for the remainder of the season.

- a. Players from a lower ranked team may play up to 10 sets for a higher ranked team without losing the right to play for the team with which they originally registered. Should they play an

11th set for a higher team then they are automatically transferred to that team and are no longer eligible to play for the lower ranked team. Any appearance on court during a set, even for only one point as a substitute, counts as a set played. A libero will automatically be deemed to have participated in every set of the match. Clubs must notify the SVA Fixtures Secretary, coping division coordinator, of the transfer, so team rosters are updated in the league records and website.

b. In addition to the above provision (3.4.a), players may also play up for a higher division team of another club, or in division 3 for another division 3 team of a different club, for up to 10 sets without losing the right to play for the team with which they are registered. This is in addition to the 10 sets they can do for their club's teams

c. Junior players are excluded for the restrictions on 3.4.a and 3.4.b. above. Juniors, under 16 years of age on the 31<sup>st</sup> of August 2017, will be allowed to play up for teams in their own club as often as they want, without the number of sets restrictions for adult players.

d. Furthermore, players in the ladies league(s) can play for another team of another club, for up to 10 sets. This is in addition to the 10 sets they can do for their club's teams, as per the provision in 3.4.a

e. When a player transfers to a higher team the club should notify the division coordinator of the player's former division within one week that the player has transferred to a higher division.

f. If a complaint is received that a club is breaking the eligibility rule then that complaint shall be reviewed by the Competitions Secretary. If either party remains unsatisfied, the matter may be reviewed by the SVA Committee, following the grievance process. If a team is determined to be playing an ineligible player, the match will be forfeited 3-0 with no losing point awarded to the offending team.

3.5 A player from the higher ranked team of the same club is permitted to play AS A LIBERO ONLY in a Men's Division 3 or Ladies Division 2 (if there is one) team.

3.6 When a club has more than one team in the LOWEST Division of the competition (unless it is the only Division) of either sex (i.e currently Men's Division 3), players may play for either team without restriction.

3.7 Any player listed on a match day squad on the scoresheet and not on that team's list of registered players for any reason, must be noted in the remarks section of the scoresheet. Reasons could include being registered on the day, recently registered within the previous 7 days, playing up from a lower ranked team, or a female playing in a Men's team but only registered for the ladies team. Failure to do so will result in penalty sanctions as per the schedule in Appendix II.

#### **4. Match administration and scheduling**

4.1 The SVA will issue a fixtures schedule on the league republic website with the day of the week and start time as per the information supplied by the teams when they registered, and any dates of venue unavailability, etc taken into account. A copy of the initial fixture schedule shall be kept by the Division Coordinators for reference. Published dates are treated as confirmed, and any date change requests must be made in accordance with the procedures outlined in Rule 4.2.

4.2 Match re-scheduling must be made 14 days or more before the match date.

a. When a change of date request is made by either team 14 days or more prior to the fixture date, every effort must be made by both teams to agree an alternative date.

b. A fixture originally scheduled for the first half of the season should be re-scheduled to an alternative date still within the first half of the season.

c. In an attempt to ensure a fixture is successfully re-scheduled, the game may be played at an alternative venue, including the Away team's venue or a neutral venue, if both teams agree. The original Home team remains responsible for booking the court and providing officials, whatever venue is agreed.

d. Changes to fixture dates and times once agreed between club secretaries should be submitted by email immediately by the Home team for update on the league fixtures and standings website (League Republic) to the Fixture Secretary and the Division Coordinator, with copy of away team agreement.

e. Where a mutually convenient fixture date cannot be established, the issue shall be brought to the Division Co-ordinator for resolution. If every effort is deemed to have been made by both teams to rearrange the fixture, then whichever team was unable to fulfil the original scheduled fixture date shall be deemed to have forfeited the match. The winning team will be awarded a 3-0 25-0, 25-0, 25-0 win, with no losing point to the forfeiting team.

4.3 When a team notifies the opposition less than 14 days prior to the fixture date of its inability to fulfil the fixture, or fails to turn up on the date, re-scheduling is at the discretion of the team which did not default, who are entitled to claim the game as a win. Further sanctions may also apply (see Appendix II). The team that did not default may agree to attempt a rescheduling of the fixture, but it remains within that team's right to claim that fixture at any point up to the end of the season (or until it is played). The winning team will be awarded a 3-0 25-0, 25-0, 25-0 win, with no losing point to the forfeiting team.

4.4 Financial restitution must be made by teams unable to fulfil their fixture with less than 14 days notice.

a. When the team unable to fulfil the fixture is the Away team, recovery of costs may be claimed by the Home team to cover any financial losses incurred as follows:

0-7 days notice – the Away team is liable for hall hire cost and any externally booked officials.

