Sport House, Suite 2.12
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ABN 45 476 392 018

VQ Affiliation Policy

Policy:	Affiliation Policy
Author:	Volleyball Queensland
Approved by:	VQ Board Members
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For organisations seeking Affiliate status with Volleyball Queensland

This policy has been developed to assist not-for-profit organisations become Volleyball Queensland (VQ) affiliates.

VQ welcomes applications for Affiliation at any time of the year knowing that the period of membership is 1 April to 31 March. VQ is committed to supporting Affiliates in all areas of operation through communication, resourcing and engagement. We encourage all Affiliates to make regular contact with the VQ office to ensure we can provide assistance and support wherever possible.

Volleyball Queensland:

Is recognised by Volleyball Australia and the Queensland Government as the state sporting organisation for volleyball in all its disciplines, particularly indoor and beach volleyball. The organisation is an incorporated entity under the Queensland Government Incorporated Association's Act. The organisation's constitution defines and controls the work of Volleyball Queensland. It is available from the organisation's website. Importantly the constitution advises for affiliation;

> **Rule 5 Classes of members**
>
> *(1) Affiliates - are incorporated Member Associations/Clubs that run/enter volleyball and/or beach volleyball competitions. They may select representative teams to participate in volleyball and/or beach volleyball competitions/events. They must register all members, provide financial reports to the association, and pay the membership fees prescribed by the association from time to time.*
>
> *Subject to this constitution, an Affiliate shall receive official notice to attend General Meetings of the association. They shall be represented by their Association/Club delegates who have the right to be present, debate and vote at General Meetings for and on behalf of the Affiliate. The number of Affiliates is unlimited.*

We encourage all interested volleyball clubs to review the Volleyball Queensland constitution and later in this document, a summary of benefits to ensure you are aware of the requirements and benefits of being a part of the sport's structure.

1. How to get started with your affiliation

While this document is helpful, contact the Volleyball Queensland office for a discussion.

a) We will want to confirm and approve what name the organisation will operate under and suggest you do this before applying for incorporation as changing those high-level documents once approved is not easy. See the Naming Guidelines below as background.

b) Organisations are required to submit the following documentation which forms part of the affiliation process:

- Complete the new Affiliate application form, which will require two other affiliates to nominate your

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club.

- Provide the Clubs/Associations Constitution
- Provide a copy of the Certificate of Incorporation
- Provide a copy of the most recent AGM or formation meeting minutes
- Provide a copy of the most recent completed year's financial statements or financial report if newly formed
- Supply VQ with an electronic copy of the organisation's logo for the VQ website
- Supply details of office bearers, mail, website, programs and social media contacts/links.
- Submit payment of 'new affiliate' set fee for the corresponding period

c) When these things are all taken care of, the VQ Board will consider the application and when approval is granted we will arrange to get the club's details on the VQ website and make announcements on social media etc.

2. After affiliation?

Play the game! Actively engage with VQ and other Affiliates in developing volleyball in your organisation's area.

But of course, as a legal entity the club must operate effectively;

a) Have an active committee/decision making structure
b) Be financially stable
    - Register your players as every participant, whether junior or adult, playing in any form of competition, or officiating in any form of, must be registered by name, contact and personal details at the rate set by the VQ Board of Management
c) Must attend the VQ Annual General Meeting (AGM)
d) Comply with all state and federal legislation and VQ related policies, including but not limited to:
    - Queensland Government's Office of Fair-Trading standards
    - VQ Constitution
    - VQ Child Safety Policy
    - VQ Gender Equity Policy
    - VQ Social Media Policy

3. Club transfers

Please note the below points regarding club transfers:

1. The standard membership application does not permit a change of club. A Member who has previously held membership with a VQ Affiliate and wishes to join a different Affiliate, or to register as

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an individual VQ Member, must complete the VQ Club Transfer process. Further details are available on the VQ membership page.

