

**VOLLEYBALL IRELAND**  
**REGULATIONS RELATING TO VOLLEYBALL**  
**INDEX**

**Regulation No.**

<b>1.</b>	<b>INTRODUCTION</b>	<b>2</b>
<b>2.</b>	<b>MANAGEMENT AND CONTROL</b>	<b>2</b>
<b>3.</b>	<b>OBJECTIVES</b>	<b>3</b>
<b>4.</b>	<b>STATEMENT OF GOOD GOVERNANCE</b>	<b>3</b>
<b>5.</b>	<b>RULES OF VOLLEBYALL</b>	<b>3</b>
<b>6.</b>	<b>MEMBERSHIP</b>	<b>4</b>
<b>7.</b>	<b>OFFICER ROLES AND RESPONSIBILITIES</b>	<b>5</b>
<b>8.</b>	<b>COMMISSIONS</b>	<b>6</b>
	<b>Role of Commissions</b>	<b>7</b>
	<b>Operational Procedures</b>	<b>8</b>
<b>9.</b>	<b>CLUBS</b>	<b>9</b>
<b>10.</b>	<b>FIELD OF PLAY</b>	<b>11</b>
<b>11.</b>	<b>LICENSING</b>	<b>11</b>
<b>12.</b>	<b>DISCIPLINARY</b>	<b>12</b>
<b>13.</b>	<b>MISCONDUCT &amp;</b>	<b>12</b>
	<b>CODE OF CONDUCT</b>	<b>14</b>
<b>14.</b>	<b>ANTI-DOPING</b>	<b>15</b>
<b>15.</b>	<b>ANTI-CORRUPTION</b>	<b>15</b>
<b>16.</b>	<b>AGM PROCEDURAL RULES</b>	<b>15</b>
<b>17.</b>	<b>DEFINITIONS AND INTERPRETATION</b>	<b>16</b>
<b>Appendix 1</b>	<b>COMMISSION FUNCTIONS &amp; ROLE OF COMMISSION PRESIDENTS</b>	<b>18</b>
<b>Appendix 2</b>	<b>GENERAL MEETING PROCEDURAL RULES</b>	<b>22</b>
<b>Appendix 3</b>	<b>IRISH ANTI-DOPING RULES</b>	<b>33</b>

These Regulations were approved at the EGM 13 April 2019. The Effective Date for their coming into operation is 6 July 2019

## 1. INTRODUCTION

The Volleyball Association of Ireland Limited trading as Volleyball Ireland is the national governing body (“**NGB**”) for volleyball, beach volleyball, spike ball, mini-volley, chair volley and all forms of the Sport of volleyball in Ireland. It is the recognised NGB for the sport by Sport Ireland, the Olympic Federation of Ireland and the Irish Government.

The Volleyball Association of Ireland CLG is a company limited by guarantee (the “**Company**”) and its constituent documents, are its Memorandum and Articles of Association (the “**Constitution**”). They provide the framework within which the Company operates under the stewardship of the Board of Directors assisted by the executive staff, including its functioning as a legal entity with liability limited by guarantee.

The Constitution does not provide the level of detail required for the day-to-day operation of the association and in particular its sporting role and functions. Consequently these Regulations Relating to Volleyball deal with the more general aspects of the day-to-day operations of the organisation and are binding on all Members of the Company (as defined in the Constitution).

The trading name of the Volleyball Association of Ireland Limited by Guarantee is “Volleyball Ireland” (since 31<sup>st</sup> July 2018). For completeness the legal entity is the ‘Volleyball Association of Ireland Company Limited by Guarantee trading as Volleyball Ireland’.

The Regulations Relating to Volleyball (the “**Regulations**”) refer to other documentation that may be pertinent for the purposes of Volleyball Ireland rules and regulations and their proper implementation. Such documentation can be obtained from the Volleyball Ireland office and via the association website at [www.volleyballireland.com](http://www.volleyballireland.com).

The definitions used in these Regulations shall be as defined herein and/or as referenced in the Constitution. To the extent there is any conflict as between these Regulations and the Constitution, the Constitution shall prevail.

## 2. MANAGEMENT AND CONTROL

- 2.1 The Board is the authority responsible for the organisation and management of the affairs of Volleyball Ireland which it shall exercise in accordance with the Constitution, these Regulations and the Rules. The Constitution may only be amended by the eligible Members at an AGM. The Regulations and the Rules may be amended by the Board.
- 2.2 The Board is responsible for formulating and overseeing implementation of Volleyball Ireland’s strategic plan and application of policy decisions in accordance with the provisions of the Constitution and the Regulations. It shall carry out its executive functions through the General Manager and executive staff, with the support of the Commissions as stipulated in the Constitution and these Regulations.
- 2.3 The Board may, in accordance with the Constitution delegate certain of its powers including to committees of the Board and to Commissions established by the Board.

### **3. OBJECTIVES**

- 3.1 Promoting, fostering, developing, extending and governing the sport of volleyball in Ireland as more fully set out in the Constitution.
- 3.2 Implementing the Rules of the Volleyball (in all its forms).
- 3.3 Framing and interpreting the Regulations of the sport.
- 3.4 Deciding and/or settling all matters or disputes relating to or arising out of the playing of the sport or any dispute between two or more teams or Clubs or Volleyball Bodies or Members (or any composition thereof) relating to the application of the Regulations or any breach thereof including involving any Officials and/or Members or affiliated persons.
- 3.5 To prevent discrimination of any kind within the sport against a private person or groups of people or entity on account of race, ethnic origin, gender, language, religion, politics or any other reason.
- 3.6 To ensure the safe participation of all persons in membership of the organisation through the promulgation and implementation of appropriate codes of conduct and safety and in particular for children and young persons.
- 3.7 To ensure the highest standards of transparency, good governance and integrity in the operation and management of the sport and amongst its participants.

### **4. STATEMENT OF GOOD GOVERNANCE**

Volleyball Ireland is a Type B organisation and complies with the principles and practices of the Governance Code (A Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland) which include;

- (a) Leading our organisation
- (b) Exercising control over our organisation
- (c) Being transparent and accountable
- (d) Working effectively
- (e) Behaving with integrity

The Board shall devise policies which are consistent with the Statement of Good Governance and with the Objectives.

### **5. RULES OF VOLLEYBALL**

- 5.1 The FIVB Official Volleyball Rules as approved by the FIVB are the applicable rules of the sport which shall be applied by Volleyball Ireland. These can be found at [www.fivb.org](http://www.fivb.org).
- 5.2 Volleyball Ireland shall put in place an organised competition structure for the sport at different levels and shall devise Competition Rules for the proper performance of the sport. It shall also

recognise as appropriate competitions under the auspices of approved Volleyball Bodies provided such competitions are run in accordance with the Rules and in accordance with these Regulations.

- 5.3 The Competition Rules shall be reviewed regularly to accommodate changes at international level and any relevant national modifications that may be required, in consultation with the relevant Commission responsible for their implementation.

## 6. MEMBERSHIP

6.1 Membership of Volleyball Ireland is for those bodies set out in Article 2 of the Articles of Association namely, Clubs and Volleyball Bodies (the “**Members**”). Players, coaches, referees and other persons involved in the management or operation of the Member and any other Player Support Personnel derive their membership of Volleyball Ireland through such Members and their participation in the competitions and activities of Volleyball Ireland shall further evidence their consent to be bound by the Constitution, Regulations and Rules of the Sport.

6.2 Membership of Volleyball Ireland by a Club and/or Volleyball Body shall be effective as an agreement binding such Member (which agreement requires such Member to similarly by agreement bind its affiliated membership which such Club and/or Volleyball Body undertakes to do) to abide by the Constitution, Regulations and Rules of Volleyball Ireland and to accept and enforce all the decisions of Volleyball Ireland, the Board, the Commissions and/or the judicial bodies established by them (as the case may be) in respect of the playing and/or administration of volleyball throughout the country. Any breach of this agreement or any conduct which may be prejudicial to the interests of Volleyball Ireland, its Members, the Board or executive and/or to the sport of volleyball shall render such Club and/or Volleyball Body liable to disciplinary action in accordance with these Regulations.

6.3 All Members must affiliate to Volleyball Ireland on an annual basis based on the rules and procedures in operation at that time.

6.4 All Members are bound by and must comply with the “**Rules & Regulations of Volleyball Ireland**” as amended from time to time including without limitation the documents listed at (a) to (g) below and their successors;

- (a) The Constitution (comprising the Memorandum and Articles of Association)
- (b) These Regulations Relating to Volleyball
- (c) The FIVB Official Volleyball Rules
- (d) The Competition Rules
- (e) Sport Ireland’s Code of Ethics and Good Practice in Children’s Sport in Ireland
- (f) Volleyball Ireland’s Child Welfare Guidelines and Regulations
- (g) The Irish Anti-Doping Rules (or equivalent rules produced by Sport Ireland) and the FIVB Anti-Doping Regulations
- (h) Any other rules, regulations, programmes or directions made or adopted by the Board and notified to the Members including by way of the Volleyball Ireland website.