7-14 days notice – the Away team is liable for hall hire cost.

b. Claims should be made directly to the opposition team in writing, backed up by proof of the hire rate of the hall or appointment of officials. The Division Coordinator must be copied on any correspondence. If a satisfactory resolution is not reached between the clubs, the matter must be referred to the Division Coordinator who will, if satisfied the claim is valid, contact the other team requesting settlement.

4.5 Where a fixture is unable to take place at short notice due to exceptional circumstances such as severe weather, power cut at the venue, etc, the Home team must re-schedule the match, with the Away team obliged to make every effort to agree a new date as per 4.2.

a. If all attempts to re-schedule the fixture fail, the Division Coordinator shall examine the circumstances and may award a draw if satisfied both teams have made every effort to rearrange the match. In this circumstance, both teams are awarded 2pts for the unplayed fixture.

4.6 The Home team must confirm the game arrangements in writing to the fixtures secretary of the Away team at least 14 days prior to the match date. These arrangements must include the venue, start time of the warm-up and time of the first service. The Away team must confirm the arrangements in writing within one week of receiving the offer. All correspondence should be retained in case needed in the event of a dispute.

4.7 The start time of a match is defined as the time at which the pre-match warm-up starts. a. Weekday fixtures shall start between 19.30 and 20.30. b. Weekend fixtures shall start between 10.30 and 20.30. c. Triangular fixtures (three clubs playing each other on the same day) may be played only at weekends, and all three teams must agree to play two matches on the same day.

4.8 Courts must be booked for a minimum of 2 hours per match, and the first serve takes place 20 minutes after the start of the playing time.

4.9 If a club arranges consecutive matches on a single court in one booking, each match will be treated as taking place under separate hall bookings, and priority is given to starting the following game on time. The previous game may be terminated at the request of either captain of the following match, in which case Rule 5.5 is applied.

## **5. SVA match day rules supplementing or augmenting FIVB regulations**

5.1 It is the responsibility of both teams to ensure the prompt start of the fixture. Home clubs are responsible for ensuring the venue, court, fittings, record keeping and officials are available and on time.

a. Late arriving players can play in the match provided their names are on the scoresheet at the start of the match, but cannot play until the start of the next set after their arrival.

5.2 If the required number of players from either team is not present at the scheduled first serve time (allowing for a “Phantom” player outlined in Rule 5.3), the following procedure will apply:

The first set shall be immediately awarded to the other team, 25-0.

As soon as a set is forfeit in these circumstances it should be noted on the scoresheet, and the offending team becomes ineligible for a bonus point.

Each subsequent 20 minutes that passes will be adjudged to be the start of the next set, which will be forfeited by the team that is insufficient in players.

Once a third set is forfeit (40 minutes after the scheduled first serve time), the match is concluded.

After the loss of the 1st or 2nd sets due to a team being insufficient in players, late arriving team members will be allowed the time up to the start of the next set to warm up. The team must be complete and ready to play by the given time for the next set or will forfeit the set 25-0. It is the team and player’s responsibility to determine whether players are warmed up.

5.3 A team with only 5 players may still compete in the match using a “Phantom” player. However, a penalty sanction will be incurred as per the schedule of penalties in Appendix II. Where a team is reduced to only five by an injury (or injuries) at the match, no penalty will be incurred for the use of a “phantom” player.

Teams knowing they may need to invoke the “phantom” player rule should contact the opposition before the start of the game to advise them of the situation.

a. If the “phantom” player is used, both teams must have at least 5 players on court for a match to start. If a team for any reason has less than five players at the start, or any stage of the match, the match is forfeited. However, they will receive a losing point if they have attended the fixture.

b. One “phantom” player is permitted in a team. “Phantom” players are indicated on the line-up sheet and rotation slip by a zero and must rotate with the team. When a “phantom” is front-court, the team has fewer front-court attacker(s). When a “phantom” player rotates to serve, the serving team immediately loses its serve and there is a side out with a point awarded to the opposition.

5.4 Teams will warm up simultaneously – there is no option for separate warm up periods on the court. Information to be provide by teams to the scorers during warm-up as detailed in Rule 5.10.

5.5 If a match is incomplete at the end of the scheduled court time, the referees can allow the match to finish if possible. However, if the referee determines it is impossible to continue the match, including circumstances when the venue staff require the match to end, or a subsequent match on the same court must start, the referee will call time on the match.

a. When a referee calls time on an incomplete match, a win will be awarded to the team with the most sets won. A set must be completed to be counted as a set won. If set scores are tied,

the winning side is the team with the most points won. If scores are still tied, then the two teams will get 2 league points each.

5.6 The procedures set out in 5.2 penalise the offending team if they are at fault for the fixture starting late. If the opposition chooses not to enforce these rules at the time and doesn't claim sets, and allows the game to start late at 0-0, then both teams are bound to accept the result on the basis of Rule 5.5.

