



MANDURAH VOLLEYBALL ASSOCIATION INC.  
Where everyone can play.



# Mandurah Volleyball Association Operations and Support Information Manual

Committed. Connected. Inclusive.



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## **Introduction**

This manual describes the information, actions, processes and responsibilities required to ensure all members understand how to use, control and manage systems, processes, and procedures for the Mandurah Volleyball Association Incorporated (in WA).

Access to Acts, Standards, Regulations, Codes and Guidelines may be necessary for further reference and clarification. Detailed and specific information should always be obtained from the relevant Acts, Regulations and Standards.

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## **Purpose**

To formalise the processes, as well as describe the requirements for its members, volunteers and sponsors in the knowledge, and use of MVA systems, processes, operations, and procedures.

This manual will ensure consistency and an acceptable level of quality of its operations within the association so that all work conducted by MVA volunteers and members is performed safely, to the agreed standard and other relevant requirements.

## **Scope**

This manual is intended for all volunteers and members of the Mandurah Volleyball Association, or external agents proposing to work for MVA and its affiliates and partners.



## Definitions

AGM	Annual General Meeting
AS	Australian Standard
FIVB	The Fédération Internationale de Volleyball – based in Switzerland
HHRC	Halls Head Recreation Centre
MARC	Mandurah Aquatic and Recreation Centre
MVA	Mandurah Volleyball Association (VA), also known as the ‘Association’ in this document
NZS	New Zealand Standard
SGM	Special General Meeting
VA	Volleyball Australia
VWA	Volleyball WA
WAVL	WA Volleyball League
Work	this can be any activity such as coaching, administration or refereeing, which can be voluntary, or paid for
WWCC	Working With Children Check



## About the Mandurah Volleyball Association

### Introduction

Volleyball was first played in Mandurah around 1987. From there it has grown in popularity and numbers, with the game being played in schools, indoor on hardcourts and beach sand as well as on outdoor beaches.

The club became incorporated on the 15th November 1995 within the state of Western Australia. This provides a legalised base to operate within a formal structure, with a set of rules and governing body (the executive), as well as to separate the members from the club, in particular of their respective assets.

### Objectives

The Mandurah Volleyball Association is an incorporated body in Western Australia, with the primary objective of promoting, fostering and providing all things volleyball within the City of Mandurah and surrounding towns, also known as the Peel Region.

All MVA members must be inducted to ensure they are appropriately instructed, trained, and deemed competent before working for MVA and its clients.

### Constitution

The Mandurah Volleyball Association is governed by its constitution and is incorporated in the State of Western Australia. This means that the Constitution meets the requirements of the Associations Incorporation Act of WA 2015, also known as the 'Act' in this document. The Act describes the conditions, rules and manner under which an organisation must operate, as well as the powers of the association and its members.

In summary, the Associations Act <sup>1</sup> is to—

- establish a scheme for the incorporation of associations;
- make provision for corporate governance, financial accountability and matters relating to the rules and membership of incorporated associations;
- repeal the Associations Incorporation Act 1987;
- make provision for related matters.

### Bylaws

The bylaws of the Association are a set of rules provided for the operations of the various competitions and events held within the association's regional scope. They are to be used in addition to the constitution and the international volleyball rules, and are specific to and contextualised for the Mandurah Volleyball Association.

### Documents

All MVA documents and records shall be retained according to document control requirements, as determined by the rules of the Association and as per the Act. These include both electronic and paper-based documents such as the Constitution and bylaws, policies and procedures, forms, member registers, financial and accounting records, competitions, events and other activities.

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<sup>1</sup> Source: The WA Associations Incorporation Act 2015



## Membership

Membership is open to all interested persons who are described in, and regulated by, the rules of the Constitution. Memberships are recorded in a register and maintained as per the Constitution.

Membership types include ordinary adults, juniors, and life members, bestowed upon persons who have demonstrated exemplary services to the Association, over many years. Life members are entitled to free admission to all events, competitions and activities conducted by the Association.

Members are required to pay a fee dependent on the membership type and age group to MVA, as well as to its affiliate partner, VWA—the fee paid to VWA also includes an insurance component. MVA is also a Kid Sports club that provides some funding assistance for families with an approved concession such as 'low-income health care'.

## Committees

Several committees within MVA perform various functions; these include—

1. Management Committee
2. Match Committee
3. Association Committee
4. Fundraising Committee
5. Junior Committee

The structure, membership and duties of each committee are described in detail in the Constitution. All positions on every committee are open to any member wishing to assist in the running of volleyball operations for MVA.