6.5 All Clubs and recognised Volleyball Bodies must have constitutional documents and rules in place which implement and do not conflict with the Rules and Regulations of Volleyball Ireland.

All Clubs and recognised Volleyball Bodies must provide an up to date copy of their constitutional documents, rules and regulations to Volleyball Ireland within **14 days** of receipt of a request for such documents from Volleyball Ireland.

- 6.6 All Clubs must provide Volleyball Ireland with an up-to-date list of their members as part of the annual affiliation procedures and must ensure new members are registered with Volleyball Ireland ordinarily within **14 days** of stating their intention to join the Club and/or commencement of participation in Club activities.
- 6.7 All persons wishing to participate in Volleyball Ireland competitions must first be duly registered with Volleyball Ireland in accordance with the licensing requirements and procedures.
- 6.8** All those involved in participation in the Sport and/or in the operation and management of Clubs and Volleyball Bodies must be registered as members with Volleyball Ireland. Members shall also put structures and/or procedures in place to comply with any vetting and registration procedures required under the Code of Ethics/Child Welfare Guidelines and/or legislation.
- 6.9 Each Club and recognised Volleyball Body shall notify all its members and make available to them the documents referred to in Regulation 6.4. Such documentation is available on the official Volleyball Ireland website ([www.volleyballireland.com](http://www.volleyballireland.com)) or from the Volleyball Ireland office.
- 6.10 Volleyball Ireland shall made known its Membership Criteria policy and shall devise a policy for new membership criteria (from time to time) and publicise same.
- 6.10.1 All Membership applications shall be subject to the approval of the Board. Where the applicant is accepted for Membership then on receipt from the applicant of the annual subscription (and compliance with any other pre-conditions), the applicant's details shall be entered in the Register of Members.
- 6.11 The provisions of this Regulation 6 shall apply equally to any recognised Associate Members of Volleyball Ireland.
- 6.12 **Non Compliance:** Any claim that a Member or any other person bound by the provisions of the Rules and Regulations of Volleyball Ireland has breached any provision of the Rules and Regulations of Volleyball Ireland will be dealt with through the Volleyball Ireland Disciplinary Procedures as set out in Regulation 12.

## 7. OFFICER ROLES AND RESPONSIBILITIES

- 7.1 The Officers are members of the Board and Directors of the Company.
- 7.2 The Board is collectively responsible for the strategic and policy making functions of Volleyball Ireland, the proper functioning of the Company, and for the observance of the Constitution and the implementation of the Rules and Regulations.

7.3 All Board Directors must declare conflicts of interest in accordance with Article 9 of the Articles of Association of the Constitution and any policy introduced by the Board prior to any discussion on the relevant topic.

7.4 President

The President shall, subject to the provisions of the Constitution, chair the AGM of Volleyball Ireland and in such capacity shall be the Chairperson of the meeting. The Chairperson of the AGM shall apply the **AGM Procedural Rules** set out in **Appendix 2** of these Regulations.

## 8. COMMISSIONS

A Commission means a body established by the Board for the purposes of carrying out the functions specified by the Board and as further set out in Article 15 of the Constitution and this Regulation 8. The role of the Commissions within Volleyball Ireland is to provide strategic guidance and oversee the development of a range of key activities including providing advice to the Board and carrying out its functions under the strategic plan of the Sport.

8.1 To facilitate the development of the Sport and in keeping with the strategic plan, the following principal Commissions shall be established by the Board:

- (i) The Competitions and Development Commission;
- (ii) The Education and Training Commission;
- (iii) The High Performance Commission.

8.2 Commissions will be responsible across the breadth of the Sports' disciplines and shall take this responsibility into specific consideration as part of their work. Commissions shall report to the Board via prescribed and clear reporting lines and the Board shall have oversight of their activities and budgeting.

8.3 The Board may appoint such additional Commissions, committees and/or working parties as it considers necessary and/or appropriate for any specified purpose, in pursuit of the objectives of the Sport and/or as required for the implementation of the Rules and Regulations. Where required, the Board may establish Special Advisory Groups ('SAGs') to represent and provide input to the Commissions for relevant formats of the Sport and/or with specific objectives.

8.4 The functions of each Commission (as delegated to them by the Board in accordance with Article 14 of the Constitution) are as set out in Regulation 8.6 and may be altered at any time. The Commissions exist to carry out their functions in accordance with the strategic plan of Volleyball Ireland, these Regulations and in association with the executive staff (which have responsibility for operational execution and will support the Commissions).

8.4.1 The following principles shall also apply:

- (a) That all administration across all Commissions will largely be conducted by executive staff with the Commissions operating in a policy capacity and ensuring that the operation plan for their functional role(s) is met;
- (b) That the strategic plan will address the issue of ongoing development across the whole Sport which will be reflected in the Commissions' operational plans;

- (c) That rules, disputes, clarifications and implementation of any changes to the rules of the Sport from FIVB (and any relevant training) and input into the overall competitions policy matters e.g. new competitions / competition mergers or restructuring / any seasonal or calendar changes should be the remit of one Commission (Competitions and Development). However, the scheduling of competitions and referee appointments which are highly administrative should be an executive staff office-holder function;
- (d) The Commissions shall have a broad representation reflected in their membership. Such representation shall ordinarily include all the main formats of the Sport (indoor, beach, sitting), schools and juvenile, together with a balance of genders reflected in the composition of each Commission (which will be as close to 50:50 as possible).
- (e) The President, Vice-President, Treasurer and Secretary shall be *ex officio* members of all Commissions and the Board may appoint any Director to be a member of any Commission. The Directors shall not be included in the assessment of the gender composition of the Commissions.

8.5 In accordance with Article 7.3 the Board shall appoint the Commission President and approve the composition of all Commissions. The Commission President shall ordinarily be appointed for a term of 3 years which may be extended once (for a maximum of 6 years in total) before such appointee is required to step down from the relevant Commission for a minimum period of one term of 2 years.

### **Role of Commissions**

8.6 While the functions of the Commissions are set out in **Appendix 1** in more detail, the key roles of each Commission will be as follows;

- 8.6.1 **Competition & Development Commission;** advising and guiding on volleyball development, competitions, club development, leadership and volunteers with links with high performance volleyball. The Competition & Development Commission oversees the operation of the National League Programme, National Beach Tour, Recreational Competitions, Student Sport and Schools events. It will approve the full calendar of programmes in all forms of volleyball on an annual basis.
- 8.6.2 **Training & Education Commission;** coach and referee education, training and assessments; assessment of the qualification levels for such roles in accordance with national and international standards; creating accreditation courses for coaches and referees and their respective tutors (in accordance with any national or international standards body designed for this purpose). This Commission will have key links with Coaching Ireland and the CEV training and development departments. The Training & Education Committee devises a calendar of formal coaching and refereeing qualifications and workshops that best prepare and develop our coaches and referees in all forms of the Sport.
- 8.6.3 **High Performance Commission (HP);** to advise and guide on high performance policies, strategy and programmes; to administer recruitment programmes and recommend national squad coach and manager appointments to the Board (for both Volleyball and Beach Volleyball programmes), as well as overseeing a selection process (in association with the

T&E Commission) for referees representing Volleyball Ireland at international events. The High Performance Commission will devise and implement fundraising initiatives for national teams. The High Performance Commission ratifies National Squad player selection – subject to the relevant selection criteria and any disputes process. The HP Commission will advise on the competitions that national teams will enter.

- 8.6.4 All Commissions will advise on their annual budget requirements and operational plans which tie in to the strategic plan. Furthermore; all Commissions will be involved in any reviews of the strategic plan(s) from time to time.

### **Operational Procedures**

8.7 The Commissions shall each adhere to the following operational procedures:

- 8.7.1 The Commission will consist of a minimum of 4 members and a recommended maximum of 9 members and it will comprise of; (i) a Commission President appointed by the Board and (ii) persons selected by the Commission President in consultation with the Board and approved by the Board.
- 8.7.2 All Commission members must be nominated by current member Clubs or an Approved Volleyball Body, unless otherwise approved by the Board.
- 8.7.3 Meetings of the Commission will be chaired by the Commission President.
- 8.7.4 The quorum for a valid commission meeting will be 50%+1 of the membership of the Commission. Meetings will ordinarily take place in person, although members may participate by technological means provided the entirety of the meeting is not virtual.
- 8.7.5 All members of the Commission will ordinarily be given at least one week's notice of meetings, plus a meeting agenda of any items to be discussed with such relevant information as is required to ensure a properly informed discussion can take place.
- 8.7.6 Minutes of all meetings of the Commission shall be taken by the person designated by the Commission President, ordinarily a member of the executive staff, read and discussed at the next meeting and retained on file. A copy of all draft minutes shall be provided to the General Manager and the Secretary of Volleyball Ireland within **7 days** of the date of the meeting.
- 8.7.7 All Commission members must declare conflicts of interest prior to any discussion on the relevant topic and shall leave the meeting during the discussion and decision making on the relevant topic.
- 8.7.8 Meetings of the Commission will be held as frequently as necessary and in any event no less than once every two months.
- 8.7.9 The Commissions shall contribute to the development and review of the strategic plan of Volleyball Ireland.
- 8.7.10 The Commissions shall develop and draft an annual operational plan for their area of responsibility (which shall include the budget) in consultation with Volleyball Ireland



and based on the strategic plan. The operational plan shall run from January to December each year. Templates of the yearly plan shall be provided by Volleyball Ireland.