2. A Member may be registered with only one VQ affiliate at a time. A Member registered with a VQ Affiliate may not be released from that Affiliate without the Affiliate's documented authorisation, except as provided in paragraphs 6, 7 and 8 of the policy.
3. The requirement for documented authorisation applies irrespective of the period since the Member last held membership with that Affiliate.
4. On receiving a transfer request, the Affiliate must, within 14 calendar days:
   a) Undertake a check of any outstanding amounts payable by the member, or any other commitments/obligations owed to it.
   b) notify the Member in writing of any amount/commitments owed, in sufficient detail for the Member to identify what the amount relates to; and
   c) Where no amount is owed, or once any amount has been resolved, authorise the release.
5. Authorisation must not be unreasonably withheld. An Affiliate that declines to authorise a release must give the Member its reasons in writing within 14 calendar days of the transfer request.
6. Where an Affiliate does not respond within 14 calendar days of a transfer request or declines to authorise a release without giving written reasons, VQ may consider and determine the transfer request and will record its decision.
7. VQ may approve a transfer without the Affiliate's documented authorisation where VQ considers it necessary on child safety, welfare or integrity grounds.
8. A release will be deemed automatic where the relevant Affiliate has ceased operating or is otherwise considered defunct. VQ will verify the Affiliate's status before applying this provision and will document its determination.

Following documented authorisation of a release, or a determination or approval by VQ under paragraphs 6, 7 or 8, the Member may register with another VQ Affiliate or as an individual VQ Member.

4. Policy Administration

- This policy is for general publication.
- This policy is subject to review by the VQ Board at any time.
- Version control

Date	Mode	Item/Action
October 2026	VQ Board Meeting	Policy adopted

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Appendix 1

Benefits of Affiliation:

Peak Body Representation;

VQ represents all affiliates in both disciplines of volleyball (beach and indoor); all members deriving from each discipline share equal rights and benefits.

Recognition & Endorsement;

You join VQ's statewide network of affiliates, and VQ validates your role in the delivery and promotion of volleyball. Affiliates have exclusive access to a wider range of opportunities including, but not limited to;

- Funding and partnerships
- Government grants
- Voting Rights and Attendance at the VQ Annual General Meeting (AGM)

Entry into exclusive VQ affiliate-based competitions:

Including Queensland State & Country Championships, Premier Volleyball League and Junior Premier Volleyball League.

Insurance:

Affiliate members are provided with Public Liability and Association Liability Insurance coverage under national policy. Nb subject to application requirements and acceptance of the insurer.

Administration Information & Assistance:

VQ provides affiliates with relevant calendars, dates, fees, advice, nomination forms, contact details, policies, procedures, marketing and promotion to best assist in the administration of yearly activities and events.

Affiliate Visits:

VQ representatives can be available to attend club committee meetings, AGM's and other relevant functions/events at the request of our affiliates.

Coach & Referee Development:

VQ actively services affiliates through the provision of coaches and referee's accreditation courses.

School Programs:

VQ sources coaches and referees to conduct school programs; VQ can also arrange for schools to attend member associations to allow them to conduct programs. Equipment is also available for schools to borrow or purchase, and VQ provides direction to access a variety of funding programs. VQ also utilises various delivery models in meeting 'Sporting Schools' requests (an Australian Sports Commission initiative) including, but not limited to:

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- Referral to affiliates
- Direct delivery
- Private partner

Play Volley & Junior Development:

VQ will provide all affiliates with the opportunity to apply as a 'Play Volley' provider and offers professional development avenues to deliver this junior entry level program.

Appendix 2

Naming guidelines

1. The name of the prospective organisation should:

Either represents a geographic area, i.e. the club's name must accurately represent the locality of their core activities

OR

Represent a mascot, e.g. Bulldogs Volleyball Club

2. The name of the club should:

a. Comply with Queensland & Australian Government laws and regulations which will restrict certain names such as Olympic, ANZAC.

b. Include the words Volleyball or Beach Volleyball or a reference to Volleyball or Beach Volleyball.

c. Not include the words Queensland, Australia, Asia/n, Oceania, International or terms which pass off the volleyball entities at this level i.e. VA, AVC, FIVB etc.

d. Not similar to Brisbane Volleyball Association.

e. Not having a Pirates mascot or Pirates nickname.

f. Not be similar to an existing affiliate's name.

g. Should generally reflect the operations of the organisation.

h. Should not be offensive.