## Executive Positions

The MVA executive positions are responsible for the conducting of all operations of the Association as per its constitution, bylaws and job role descriptions. This committee is also known as the Management Committee.

This committee consists of the following positions which are described in the Constitution as well as the relevant job role document—

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Relations Officer
6. Registrar
7. Rules Interpreter
8. Competitions and Events Coordinator
9. Development Officer
10. Delegates

Each member is elected at an annual general meeting but, may be filled during the year if a casual vacancy exists among the current members. This process is the same for any committee member.



## **Position Duties**

The following is a brief description of each committee position as outlined in the Constitution and each job role description document.

### ***President***

This position is the nominated leader of MVA Inc. who represents MVA in all matters such as at meetings, forums and other events.

### ***Vice President***

This position would fill the president's role in their absence or may attend together.

### ***Secretary***

The secretary has many duties such as coordination of correspondence and other communications (in cooperation with the Public Relations Officer), record, and maintain the minutes of all meetings of the Association, as well as manage the custody of all the association's records, registers and other such documents.

This can also be done in collaboration with other members of the committee such as the Registrar and Treasurer.

### ***Treasurer***

The primary duty of the treasurer is managing the finances of the Association according to the Constitution and the relevant sections of the Associations Incorporation Act. These include —

- responding appropriately to the collection and receipt of monies and payment of accounts;
- general banking activities such as depositing of money and online banking;
- maintaining a record of transactions; and
- providing a financial report to the committee and other required organisations.

The treasurer is also involved in the budget preparation for all activities and events held by the Association.

### ***Registrar***

The registrar is responsible for maintaining a record of all players and teams who have participated in games in Mandurah volleyball competitions. This position can also develop and maintain all fixtures but, this may also be coordinated with other committee members.

### ***Public Relations Officer***

This person is responsible for communicating volleyball news and other information via various channels such as MVA Web, newsletters, social media and print media. They are also tasked with the promotion of the game of volleyball through formats such as flyers, blogs and posts on social media.

### ***Rules Interpreter***

This role is generally only called upon when there is a dispute during a game, where an independent interpretation is required, or if it cannot be resolved immediately, it will be referred to the match committee for consideration.





### ***Development Officer***

The primary duty of this position is in the promotion and development of volleyball within the Peel District. Although the emphasis is mainly on players and the game itself, there is a club (association) development consideration too, which includes administration, coaching and refereeing.

### ***Competitions and Events Coordinator***

This position is tasked with coordination of all MVA competitions and events, including local, regional, and the MVA invitational tournament as well as fundraising activities (this is in conjunction with the fundraising committee).

### ***Delegates***

These are general committee members elected at an AGM who are tasked with assisting the executive committee in the running of the Association's affairs. These are members of the Association, and typically represent each team in the competition, however, this is not a formal requirement.

## **Meetings**

The Association conducts various meetings to fulfil its obligations under the Constitution and to manage all business accordingly. This process will ensure that all business is conducted according to proper procedures and that the members and their rights are protected.

Each meeting is conducted as per the rules outlined in the Constitution, and generally, only committee members are allowed to attend. Visitors and the Association general members are allowed if they are invited, or they ask and are accepted to attend.

A meeting will have formal minutes to verify what business was conducted and should be circulated to all interested parties, particularly where members have outstanding actions. The minutes are confidential and should not be given to anyone outside of the committee.

Should any information from the meeting be required to be provided to the members or others, then communication should be made through the relevant channel, e.g., a newsletter, or social media post.

The types of meetings include—

1. Annual General Meeting (AGM) – this is conducted every year, as per the rules in the Constitution, with the main purpose of electing the committee for the following year.
2. Special General Meeting (SGM) – this is usually for the moving of special resolutions where a set percentage of the members are required to accept, e.g., changes to the Constitution.
3. General Meeting – the purpose is for the conduct of any general business that the Association may require and is usually asked for by the Executive Committee.
4. Executive Committee Meetings – this is used for formal business actions such as the approval of payments of expenses and tabling of reports. These meetings are held frequently during the playing season.

## **Policies and Procedures**

The primary document that MVA must abide by is its constitution. In particular, the sections that relate to the Act and the requirements such as financial management and record-keeping. These are the principal responsibilities of the Secretary and Treasurer.



The Mandurah Volleyball Association also has several policies and procedures but, where none has been developed, MVA utilises others such as from Volleyball WA, the relevant Western Australian Government departments, or from partnered organisations such as Good Sports Australia, who run a program sponsored by the Australian Alcohol and Drug Foundation.