- 8.7.11 The operational plan (including the budget) for the Commission's area of responsibility will be submitted by a date designated by the Board each year for its approval. No funding shall be released directly to any Commission which has not met this requirements.
- 8.7.12 The President of each Commission (or exceptionally their nominee from the Commission) shall attend a meeting of the Board on an annual basis (or more as required) to report on the progress of the operational plan, discuss budgets and future planning.
- 8.7.13 Each Commission shall prepare a report for the AGM (or Special General Meeting if applicable) and where requested by the Board make a presentation to the AGM. Each incoming Commission shall at its first meeting receive the existing yearly plan (including financials) from the outgoing Commission.
- 8.7.14 Each Commission shall promptly provide the Board with all financial and other information requested by it. All funding shall be accounted for by the Commission(s) in the manner set out by the Board and administered by the General Manager (or by his/her nominee).
- 8.7.15 All Commissions must operate in line with its role/terms of reference as set by the Board and as amended from time to time.

## **9 CLUBS AND VOLLEYBALL BODIES**

- 9.1 **Club Committees:** Each Club must appoint a Club management committee which shall be responsible for the day to day management of the Club and must always be in existence to operate the Club in line with best practice. The Club management committee may delegate any of its powers to a committee or subcommittee established by them. Any such delegation may be made subject to any conditions the Club management committee may impose and may be revoked or altered at any time by the Club management committee.
- 9.2 **Coaches:** Coaches should where possible not be members of Club management committees but should liaise with and report on a regular basis to their Club management committee. For the purpose of this Regulation 9, Coaches are defined as those involved in the practice of teaching and coaching for more than three hours per week on an ongoing basis. Club Coaches should be required and invited to attend a minimum of three Club management committee meetings per year to discuss and report on club coaching matters.
- 9.3 **Children's Officer:** Each Club, which is not an adult only Club, must appoint a Children's Officer who shall be responsible for overseeing the safety and welfare of any children involved in the Club. Every Children's Officer should be consulted with regularly by their Club

management committee and required to attend a minimum of three Club management committee meetings per year to discuss and report on child welfare matters.

- 9.4 **Facilities:** All Club management committees should ensure that a written agreement is in place with the owner(s) of facilities used by the Club.
- 9.5 **Club officials:** All Club management committees must ensure that written terms and conditions are in place with all teaching, coaching, match officials, managers and other staff (such as sports science, physio and medical support staff) involved in an official capacity with the Club whether they are acting on a voluntary basis or compensated by the Club. Further, Clubs should ensure that such persons are suitably qualified, insured and licensed to carry out such work and must be members of the Club and licensed by or registered with Volleyball Ireland (as applicable).
- 9.6 **AGM:** Each Club must hold an annual general meeting of its members. Details of Club AGMs must be contained in each Club Constitution. A copy of every Club Constitution must be lodged with Volleyball Ireland. Each Club shall ensure that proxy voting is not permitted at the general meeting of the Club.
- 9.7 **Club EGM:** All general meetings of Clubs other than Club AGMs shall be called Club Extraordinary General Meetings (Club EGMs). Clubs shall provide in their constitutional documents for the taking place of Club EGMs in the following circumstances: (i) if a resolution to convene a Club EGM is passed at the preceding Club AGM; or (ii) if 20% of Club Members serve on the Club Secretary a written notice duly signed seeking the holding of such a Club EGM; or (iii) where two-thirds of the Club Management Committee or Club Management Committee resolve to convene a Club EGM.
- 9.8 **Standing Orders:** Clubs shall have Standing Orders for the running of Club general meetings and Club Committees. Templates of the Club Standing Orders may be provided by Volleyball Ireland. Clubs shall ensure that their Standing Orders do not conflict with these Regulations or any other guidelines or directions issued by Volleyball Ireland.
- 9.9 **General:** All Clubs shall;
- 9.9.1 Affiliate annually to Volleyball Ireland by paying the annual subscription fee as determined by Volleyball Ireland (which is updated annually) and completing the Club subscription pack and any other documentation required to the satisfaction of Volleyball Ireland.
- 9.9.2 Have constitutional documents and rule in place which comply with Volleyball Ireland based guidelines and which are not in conflict with Volleyball Ireland Rules and Regulations or any other rules, regulations, programmes or directions issued by Volleyball Ireland.
- 9.9.3 Ensure that minutes of Club management committee meetings, AGMs and special general meetings are kept and that they encourage regular turnover of Club management committee membership while ensuring continuity and experience.

9.9.4 All Clubs are bound by the Rules and Regulations of Volleyball Ireland including the Disciplinary Regulations. In the event of a Club failing to comply with or enforce any disciplinary or other measure determined by or on behalf of Volleyball Ireland, the Board may suspend or terminate the affiliation of such Club with Volleyball Ireland. Any proceedings against the Club shall be brought in accordance with the provisions of the Disciplinary procedures in Regulation 12.

9.10 The provisions of Regulation 9 shall apply equally to Volleyball Bodies to the extent relevant and subject to any further conditions which the Board may impose.

## **10 FIELD OF PLAY**

10.1 Volleyball Ireland must approve the name of every Club.

10.2 Home venues and Match venues shall meet the standards set by Volleyball Ireland from time to time including with regard to advertising within the field of play.

10.3 No advertising or sponsorship in connection with alcohol, tobacco and/or gambling shall be permitted in connection with the Sport.

## **11 LICENSING**

11.1 All Volleyball Ireland tutors, teachers, coaches, managers and officials must be licensed or authorised pursuant to the Volleyball Ireland licensing procedures in order to be recognised by Volleyball Ireland to operate in this capacity under the Volleyball Ireland name.

11.2 All license requirements as set down from time to time must be complied with in order for the license to be maintained.

## **12 DISCIPLINE**

- 12.1 All Members of Volleyball Ireland must abide by the disciplinary procedures set out in this Regulation 12.
- 12.2 All Clubs and Volleyball Bodies shall ensure that they have procedures in place that recognise and have recourse to the Volleyball Ireland disciplinary regulations and procedures and that all their members are aware of same.
- 12.3 It is the responsibility of each Club and Volleyball Body to ensure the enforcement of the decisions and/or recommendations of the relevant Disciplinary or Appeals Committee.
- 12.4 All alleged breaches of the Regulations and/or complaints must be dealt with in accordance with the relevant complaints and disciplinary procedures.

### **Disciplinary Panels**

- 12.5 The Board shall establish a Disciplinary Panel comprising persons who are suitably qualified and experienced who can sit at first instance and at appeal level.
- 12.5.1 The composition of the Panel at first instance shall be known as the Disciplinary Committee.
- 12.5.2 The composition of the Panel on appeal shall be known as the Appeal Committee.
- 12.5.3 All members of the Disciplinary Panel shall be independent and exercise their duties independently of Volleyball Ireland.
- 12.6 Decisions of the Disciplinary Panel may be appealed to Sports Dispute Solutions Ireland for final and binding determination in accordance with Article 21 of the Constitution, subject to exhaustion of the remedies available under the Rules and Regulations of Volleyball Ireland.

## **13 MISCONDUCT / CODE OF CONDUCT**

### **Introduction**

Adherence to the Constitution, Regulations Relating to Volleyball, the Rules and the spirit of fair play, discipline, honesty and mutual respect are fundamental to the proper administration and preservation of the Sport. Consequently a general obligation arises on Volleyball Ireland and all Members to address Misconduct matters within their jurisdictions as they arise. Regulation 13 sets out a harmonised approach to the administration of discipline and the implementation of sanctions for Misconduct. Breaches of this Regulation and/or the Code of Conduct shall be dealt with in accordance with Regulation 12.

### **Application of the Regulation**

- 13.1 The provisions of this Regulation including the Code of Conduct (Schedule 1) apply to all Members at all levels and it is their responsibility to advise their members (including Players and Persons) of this Regulation. Members shall ensure that they have in place disciplinary regulations compatible and not in conflict with this Regulation 13.

