**NEW CLUB CHECKLIST**

The purpose of this document is to ensure that new clubs wishing to join VLY’s National League have clarity regarding expectations and requirements to play in VLY competitions. Please note that some of this information may be required annually, as part of the National League affiliation survey and, in addition, Clubs should inform VLY whenever there are changes in personnel on the below.

**MAIN CONTACTS**

|  |  |
| --- | --- |
| **NAME OF CLUB** |  |
| **SECRETARY** – Name |  |
| Email |  |
| Mobile No |  |
| **CHAIR** – Name |  |
| Email |  |
| Mobile No |  |
| **TREASURER** – Name |  |
| Email |  |
| Mobile No |  |

*Unless otherwise indicated by the Club, the Secretary shall be the primary contact for all correspondence.*

**CHECKLIST OF ITEMS FOR CONSIDERATION**

All new clubs must complete the following section and, where indicated, provide copies of all relevant documents.

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| --- |
| **GOVERNANCE** |
| How is the Club managed?(Please provide a copy) | Constitution and Rules*Copy of template available* [*here*](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.volleyballireland.com%2Fwp-content%2Fuploads%2F2022%2F07%2FClub-Template_Constitution.docx&wdOrigin=BROWSELINK) | Yes / No |
| **MEMBERSHIP** |
| Current numbers of members: | Male Players (Over 18) |  |
| Female Players (Over 18) |  |
| Under 18 Players - Boys |  |
| Under 18 Players - Girls |  |
| Coaches |  |
| Referees |  |
| Non-Playing Members |  |
| **SAFEGUARDING (for clubs with U18 players only)** |
| Name of Children’s Officer*(must have completed Safeguarding 2)* |  |
| Email |  |
| Name of Designated Person*(must have completed Safeguarding 3)* |  |
| Email |  |
| Name of Vetting Validation Officer |  |
| Email |  |
| Confirm that all those with frequent contact with under 18s have been Garda Vetted and completed Safeguarding 1 training | Yes / No |
| Please provide a copy of:The Club’s Safeguarding policy,The Club’s Child Safety Statement,The Club’s Safeguarding Risk Assessment*More information available on this* [*link*](https://www.volleyballireland.com/under-18-years-old-members/) | Yes / NoYes / NoYes / No |
| **CLUB MANAGEMENT** |
| Please confirm that the club has a membership fee set to a level that allows it to discharge all dues to VLY | Yes / No |
| Please provide a copy of a club’s bank statement (no more than 6 months old) – individual transactions can be redacted.*This is just to confirm that the club has its own banking facilities* | Yes / No |
| Please confirm that the club understands that fees to VLY will include an affiliation fee, competition entry fees and an insurance coverage fee – link to current fees [here](https://1drv.ms/b/s%21Age-wBD70-BAkdNJy40Ud_QDzTWKDQ?e=FEcRou) | Yes / No |
| Please confirm that the Club is aware that all Players need to register through VLY’s membership platform, JustGo, and that Players are not eligible to play in the NL until issued with a Player Number by VLY.*Please contact* *info@volleyballireland.com* *for more information on the JustGo platform.* | Yes / No |
| **CLUB FACILITIES & OFFICIALS** |
| Name of Home Venue: |  |
| Address:(please include Eircode) |  |
| Has the venue been previously accredited by the NLMC to play NL competitions?*Please note that the venue must be compliant with any minimum hosting requirements that are in place* | Yes / No |
| Please confirm that the Club has referees of the required grade to officiate in NL matches.*minimum 2 per team per match (check competition rules* [*here*](https://1drv.ms/b/s%21Age-wBD70-BAkdNPJe913BPZnMU3fw?e=aT8sKv) *for required grades)* | Yes / No |
| Please confirm that the Club has a competent scorekeeper for NL matches.*minimum 1 per team per match* | Yes / No |

*Please note that a club is not considered as affiliated until the above is completed and submitted to VLY along with accompanying documents AND relevant affiliation and bond fees are paid. Failure to do so will prevent a club from competing in NL competitions.*

*For any queries on the above, please contact Conor Flood, Development Manager on* *cdo@volleyballireland.com*