5.7 If circumstances beyond either teams' control has delayed the start of the game to such an extent that a minimum of 60 minutes playing time has not been achieved, then the game will be rescheduled if possible, or regarded as a draw as per Rule 4.5.

5.8 Any delays must be recorded on the score sheet at the time when they occur.

5.9 If there is a query or complaint regarding any fixture then this shall be raised with the relevant division co-ordinator no later than 2 weeks after the fixture date, and before the end of the season.

5.10 FIVB rules for team presentation, officiating, equipment and protocol are modified with the following provisions for SVA competitions:

#### Scoresheets

FIVB official score-sheets will be used for Mens' Division I and II, and the Ladies Division 1. For Mens' Division III (& Ladies Division II if there is one), an SVA authorized simplified scoresheet may be used instead. The Home team must provide the visiting team with a copy of the scoresheet; this can be a clear digital copy or photograph of the scoresheet. If using the SVA simplified scoresheet, a copy must be provided by post or e-mail if requested if copies cannot be made at the match venue. Recommended procedure would be for the away team to take a photo of the scoresheet on a phone.

To enable the Division Co-ordinator to check that all players were registered and eligible, the names must be written clearly on the scoresheet in the format, SURNAME, INITIALS.

This should be done by the official scoring. Teams must provide the scorers with a printed off (or neatly handwritten) list of players of the match day squad as early as possible, and at the latest, prior to the serving warm-up. Note: a list on a phone screen is NOT acceptable.

This list should also include a note of any players not on the list of registered players for the team (see Rule 3.6), or NVL/London Premiere registered players (where applicable) (See Rule 3.2). Failure to do so will result in penalties as scheduled in Appendix II. Captains should check that the scorers have added any required notes to the "Remarks" section of the scoresheet before signing the scoresheet.

The responsibility for a clearly legible scoresheet lies with the home team, and if a scoresheet is submitted to the Division Co-ordinator with illegible information, the home team will be penalised as per the schedule in Appendix II.

#### Rotation slips

Rotation slips may be clearly hand-written and will be used in all divisions.

### Officials

The Home team shall provide referees and a scorer. Line judges may be provided but are not required. If line judges are provided they shall be available for the entire match, the same number at each end, and be of similar ability.

For Mens' Division I and II and Ladies' Division I, a first referee and second referee are required; the first referee must be Volleyball England qualified.

For Mens' Division III and Ladies Division II, two referees are required, but the first referee does not need to be qualified.

### Equipment

Two match balls, similar in pattern, pressure and general condition, and acceptable to both captains, must be provided for each match.

### Team kit

All players must have suitable shirts with securely and permanently attached unique numbering, and of a common colour, similar enough that there could be no confusion that a player is a libero. (i.e. sky blue and navy blue would not be considered a "common colour".) Failure to do so will result in penalties as scheduled in Appendix II.

In one captain regards any opposition player/s as not wearing a common colour it should be raised prior to the commencement of the match, as there may be opportunity to change the shirt. In the event of any unresolved interpretation of "common colour", a photo should be taken of the shirts in question to be submitted to the Division Co-ordinator for arbitration.

If a team chooses to use a Libero player, the Libero uniform must be uniquely numbered and of a contrasting colour.

5.11 The league scoring system will award a winning team 3 points, a losing team 1 point where the match has been played. Any teams forfeiting matches will not receive a losing point.

- a. League points maybe deducted as a result of breaches in league rules. See Appendix II, Schedule of Penalties.

## **6. End of season actions**

6.1 Final Team placings will be formally announced at the Annual General Meeting.

a. In the event of equal points at the end of the season, team rankings will be determined by, in order:

1. number of matches won.
2. sets-for less sets-against.
3. number of sets won.
4. the results of the matches between the two teams.
5. points-for less points-against.

6.2 Promotion and relegation procedures will promote the team finishing in first place in their division to the next highest division; the team finishing in last place in their division will be relegated to the next lower division.

6.3 Based on the results and number of teams entering, the SVA scheduling of the following season will endeavour to make the divisions of similar size and the teams of similar ability to the preceding season. Requests by teams not to be promoted or relegated or to enter a different division may only be considered if they fit within this mandate, but may be refused by the committee. Clubs wishing to request entry into a specific league are required to notify the SVA Committee at least eight weeks before the start of the season, for the Committee's deliberation. In doing so they agree to abide by the Committee's decision, which is final.

6.4 New teams by default shall enter at the lowest division. Requests to enter at a higher level may be considered if fitting within the mandate outlined in 6.3, but priority will always be given to existing teams in each division.

6.5 The pre-season scheduling deadlines for preparation of the following seasons' competition, and the competition start and finish dates shall be as set out in Appendix I.

6.6 A prize for the winning teams, determined by the SVA Committee, will be awarded.