- 13.2 Any act of Misconduct shall constitute an offence under this Regulation and may result in disciplinary proceedings being brought against and sanctions being imposed upon the Member, Player, and/or Person, involved.
- 13.3 For the purposes of these Regulations Relating to Volleyball, “**Misconduct**” shall mean any conduct, behaviour, statements and/or practices on or off the playing enclosure during or in connection with a match or otherwise, that is unsporting and/or cheating and/or insulting and/or unruly and/or ill-disciplined and/or that brings or has the potential to bring the Sport and/or any of its constituent bodies, Volleyball Ireland and/or its appointed personnel or commercial partners and/or match officials and/or judicial personnel into disrepute. Misconduct shall only exclude foul play during a match which has been dealt with in accordance with the Competition Rules.
- 13.4 While it is not possible to provide a definitive and exhaustive list of the types of conduct, behaviour, statements or practices that may amount to misconduct under these Regulations, by way of illustration, each of the following types of conduct, behaviour, statements or practices however or wherever undertaken are examples of and constitute Misconduct:
- (a) acts of violence or intimidation within the venue in which the match is being played;
  - (b) acting in an abusive, insulting, intimidating or offensive manner towards referees, umpires, members of disciplinary bodies or other officials or any person associated with the host venue, Club, Volleyball Body or the teams participating in the match(es) or spectators;
  - (c) acts or statements that are, or conduct that is, discriminatory by reason of religion, race, sex, sexual orientation, disability, colour or national or ethnic origin;
  - (d) any breach of the Code of Conduct;
  - (e) failure or refusal by a Player, Person or Member to cooperate fully with any investigations conducted pursuant to any wagering rules, anti-doping rules, conduct rules and/or in connection with any complaint or dispute which is or could be brought before a disciplinary bodies;
  - (f) comments and/or conduct in connection with current and/or anticipated disciplinary proceedings and/or match officiating, which may be prejudicial to or adversely impact such proceedings and/or which are prejudicial to the interests of the Sport and/or any Person and/or any disciplinary personnel;
  - (g) making any comments (including to the media) that attack, disparage or denigrate the Sport and/or any of its constituent bodies, Volleyball Ireland and/or its appointed personnel or commercial partners and/or match officials and/or disciplinary personnel.
- 13.5 Nothing in this Regulation shall limit or restrict the right of the Disciplinary Officer on behalf of Volleyball Ireland to appoint a designated disciplinary officer to undertake such investigations as s/he may consider necessary into incidents that constitute or may be capable of constituting Misconduct or acts which have the potential to bring the Sport or Volleyball Ireland into disrepute on the part of Players, Persons, Clubs and/or Volleyball Bodies. No person who is a member or a paid employee of Volleyball Ireland or who is responsible for the management of either team participating in a match shall be eligible for appointment as a designated disciplinary official.

## **REGULATION 13 - SCHEDULE 1 - CODE OF CONDUCT**

1. All Members and Persons:
  - 1.1 must ensure that the Sport is played and conducted in accordance with disciplined and sporting behaviour and acknowledge that it is not sufficient to rely solely upon the match officials to maintain those principles;
  - 1.2 shall co-operate in ensuring that the spirit of the Rules are upheld and are not repeatedly breached;
  - 1.3 shall accept and observe the authority and decisions of referees and match officials and all other volleyball disciplinary bodies;
  - 1.4 shall not publish or cause to be published criticism of the manner in which a referee or match official handled a match and/or of the manner in which the Board or any other volleyball disciplinary body handled or resolved any dispute or disciplinary matter resulting from a breach of the Constitution, Regulations Relating to Volleyball, or the Rules;
  - 1.5 shall not engage in any conduct or any activity on or off the court that may impair public confidence in the honest and orderly conduct of a match, tournament, league or series of matches, (including, but not limited to, the supply of information in relation to the Sport, directly or indirectly, to bookmakers or to persons who may use such information to their advantage) or in the integrity and good character of any Person;
  - 1.6 shall promote the reputation of the Sport and take all possible steps to prevent it from being brought into disrepute;
  - 1.7 shall not commit an anti-doping rule violation as defined in the Regulations and the Irish Anti-Doping Rules;
  - 1.8 shall not abuse, threaten or intimidate a referee, umpire, line judge or other match official, whether on or off the court;
  - 1.9 shall not use crude or abusive language or gestures towards referees or other match officials or spectators;
  - 1.10 shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of their religion, race, sex, sexual orientation, colour or national or ethnic origin;
  - 1.11 shall not do anything which adversely affects the Sport, Volleyball Ireland, any Member, any participant in the Sport and/or any commercial partner of the Sport.
2. Each Member and person is under an obligation to comply with and to ensure that each of its members comply with this Code of Conduct and adopt procedures to monitor compliance with and impose sanctions for breaches of the Code of Conduct by persons under its jurisdiction.

## **14 ANTI-DOPING**

- 14.1 The anti-doping rules of Volleyball Ireland are the Irish Anti-Doping Rules published by Sport Ireland, the national anti-doping organisation (NADO) and as may be amended from time to time by Sport Ireland and are incorporated herein and set out in **Appendix 3**.
- 14.2 Volleyball Ireland accepts the right of FIVB, Sport Ireland, the Olympic Council of Ireland, or duly authorised representatives of such bodies, to undertake anti-doping testing, in accordance with the Irish Anti-Doping Rules and the law, on any Members both in-competition and on an out-of-competition basis.
- 14.3 It shall be a fundamental condition of Membership that Members adopt the Irish Anti-Doping Rules and ensure their members submit to and comply with any anti-dope testing by the Company or any of the bodies referred to in Articles 20.6 and 20.7 of the Constitution.
- 14.4 In the case of a Juvenile who is asked to be subject to anti-doping testing, the prior written consent of his parent or guardian must be given either via the initial membership process at Club level, or at selection for competition or through competition entry forms.

## **15 ANTI-CORRUPTION**

Acknowledging the danger to sports integrity from the manipulation of sports competitions, Volleyball Ireland states its commitment to safeguarding the integrity of the Sport including the protection of clean athletes and competitions and the need for appropriate regulations to protect its competitions from the risk of manipulation.

Volleyball Ireland further recognises that the FIVB has adopted rules consistent with the Olympic Movement Code on the Prevention of the Manipulation of Competitions (IOC Code). Volleyball Ireland recognises the importance of having anti-corruption rules in place to address the risk of match manipulation. It therefore adopts the IOC Code and FIVB Disciplinary Regulations dealing with Betting and Manipulation of Results in Chapter 4 and Appendix B of the FIVB Disciplinary Regulations 2017, suitably modified to reflect the national federation status of the sport and the scope of its jurisdiction within Ireland and pursuant to Irish law.

## **16 AGM PROCEDURAL RULES**

The procedural rules and standing orders in connection with the holding of the Annual General Meeting of Volleyball Ireland are set out in **Appendix 2**.

## 17 DEFINITIONS AND INTERPRETATION

17.1 To the extent utilised in these Regulations, the definitions in the Constitution shall apply herein. For the purposes of these Regulations the following terms shall have the meanings set out below:

Associate Member	Means a person or entity accepted as an affiliate in accordance with Article 2.14 of the Constitution.
Club	Means any club involved in the teaching, operation and/or management of volleyball in Ireland that is affiliated to the Company and which shall be categorised as either a Junior Club or a Senior Club by the Company (pursuant to the Constitution).
General Meeting	Means the annual general meeting of the Company which shall take place on an annual basis, ordinarily prior to the conclusion of the normal playing season. For the purposes of any proposed changes to the Constitution it shall also include any Special General Meeting.
Volleyball Body	Shall mean an entity which is approved by Volleyball Ireland to administer and/or run volleyball competitions or tournaments under its auspices subject always to compliance with the Volleyball Rules and Regulations.
Constitution	Means the Memorandum and Articles of Association of the Company.
Company	Means the Volleyball Association of Ireland Company Limited by Guarantee operating under the business name Volleyball Ireland.
Children's Officer or Designated Person	Means the person so designated by the Member concerned in respect of their Club or Volleyball Body, for the purposes of the Code of Ethics and Good Practice in Children's Sport in Ireland and Volleyball Ireland's guidelines and regulations in relation to child welfare
Executive	Means the executive staff engaged and/or employed by or on behalf of the Company to carry out specified functions in the operation and management of the Company and the sport, under the direction of the General Manager and at all times answerable to the Board.
Officials	Shall mean those persons acting in an official capacity for the Association and shall include but not be limited to referees, line-judges national squad coaches and their managers and persons so nominated by the Board.
Members	Clubs (both Junior Clubs and Senior Clubs) and Volleyball Bodies registered with Volleyball Ireland
Person	Means a Player, trainer, referee, umpire, coach, selector, medical officer, physiotherapist or any other individual who is or has been at any time involved in the Sport, or in the organisation, administration or promotion of the Sport.
Player	Means a player of the Sport.
Player Support Personnel	Means any coach, trainer, manager, agent, team staff, official, medical, parent or any other Person working with, treating or assisting a Player participating in or preparing for competition.