These include, but are not limited to—

**MVA Documents**

1. The MVA Incorporated Constitution
2. Member Protection Policy
3. Child Protection Code of Conduct
4. Working With Children Check register
5. Member Goods and Services Policy
6. Risk Management (Dept. of Sport and Recreation – WA)
7. Social Media Policy
8. Complaints Procedure
9. Bylaws
  - a. Local competitions
  - b. Invitational tournaments
10. Volunteer Management Plan (TBA)
11. Player nomination form
12. Team nomination form

**VWA Documents**

1. Affiliation Package
2. Child Safeguarding Policy
3. Injury Report Form

**VA and FIVB Documents**

1. Official Rules of Volleyball
2. Member Protection Policy
3. Insurance Certificates – Public Liability and Personal Accident

**Good Sports Documents**

MVA is a Level 3 (Gold Member) accredited member of the Good Sports Program after developing several policies for its members. These include—

1. Smoke-Free Policy
2. Safe Transport Policy
3. Alcohol Management Policy (consume-not-sell)



## Competitions

### Local

Volleyball is traditionally played in Mandurah on indoor hard courts during the period from April/May to September. In recent years, there has been a drive to extend this to the spring/summer months to cater for a more social, drop-in style volleyball, and less of competitive nature.

The Winter competition has two divisions, a league and reserve, both of which allow for a mix of women and men, as well as juniors. There is not currently a separate women's and men's league but there has been, and there may well be in the future.

### Juniors

Juniors are also catered for in both league divisions, being encouraged to participate at a level they are comfortable with. The age range is from 15 to 19 at this level, but we also cater for kids between 6 to 12/13 in a program called Kids Volley. From this stage there is a gap in the pathways for kids aged 13 to 15's.

### Beach

Outdoor beach volleyball has been played in Mandurah at several locations but, there is currently no league—this is purely social. There is a program under consideration, looking at forming some alliances with other clubs with a view to the use of facilities and beaches.

### Regional

There are several regional-based tournaments held each year, one in Collie and one in Mandurah. Teams from mainly Perth and surrounding regional associations participate in these over set weekends during the year, which are sanctioned by Volleyball WA.

In 2019, an inaugural meeting between some of the southwest regions met in Mandurah to discuss the possibility of establishing a regional 'league' with teams from the regions participating in one-day tournaments. These would be held in different towns based on timing and availability but, so as to not diminish or clash with other regional tournaments.

This is ongoing.

### State

Teams from outside of the metro are encouraged to participate in the WAVL. Mandurah has in the past participated in the metro league and will look to do so in the future, as the local competition grows so that it can provide a path for local players to participate at a higher level.



## References

This procedure references the following Australian Acts, Regulations and Standards, as well as VA, VWA, and MVA documents, Government departments and relevant organisations—

- MVA Constitution
- MVA Bylaws
- Volleyball WA – Affiliation Requirements
- [Associations Incorporation Act of WA 2015](#)
- [Good Sports Australia](#)
- Western Australian Government departments (e.g., sport and recreation, KidSport)
- Financial Management course - <https://wa-dlgsc.coassemble.com/student/course/29346#/>
- City of Mandurah – Recreation Services
- City of Mandurah – [Club Connect](#) (<https://www.mandurah.wa.gov.au/community/services/community-services/Sporting-and-recreation-clubs>)
- Club Help Resources – <https://www.clubhelp.org.au/club-resources>



## Attachments

### Document Checklist

The following is a list of all MVA documents, which includes policies, procedures, forms and membership records. The relevant checks and documents are to be made available to the incoming member.

Area	Question	Yes	No	N/A
<b>Mandurah Volleyball Association</b>				
Pre-checks	National Police checks			
	Working With Children Check			
	Relevant qualifications (where required)—			
	1. coaching			
	2. refereeing			
	3. administration			
	4. first aid			
Orientation	Induction			
	Constitution			
	Bylaws			
	Job role description			
	Policies, procedures and forms			
	Calendar of events			
	— local competitions			
	— other events			
	— activities			
	— meetings			
	— VVA calendar			

<b>Conducted by:</b>			
<b>Position-</b>		<b>Signature-</b>	
<b>Name-</b>		<b>Date-</b>	

<b>Applicant:</b>			
The applicant, upon signing this, will abide by all MVA policies and procedures, as well as provide the necessary documents/qualifications, to demonstrate compliance to requirements.			
<b>Position-</b>		<b>Signature-</b>	
<b>Name-</b>		<b>Date-</b>	