Register of Members	Means the register maintained by the executive of all those bodies in membership of Volleyball Ireland.
Rules and Regulations of Volleyball Ireland	Means those documents set out in Regulation 6.4 as amended and supplemented from time to time.
Sport	Means the sport of volleyball in any of its forms as recognised by the FIVB
Volleyball Body	Means those entities or bodies which have been approved by the Board for membership of the Company having met criteria established by the Board for such purpose.
Volleyball Ireland	Means the business name of the Company as registered on 31 <sup>st</sup> July 2018 in accordance with the Registration of Business Names Act 1963.
Volleyball Regulations	Means the Regulations relating to the sport of volleyball promulgated by Volleyball Ireland which are binding upon the Membership and their members and all persons participating in Volleyball Ireland competitions and events and/or representing Volleyball Ireland in any official capacity anywhere.
Volleyball Rules	Means the FIVB Official Volleyball Rules then in force as approved by the FIVB Congress and which may be adapted at continental and/or national level as permitting within the framework of the FIVB rules.

17.2 Unless the context otherwise requires in these Regulations the masculine gender shall include the feminine gender and the singular shall include the plural and vice versa.

17.3 In these Regulations, reference to a Rule is a reference to a Rule of the Sport.

17.4 In the event of any inconsistency between these Regulations and the Constitution, the Constitution shall prevail.

17.5 The definition and interpretation provisions of this Regulation shall apply to all the Regulations including the Appendices hereto.

**RESPONSIBILITIES OF THE COMMISSIONS ESTABLISHED UNDER REGULATION 8  
AND THE ROLE OF COMMISSION PRESIDENTS**

**Competition & Development Commission**

Advising and guiding on volleyball development, competitions, club development, leadership and volunteers with links with high performance Volleyball and Beach Volleyball. The Competition & Development Commission oversees the operation of the National League Programme, National Beach Tour, Recreational Competitions, Student Sport and Schools events. It will approve the full calendar of programmes in all forms of volleyball on an annual basis.

The Competition & Development Commission shall be responsible for:

- (a) The appointment of members to the Competitions Protest Committee and the Competitions Technical Committee.
- (b) Creation and distribution of all fixture details related to all Volleyball Ireland organised events.
- (c) Recording and monitoring of referee appointments.
- (d) The appointment of Referees for Volleyball Ireland organised matches, such as National Finals, Schools Finals and The Association Cup Finals.
- (e) Reviewing competition rules in light of changes in International Federation rules and propose amendments and implementation procedures where appropriate.
- (f) Clarifying any matters of competition rule interpretation.
- (g) Advising the Board on technical and procedural matters relating to Volleyball and Beach Volleyball competitions.
- (h) Support the General Manager to develop a draft competition calendar to be circulated to all Commissions, National Squads and the Board for input and consideration.
- (i) Staging and organising of the national competitions, including but not limited to; The Association Cup, Championships, Schools Finals, Student Sport Competitions (where necessary) and Beach Tour events.
- (j) Arranging, in association with the Office Administrator, the distribution and return of annual All-Star award nominations.
- (k) Arranging in association with the Office Administrator, the distribution of entry forms, and other relevant details, to all Clubs 6 weeks prior to the commencement of each competition.
- (l) Providing a minimum of twenty eight (28) days' notice in writing of all fixtures to the teams and relevant parties involved before the start of each season.
- (m) Notifying all teams concerned, promptly, of any alteration or amendments to fixtures, highlighting such alteration or amendment in any written correspondence.
- (n) Ensuring that all competitions are conducted in accordance with the rules of Volleyball and Beach Volleyball.
- (o) Providing suitable trophies as required and ensure that perpetual trophies are returned in good condition (and if not are duly repaired or replaced) and in ample time, being at least 4 weeks before the next succeeding presentation.
- (p) Support the General Manager in the creation of relevant budgets for the following year's competition activities.

- (q) Dealing with any other routine administrative matters in connection with competitions in conjunction with the Office Administrator and/or General Manager.
- (r) Deciding on re-registration requirements of lapsed referees, players, coaches and officials.
- (s) Clarifying any matters of rule interpretation.
- (t) Monitoring the discipline of all clubs, players and officials applying relevant sanctions related to Competition Rules.
- (u) Work in partnership with the Office Administrator to appoint referees to relevant fixtures.
- (v) Recommending equipment for use in official VAI competitions.
- (w) Monitor scoresheet submissions for all Competitions.
- (x) Support the Office Manager to maintain an up-to-date register of qualified referees, coaches and officials, showing date of qualification, current grade and record of seminar and upgrade-course attendance.
- (y) Such other responsibilities as may be delegated or advised to the Commission by the Board of Administration relating to competitions
- (z) Support the Office Manager, to maintain a GDPR compliant register/database of all schools, in which Volleyball is known to be played together with relevant contact information.
- (aa) Support the organisation of School and College competitions for students in both Volleyball and Beach Volleyball.
- (bb) Ensure all financial policies and processes are implemented at all times.
- (cc) Oversee and manage the National Rankings system for Beach Volleyball.
- (dd) Advise on Competition structures for Volleyball and Beach Volleyball tournaments and leagues, including the defining of entry criteria.
- (ee) Review and recommend best practise for all Volleyball and Beach Volleyball competitions.
- (ff) Oversee the implementation of all Competition protocol and guidelines documents for Volleyball Ireland organised events.
- (gg) Support the delivery of International events and tournaments hosted by Volleyball Ireland.
- (hh) Adhere to the Volleyball Ireland Code of Conduct.
- (ii) Adhere to Government legislation such as Children's First Act and GDPR.
- (jj) Contribute the delivery of an annual Board Member and Commissions development workshop.

### **Competition & Development Commission President**

The Competition & Development Commission President shall:

- (a) Convene and chair meetings of the Commission.
- (b) Meet with (or delegate another Commission member to meet with) the Board on at least a bi-monthly basis.
- (c) Provide a monthly written report to the Board
- (d) Provide an Annual report to the General Meeting
- (e) Shall have the power to delegate and of the above duties, but shall retain ultimate responsibility and accountability to the Board of Administration

## **Training and Education Commission**

Training & Education Commission; coach and referee education, training and assessments; assessment of the qualification levels for such roles in accordance with national and international standards; creating accreditation courses for coaches and referees and their respective tutors (in accordance with any national or international standards body designed for this purpose). This Commission will have key links with Coaching Ireland and the CEV training and development departments. The Training & Education Committee devises a calendar of formal coaching and refereeing qualifications and workshops that best prepare and develop our coaches and referees in all forms of the Sport.

The Training and Education Commission is responsible for:

- (a) Programming courses for potential coaches, referees and other match officials.
- (b) Setting suitable test papers for written examinations, and arrange for the supervision of such examinations and the marking of papers by appropriately qualified persons.
- (c) Appointing assessors for practical tests as required.
- (d) Arranging beginner, upgrade and refresher courses, conferences and seminars for referees as required, but at a minimum of two courses and two seminars per season.
- (e) Operating a suitable grading system for referees, following international guidelines.
- (f) Providing information in writing and/or by practical demonstration to all referees and other interested parties regarding rule changes and directives on match procedure.
- (g) Drawing up an annual schedule of refereeing and coaching courses, conferences and seminars.
- (h) Working with the General Manager to develop a Training and Education budget for the following year.
- (i) Reporting on relevant aspects of the operational plan for Training and Education.
- (j) Such other responsibilities as may be delegated or advised to the Commission by the Board of Administration relating to referees, coaches, teachers and match officials.
- (k) Advising the Board of Administration and National Squad Coaches on technical matters related to refereeing and coaching.
- (l) Monitoring and updating examination syllabi and test papers for all Coaching Award Courses.
- (m) The selection of candidates for Assistant Developer and Developer roles.
- (n) Advising on the licensing requirements for all coaches.
- (o) Supporting the Office Administrator to keep a GDPR compliant up-to-date register of qualified coaches, referees and officials showing date of qualification, current grade and record of seminar and upgrade-course attendance.
- (p) Arranging a variety of courses and seminars for potential and existing coaches and referees.
- (q) Working with the Development team to implement player improvement plan and LTAD programme.
- (r) Overseeing all elements of course delivery including the assessment criteria and materials.
- (s) Establish a progressive pathway system with relevant courses and learning opportunities to help referees and coaches reach their potential within Volleyball.
- (t) Ensuring that adequate supplies of suitable coaching text, certificates and badges are available for coaches and students on courses.
- (u) Ensuring that sufficient equipment, films and other facilities are made available for the proper conduct of courses.
- (v) Circulating any technical information on coaching matters which become available, to all registered coaches.

- (w) Liaising with Coaching Ireland on all matters relating to coaching and course implementation as well as liaise with the National Squads Administrator regarding opportunities for the National Squads with Coaching Ireland and their training facilities and player assistance personnel.
- (x) Support the VI Development Team in the creation of a Coaching and Refereeing mentoring programme.
- (y) Work with the VI Development Team to organise a range of CPD workshops throughout the year in a variety of topics.
- (z) Work with the VI Development Team to organise an annual Coaching Development Conference.
- (aa) Work with the VI Development Team to organise an annual Referee Development Conference.
- (bb) Appoint suitable individuals to act as Coach and Referee mentors
- (cc) Support the VI Development Team in the delivery of key Referee and Coaching elements of the strategic plan.
- (dd) Oversee a teacher training programme with relevant courses, seminars and learning materials implemented.
- (ee) Oversee the selection of suitable candidates to attend any funded courses that are subsidised by Volleyball Ireland, such as FIVB course programmes.
- (ff) Development and implementation of online learning tools to aid coach and referee development.
- (gg) Oversee the content of the Transition Year Leaders programme.
- (hh) Support the delivery of International events and tournaments hosted by Volleyball Ireland.
- (ii) Adhere to the Volleyball Ireland Code of Conduct.
- (jj) Adhere to Government legislation such as Children's First Act and GDPR.
- (kk) Ensure all financial policies and processes are implemented at all times.
- (ll) Contribute the delivery of an annual Board Member and Commissions development workshop.

### **Training and Education Commission President**

The Training and Education Commission President shall:

- (a) Convene and chair meetings of the Commission.
- (b) Meet with (or delegate another Commission member to meet with) the Board on at least a bi-monthly basis.
- (c) Provide a monthly written report to the Board.
- (d) Provide an Annual report to the General Meeting.
- (e) Shall have the power to delegate and of the above duties, but shall retain ultimate responsibility and accountability to the Board of Administration

## **High Performance Commission**

**High Performance Commission (HP)**; to advise and guide on high performance policies, strategy and programmes; to administer recruitment programmes and recommend national squad coach and manager appointments to the Board (for both Volleyball and Beach Volleyball programmes), as well as overseeing a selection process (in association with the T&E Commission) for referees representing Volleyball Ireland at international events. The High Performance Commission will devise and implement fundraising initiatives for national teams. The High Performance Commission ratifies National Squad player selection – subject to the relevant selection criteria and any disputes process. The HP Commission will advise on the competitions that national teams will enter.

The High Performance Commission Responsibilities:

- (a) Prepare for the Board the advertising for the position of coach and manager for each National Squad.
- (b) Developing an annual operational plan for High Performance teams including setting of rankings and performance targets in association with the National Squad coaches.
- (c) Appointing a selection panel to determine National Squad players.
- (d) Maintaining a record of all capped players.
- (e) Ensuring that a National selection policy is established and implemented for all Squads and Referees that may be selected for International competition.
- (f) Ensuring that all financial transactions connected to squads are processed through Volleyball Ireland.
- (g) Processing all correspondence relating to the activities of the National Squads.
- (h) Development and implementation of a High Performance Plan for Volleyball Ireland.
- (i) Such other responsibilities as may be delegated or advised to the Commission by the Board of Administration relating to National Squads.
- (j) Contribute the delivery of an annual Board Member and Commissions development workshop.
- (k) Support the promotion and marketing of National Squads.
- (l) Support the establishment of a Fundraising committee to generate income for the Squads programme.
- (m) Implement a National Team player handbook that is distributed to all players, coaches and officials at the start of each Volleyball and Beach Volleyball season.
- (n) Ensure all positions within the Squad structure are appointed, including but not limited to; Children's Officer, Head Coach, Manager etc.
- (o) Support the delivery of International events and tournaments hosted by Volleyball Ireland.
- (p) Adhere to the Volleyball Ireland Code of Conduct.
- (q) Adhere to Government legislation such as Children's First Act and GDPR.
- (r) Ensure all financial policies and processes are implemented at all times.
- (s) Contribute the delivery of an annual Board Member and Commissions development workshop.

## **High Performance Commission President**

The High Performance Commission President shall:

- (a) Convene and chair meetings of the Commission.

- (b) Meet with (or delegate another Commission member to meet with) the Board on at least a bi-monthly basis.
- (c) Provide a monthly written report to the Board.
- (d) Provide an Annual report to the General Meeting.
- (e) Shall have the power to delegate and of the above duties, but shall retain ultimate responsibility and accountability to the Board of Administration.
- (f) Support the General Manager

**REGULATION 7: GENERAL MEETING PROCEDURAL REGULATIONS**

**1. INTRODUCTION**

- 1.1 According to Article 3 of the Constitution, the General Meeting is the general assembly of the Members and the highest authority of the Company, Volleyball Ireland.
- 1.2 Article 3.5 of the Constitution provides that the General Meeting and any Special Meeting shall be conducted in accordance with the General Meeting Procedural Regulations.
- 1.3 To the extent the Constitution does not provide for the procedure of the General Meeting, these General Meeting Procedural Regulations shall apply.
- 1.4 Every reference to an Article in these Regulations, shall mean an Article of the Constitution, unless specified otherwise.
- 1.5 Interpretation
  - 1.5.1 In these Procedural Rules, all references to the masculine shall include the feminine.
  - 1.5.2 These AGM Procedural Rules shall be governed by and interpreted in accordance with the laws of Ireland.

**2. COMMENCEMENT**

- 2.1 These General Meeting Procedural Regulations shall be effective from 6 July 2019. They supersede any previous General Meeting Procedural Regulations or standing orders of Volleyball Ireland.
- 2.2 These Regulations are adopted in accordance with Article 3.5 of the Constitution, and may be amended from time to time by the Board.
- 2.3 In the event of any inconsistency between these General Meeting Procedural Regulations and the Constitution, the relevant provision(s) of the Constitution shall prevail.

**3. APPLICATION OF THESE RULES**

- 3.1 These Rules apply to all Members, Directors, Officers, Commissions, delegates and all other persons attending any General Meeting.

**4. CONVENING AGM**

- 4.1 The Secretary or their designee (which may be the General Manager) shall give not less than eight (8) weeks written notice of the date, time and venue of each Ordinary General Meeting to all Members.

**5. AGENDA**

- 5.1 The Agenda for an Ordinary AGM Meeting shall include the following:
  - a. Opening and welcome by the President;



- b. Quorum count;
- c. Apologies;
- d. Approval of scrutineers (Article [ ]);
- e. Approval of the Minutes of the previous Ordinary AGM Meeting, and any Special AGM Meetings held in the intervening period;
- f. If notified, the admission, suspension or sanctions, or reinstatement of Members;
- g. Report on behalf of the Board including audited financial statements and budget (Article [ ])
- h. Reports from the Commissions;
- i. Other Reports (as applicable);
- j. Approval of new competitions, if any, directly organised by Volleyball Ireland (Article [ ]);
- k. Elections (if an Election AGM or any vacancies) in the relevant year (Article [ ]):
  - i. President (Article [ ])
  - ii. Vice Presidents (Article [ ])
  - iii. Secretary (Article )
  - iv. Treasurer (Article [ ]);
  - v. Individual Members of Board (Article [ ])
- l. Notification of Chairpersons and individual members of Board Committees (Article [ ]) and Commissions
- m. Report from the Disciplinary Tribunal (Article 18.2(e)) and approval of members of the Disciplinary Tribunal, if any (Article 6.4(a));
- n.
- n. Approval of members of the Nominations Committee, if any (Article [ ]), and report from the Vetting Panel (Article [ ]);
- o. Amendments to the Constitution, if any (Articles [ ]);
- p. Other matters properly notified by Members (Article [ ]);
- q. Any urgent items added by Board pursuant to Article [ ];
- r. Date and venue of next Ordinary AGM Meeting (Article [ ]);
- s. Closing.

5.2 The Agenda shall be prepared, and dispatched no later than **4 weeks** before the AGM (in accordance with Article [ ]), by the General Manager and shall include all the items of business specified in Rule 5.1 of these Rules (unless not applicable), in such order as the General Manager in consultation with the President considers practicable.

5.3 At the AGM Meeting the business shall usually be dealt with in the same order as the Agenda as circulated but may be adjusted by the Chairperson at the meeting, as he considers fit.

## **6. SPECIAL GENERAL MEETING**

6.1 These AGM Procedural Rules shall also apply to a Special AGM Meeting unless specified otherwise in the Constitution or these Rules.

6.2 The Agenda for a Special AGM Meeting shall be dispatched no later than 4 weeks before the Special AGM in accordance with Article [ ] of the Constitution. The Agenda shall be limited to the business for which the Special AGM Meeting is convened.

## **7. QUORUM**

The quorum for the AGM shall be determined in accordance with Article 3.14 and Article 3.15 of the Constitution.

## **8. DELEGATES AND ATTENDEES**

8.1 The following persons are entitled to **attend, speak and vote** at AGM Meetings in accordance with these Rules:

- a. Delegates of Members who are appointed in accordance with, and must comply with, Articles [named and named]
- b. Each Member shall designate a Delegate to be the Voting Delegate for that Member at an AGM Meeting, and shall notify Volleyball Ireland by the time specified by it, prior to the commencement of the AGM Meeting.

8.2 The following persons are entitled to **attend and speak** at AGM Meetings, in accordance with these Rules, but not vote:

- a. President;
- b. All other members of the Board (Article [ ]);
- c. General Manager;
- d. Chairpersons of all Commissions and Committees (Article [ ]);
- e. Associate Members;
- f. Any person who is required to present a report to AGM including the Chairperson of the Disciplinary Tribunal and Chairperson of the Vetting Panel provided that such person may only speak on the item of the Agenda regarding their report, unless requested or approved by the Chairperson to speak on other matters; and
- g. Any other person who is invited by the President or Board to attend to address or report on a specific item of the Agenda provided that such person may only speak on that specific item of the Agenda unless s/he is requested or approved by the Chairperson to speak on other matters.

8.3 The following persons are entitled to **attend** AGM Meetings as observers, in accordance with these Rules, but shall not speak or vote except to the extent they are persons identified within Article 8.1 (entitled to speak and vote) or Article 8.2 (entitled to speak):

- a. Members of all Committees and Commissions (Article [ ]);
- b. Volleyball Ireland Staff as designated by the General Manager;

c. Any other person invited by the President or Board.

8.4 There shall be no persons other than those specified in the Constitution and these Rules permitted to attend an AGM Meeting, including the media. (However see Rule 13 of these Rules for live streaming of an AGM Meeting).

## **9. CHAIRPERSON**

9.1 The Chairperson of each AGM Meeting is the President (Article [ ]).

9.2 If the President is unable or unwilling to chair an AGM Meeting (whether in whole or in part), the Vice-President shall chair the AGM Meeting. If the Vice-President is unable or unwilling to chair an AGM meeting, a Board Member designated by the President (or in his absence, designated by the Vice President), shall be the Chairperson.

9.3 The Chairperson of the AGM Meeting shall vacate the chair for the period of any election of a position for which he is seeking election. For the period of such vacation, the Vice-President shall assume the chair, unless s/he is also seeking election for the same position, in which case a Board Member designated by the President shall assume the chair.

9.4 The Chairperson has control of the AGM Meeting and shall:

- a. preserve the order of the meeting, which may include removing any person from the meeting who is in breach of these Rules or the Constitution;
- b. ensure the Constitution and these Rules are adhered to, including the rules of debate as set out in Rule 10 of these Rules;
- c. decide on any points of order or any other procedural matters in accordance with the Constitution and these Rules; and,
- d. decide on any matter of procedure during a AGM Meeting where the Constitution or these Rules make no provision or insufficient provision.

9.5 The decision of the Chairperson on procedural matters at an AGM Meeting is final, and is not open to debate at the AGM meeting nor is it subject to any right of appeal.

## **10. RULES OF DEBATE**

10.1 The following rules of debate shall apply to all AGM Meetings.

### **10.2 Motions**

#### **10.2.1 Overview of Process**

Except for elections, for any decision to be made on any matter at an AGM Meeting the following process shall be followed:

- a. a motion is moved (as described in Rule 10.2.2 of these Rules);
- b. the motion is seconded (as described in Rule 10.2.3 of these Rules);
- c. the motion is discussed (as described in Rule 10.2.4 of these Rules);
- d. there is a right of reply to the discussion on the motion (as described in Rule

- 10.2.5 of these Rules); and,
- e. there is a vote on the motion (as described in Rule 10.2.6 of these Rules).

### 10.2.2 **Moving a Motion**

- a. Except for elections, for any decision to be made on any matter at an AGM Meeting, a Delegate of the Member or (for proposals of Board) a Board Member appointed for that purpose, must **move a motion** proposing that decision.

*For example a motion to amend a specific Article in the Constitution, or a motion to approve the Board report.*

- b. A motion may either relate to a matter of substance ("Substantive Motion") or relate to the procedure of the AGM Meeting ("Procedural Motion").

*For example:*

*"On behalf of XYZ Member, I move that Johnny Smith be appointed to the Disciplinary Tribunal" (Substantive)*

*"On behalf of XYZ Member, I wish to move an amendment to the motion being proposed" (Procedural)*

- c. Substantive Motions can only be moved for an item of business appearing on the AGM Agenda dispatched by the General Manager in accordance with Article [ ] of the Constitution and Rule 5.8 of these Rules, or added by the Board to the Agenda as an urgent item in accordance with Article [ ] of the Constitution.
- d. Only a Delegate or a Board Member appointed by the Board in accordance with Rule 10.2.2.f, can move a motion, whether a Substantive Motion or a Procedural Motion.
- e. A Delegate or Board Member who wishes to move a motion shall do so by informing the Chairperson by show of hands or notifying the Chairperson via the technology provided.
- f. A Board Member may only move a Substantive Motion if the member has been appointed by the Board to represent it at an AGM, and the motion which is being proposed has been prior approved by Board.
- g. The Chairperson may reject a motion being put forward if it:
- i. has not been properly notified;
  - ii. covers the same or substantially similar matters which either have already been dealt with, or which will be dealt with later, in the AGM Meeting; or,
  - iii. is unclear or ambiguous.

### 10.2.3 **Seconding the Motion**

- a. Once a motion is "moved", it must be "**seconded**" by a Delegate from another

Member before it can proceed.

*For example: "On behalf of XYZ Member, I second that motion"*

- b. Only Delegates can second a motion. Board Members may not second a motion.
- c. Seconding a motion shall be done by informing the Chairperson by show of hands or notifying the Chairperson via the technology provided.
- d. If the motion is not seconded, the motion lapses and cannot be proposed again at the same AGM Meeting.

#### 10.2.4 **Discussing the Motion**

- a. Once the motion has been moved and seconded, the Chairperson shall first give the Delegate or Board Member (as applicable) who "moved" the motion, the right to speak to the motion. The mover of a motion shall be entitled to speak to the motion for no more than **three (3) minutes**.
- b. The Chairperson shall then give the Delegate who "seconded" the motion the right to speak to the motion. The seconder of a motion, and any other Delegate or Board Member, shall be entitled to speak to the motion for not more than **three (3) minutes**.
- c. The Chairperson will then open the discussion for any other Delegates to speak to the motion as follows:
  - i. Only one Delegate (who may or may not be the Voting Delegate) from each Member may speak to a motion. Persons entitled to speak to a motion shall be entitled to **two (2) minutes**.
  - ii. The Chairperson shall usually hear from the Delegates in the order in which they request to speak but the Chairperson may decide otherwise. The Chairperson has discretion to extend the time limits set out in these Rules.
  - iii. Delegates shall address the Chairperson when speaking to a motion.
  - iv. If there are 5 or more Delegates consecutively in favour or consecutively against a motion, the Chairperson may request any Delegate to the contrary to speak, and if there are none, the Chairperson may terminate the right for any further Delegates to speak, and proceed to the mover's right of reply. The Chairperson may also terminate the right for Delegates to speak if s/he considers the debate has run its course and the speakers are repetitive.
- d. After all Delegates who wish to speak have done so, subject to Rule 10.2.4(c)iv of these Rules, the Chairperson shall invite any other person who is entitled to speak at the AGM Meeting in accordance with Rule 8.2 of these Rules, to speak to the motion. Time limits on speaking apply (see Rule 10.5 of these Rules).
- e. Unless otherwise permitted by the Chairperson, a Delegate or person who is

entitled to speak, may only speak once to a motion, except for the Delegate who moved the motion, who has the right of reply (as specified in Rule 10.2.5 of these Rules).

- f. A Delegate or person who is entitled to speak on a motion may ask questions of speakers who have previously spoken on the motion, and such questions shall be directed to that speaker through the Chairperson.
- g. If a Delegate who wishes to speak has already spoken to three or more motions in a AGM Meeting, and the Chairperson considers that as a result the Delegate is or may be limiting the ability for other Delegates to speak, the Chairperson may decline the right for that Delegate to speak or require the Delegate to only speak after all other Delegates have spoken on that motion.

#### 10.2.5 **Right of Reply**

- a. Once the discussion on the motion is completed, the Chairperson shall give the Delegate or Board Member (if applicable) who moved the motion the right to reply to the discussion. Time limits as specified in Rule 10.5 apply.
- b. The right of reply must be strictly limited to the speaking on matters raised by the previous speakers on the motion and may not introduce any new matters.
- c. The mover of the motion may withdraw the motion at this time.

#### 10.2.6 **Vote**

Following the right of reply, the motion shall be voted on in accordance with the Constitution and these Rules.

### 10.3 **Motions which Propose Amendments to the Constitution**

- 10.3.1 Where a Member or the Board has properly notified proposed amendments to the Constitution, the Chairperson will ask a Delegate of the Member or, for Board proposals, the appointed Board Member to move the proposal as a motion. This can be done by the Delegate or the Board Member reading out the proposed amendment in full or simply referring to the document in which the proposal is specified.

For example: *"On behalf of the Board, I move that Article 5.23 be amended by ....."* or *"on behalf of XYZ Club I move that Article 5.23 be amended as set out in the proposal number # as circulated."*

- 10.3.2 Motions to amend Articles of the Constitution shall be dealt with in the order in which the applicable Article appears in the Constitution. However, the Chairperson may, with the approval of the Delegates, by show of hands or voices, propose motions to amend Articles to be dealt with together in blocks if, for example, the motions are about the same subject matter, or they are technical, clerical or minor in nature.
- 10.3.3 If there is more than one amendment proposed to the same Article of the Constitution the Chairperson shall proceed with the motions as he considers appropriate including

(but not limited to):

- a. proceeding with the motions to be proposed, seconded, discussed and voted on in the order in which they were received by Volleyball Ireland; or,
- b. proceeding with the motions in such order as he considers appropriate for purposes of allowing them to be moved, seconded and discussed together, followed by a vote on each of the motions (or as they may be amended), in such order as the Chairperson decides; or,
- c. proceeding with them in any other order proposed by the Chairperson and approved by a majority of the Delegates,

**provided that** if a motion to amend an Article is voted on by the Delegates, then no further motion dealing with the same subject can be voted on at that AGM Meeting.

#### 10.4 Amending Motions

- 10.4.1 A motion can be amended by a Delegate (or as applicable a Board Member appointed by Board to propose that motion) after the original motion has been moved, seconded and discussed but before it is voted on.

*For example: "On behalf of XYZ Club I move that the motion proposed by the delegate from ABC Club be amended by deleting the words "....." and replacing them with ".....", so that it reads "[insert full motion with changes included]."*

- 10.4.2 A motion to amend a motion shall be in writing and notified to the Chairperson before the original motion is voted on, unless the Chairperson allows otherwise.
- 10.4.3 The Chairperson may decline an amending motion for any of the reasons set out in Rule 10.2.2(g).
- 10.4.4 An amending motion cannot itself be amended, and must be voted on, before another amending motion can be moved. This does not prevent a Delegate (or as applicable a Board Member) from notifying the Chairperson of an intention to move a further amendment, once the first amending motion is resolved.
- 10.4.5 An amending motion shall be moved, seconded, discussed and voted on, in the same manner as the original motion. If the amending motion is successful, the original motion is then amended accordingly, and the original motion (as amended) will then be discussed and voted on.

#### 10.5 Speaking to Motions

- 10.5.1 In speaking to any motion, speakers are to limit their comments strictly to the motion and shall not speak to irrelevant or unrelated matters, as decided by the Chairperson.
- 10.5.2 The Chairperson may stop a speaker from speaking if they are disrespectful, or make statements which are offensive to any person or contain offensive language. (See also

Rule 14 where Chairperson may order a person to leave the meeting).

10.5.3 The time limits in this Rule 10 do not apply to the presentation of reports, the time limit for which shall be no more than ten (10) minutes or as decided by the Chairperson.

10.5.4 For avoidance of doubt, there is no right for a person who is a candidate for election at a AGM Meeting, to speak about themselves as a candidate, or for any other person to speak in support of or against a person who is a candidate, during an AGM Meeting.

## **11. VOTING**

11.1 The only persons who may vote at an AGM Meeting are the Voting Delegates. Each Voting Delegate is entitled to one vote on each motion and on each position in an election.

### **Open Voting**

11.2 All decisions of the AGM, whether proposed by way of a motion or for elections of positions including Board positions, shall be decided by Open Voting.

11.3 “Open Voting” means that after the vote has closed on each motion or the election for each position, the following will be displayed at the AGM Meeting to all persons present at the AGM Meeting:

- a. The vote cast by each Member as follows:
  - i. For motions: whether the Delegate voted in favour or against the motion or it was not a Valid Vote;
  - ii. For positions being elected, the nominees which the Delegate voted for, in each round of the election for a position being elected;
- b. For all votes, the voting strength, the required Majority, and the outcome of the vote, including total number of votes in favour, against, and any votes that were not Valid Votes.

11.4 Open Voting on all motions and elections for positions shall be undertaken by a show of hands or voices as decided by the Chairperson, which shall be valid unless prior to the vote, there is an objection made by at least eight (8) Voting Delegates to request voting using voting papers (the results of which shall be displayed at the AGM Meeting in the same manner as described in Rule 11.3 of these Rules).

### **Voting Majority**

11.5 All motions shall be decided by Absolute Majority, Simple Majority or Special Majority as specified in the Constitution.

11.6 In the event of a tied vote, the vote shall be lost. The Chairperson does not have a right to vote, including a casting vote in the event of a tied vote.

## **12. SCRUTINEERS**

12.1 The Delegates shall appoint scrutineers upon the recommendation of Board (Article [ ]). The Chief Scrutineer and the Assistant Chief Scrutineer shall oversee the voting and confirm that it



is functioning adequately and confirm the validity of each result.

- 12.2 If voting is undertaken by show of hands, the scrutineers shall check the identity of the Voting Delegates, count the votes, and the Chief Scrutineer and Assistant Chief Scrutineer shall confirm the result.
- 12.3 If voting is undertaken by voices, the Chairperson shall declare the result, unless it is inconclusive or unclear, in which case voting in accordance with Rule 11.4 of these Rules shall apply.
- 12.4 If voting is undertaken using manual voting papers, the Chief Scrutineer and the Assistant Chief Scrutineer shall be responsible for distributing the voting papers, overseeing the voting and validating each vote. Each voting paper shall have the name of the Member recorded on it. The Chief Scrutineer and the Assistant Chief Scrutineer shall verify the counting and inform the Chairperson of the outcome of the vote who shall announce the result(s).

### **13. MEDIA**

- 13.1 AGM Meetings shall not be open to the public or any representatives of the media. However, in the interests of transparency, the Board may determine that live proceedings of the AGM Meeting (or parts of it) may be viewed by the public (including representatives of the media) via online means, if the facilities and costs reasonably permit such proceedings, as decided by the General Manager.

### **14. CALL TO ORDER & DISORDER**

- 14.1 If the AGM Meeting is called to order by the Chairperson, all persons are to resume their seats and /or stop speaking as the case may be. Should any person refuse to obey the Chairperson they may be directed by the Chairperson to leave the meeting. If such direction is made, the person shall leave the meeting and will not be permitted to return during the meeting, or any period of that meeting that the Chairperson may determine.
- 14.2 The Chairperson may, at any time, require any person to leave the AGM Meeting if s/he is disorderly, disrespectful, is breaching any of these Rules, is making statements which are offensive to any person or contain offensive language, or is otherwise acting in a manner which is disruptive or inappropriate.
- 14.3 If a person is directed to leave the meeting and s/he is a Voting Delegate, the Member which the Delegate represents, shall lose the right to vote at that meeting, even if it has another Delegate present at the meeting.

### **15. PROCEEDINGS NOT INVALIDATED**

- 15.1 Any irregularity, error, omission in notices, agendas and relevant papers for a AGM Meeting and any other error in the organisation of the AGM Meeting, shall not invalidate the meeting nor prevent AGM from considering the business of the meeting, provided that:
  - a. the Chairperson of the meeting in their discretion decides that it is still appropriate for the meeting to proceed despite the irregularity, error or omission; and,
  - b. a resolution to proceed is put to the AGM Meeting to proceed and is carried by Majority.

## **16. MINUTES**

- 16.1 Minutes of each AGM Meeting shall be sent to all Members, within eight (8) weeks of the date of the AGM Meeting. The minutes shall be stored at the headquarters of the Company.

## **17. INTERPRETATION AND DEFINITIONS**

- 17.1 The capitalised words and phrases used in these Rules shall have the meanings specified in the Constitution, unless specified otherwise below=

**"Agenda"** means the items of business for the AGM Meeting as described in Rules 5 and 6.2 of these Rules.

**"AGM"** means the Volleyball Association of Ireland AGM which is the body comprising the Delegates of Members and those persons entitled to attend pursuant to these AGM Procedural Rules.

**"AGM Meeting"** means a meeting of AGM including an Ordinary AGM Meeting or a Special AGM Meeting.

**"Constitution"** means the constitution of the Volleyball Association of Ireland Company Limited by Guarantee and trading as Volleyball Ireland in force from 13 April 2019.

**"Election AGM Meeting"** means the Ordinary AGM Meeting held at the even numbered AGM Meeting as specified in Article [ ] of the Constitution.

**"Ordinary AGM Meeting"** means the meeting of AGM which is held every year and includes an Election AGM.

**"Rule"** means a rule in these AGM Procedural Rules, unless specified otherwise.

**"Special AGM Meeting"** means the meeting of AGM convened in accordance with Article [ ] of the Constitution.

**"Voting Delegate"** means the Delegate or, if more than one Delegate from a Member, then one Delegate who is present at a AGM Meeting, who is designated by their Member to vote on behalf of the Member at that AGM Meeting.

**REGULATION 14: IRISH SPORT ANTI-DOPING RULES**

**[INSERT]**