



Volleyball Isle of Man Association

POLICIES AND PROCEDURES

Volleyball Isle of Man Association Constitution

	POLICIES AND PROCEDURES Volleyball Isle of Man Association Constitution	
Date Issued: October 2025	Amendment Number: 4 (Fourth Edition)	Page 2

Table of Amendments				
NUMBER	APPROVAL DATE	SECTION (PARAGRAPH)	DETAILS	AUTHOR
1	2021	All (All)	-First Constitution was written	EG, FH, NW
2	April 2023	All (All)	-New formatting of Old Constitution -Updates to sections noted	NW
3	November 2023	9	-Updated the total number of executive members to be 12	NW
4	October 2025	15, 16	-Added that VBIOM adopts Volleyball England's Adult Safeguarding Policy, Child Safeguarding Policy, and Equality Policy	NW

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	POLICIES AND PROCEDURES Volleyball Isle of Man Association Constitution	
Date Issued: October 2025	Amendment Number: 4 (Fourth Edition)	Page 3

CONTENTS	PAGE
-----------------	-------------

1 - Name	
.....	
..... 4	
2 - Aims	
.....	
..... 4	
3 - Affiliations	
.....	
..... 4	
4 - Membership	
.....	
.....4	
5 - Subscriptions	
.....	
..... 4	
6 - Annual General Meeting	
.....	5
7 - Emergency General Meeting	
.....	5
8 - Special General Meeting	
.....	5
9 - The Executive Committee	
.....	5

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	POLICIES AND PROCEDURES Volleyball Isle of Man Association Constitution	
Date Issued: October 2025	Amendment Number: 4 (Fourth Edition)	Page 4

10 - Finances

.....
..... 6

11- Insurance

.....
..... 6

12 - Registration

.....
..... 7

13 - Equipment

.....
..... 7

14 - Complaints Procedure

..... 7

15 - Data and Child Protection

..... 7

16 - Equality

.....
..... 7

17 - Closure

.....
..... 7

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	POLICIES AND PROCEDURES Volleyball Isle of Man Association Constitution	
Date Issued: October 2025	Amendment Number: 4 (Fourth Edition)	Page 5

1. Name

The association shall be called Volleyball Isle of Man (including the abbreviations VBIOM and Volleyball IOM).

2. Aims

To develop, promote and improve the sport of volleyball in the community for male and female participants, of all ages and abilities. The association is a non-profit making organization. All profit and surpluses will be used for the benefit of the association. No profit or surplus will be distributed other than to another non-profit-making body upon dissolution of the association.

3. Affiliations

The association shall be affiliated to Volleyball England and the North West Volleyball Association.

4. Membership

Membership is primarily for the residents of the Isle of Man. Although this is not an exclusive requirement.

Any volleyball club is able to register with the association barring they agree to uphold our constitution and the below rules. Each club will elect a representative who is the liaison with the association, and will be invited to attend the AGM. The aforementioned rules to be followed by each club are as follows:

In order to affiliate to the association the clubs need to have at least 7 members including a welfare officer, chairperson, treasurer, and secretary who are not related or cohabiting in the same household. They also must adopt VBIOM policies and must affiliate to Volleyball England; additionally they are required to provide a team for the quarterly tournaments.

5. Subscriptions

The amount of competition and registration fees will be set by the elected committee at their AGM and reviewed annually.

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	POLICIES AND PROCEDURES Volleyball Isle of Man Association Constitution	
Date Issued: October 2025	Amendment Number: 4 (Fourth Edition)	Page 6

6. Annual General Meeting

All members of the association shall receive a minimum of 21 days' public notice of the date of the Annual General Meeting.

The Annual General Meeting shall be held at the end of each season.

7. Emergency General Meeting

An EGM will be called when an emergency decision needs to be made. A minimum number for the making of decisions at an EGM will be three non-related, non-cohabiting members. The Chairperson will hold the casting vote.

8. Special General Meeting

A special meeting shall be called within 30 days of the receipt of a written request from 10 members to the Secretary. Such a meeting to only deal with the matter of which notice is given in the request.

9. The Administration Committee

To be considered for the Administration Committee you must be nominated by a registered member of the association. The nominations may be submitted to the Administration Committee no later than one week before the AGM. The nominees will be voted on by all registered members at the AGM, with no more than 12 total Administration Committee members being selected.

The Administration Committee will elect a Chairperson, Secretary and Treasurer to administer the association activities and concerns, they are to be known as the Executive Committee. All decisions require a minimum of three non-related, non-cohabiting members. A minimum of two Executive Members will be required to make a decision, and the Chairperson will hold the final casting vote.

The Administration committee will meet at least five times per year to administer the affairs and finances of the association.

The Executive Committee shall have the power to co-opt and appoint such sub-committees as it deems necessary. The committees shall decide the Terms of Reference, Membership and

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	POLICIES AND PROCEDURES Volleyball Isle of Man Association Constitution	
Date Issued: October 2025	Amendment Number: 4 (Fourth Edition)	Page 7

Authority of those sub-committees. The Chairperson, Secretary and Treasurer of the association may participate in any such committee.

Any member of the association's Administration Committee who is absent from two official meetings of the committee, without tendering an explanation satisfactory to the officers of the Executive Committee, will receive a written warning stating that if the unexplained absences continue they will be removed from the Executive Committee. After receiving the written warning, if they are absent from the next meeting they may be deemed to have vacated their seat.

If a member steps down mid-season, the Executive Committee will appoint someone to temporarily hold the position until the next AGM, at which the members will vote on all nominated members for the Administration Committee.

If a member has been deemed to have vacated their seat based on the above, or chooses to step down from their seat on the Administration Committee, they will be removed as an administrator from Volleyball Isle of Man's Facebook and Instagram pages and the Facebook messenger group, as well as from the Google Drive and Gmail accounts, and the association's bank account (if applicable) in order to comply with GDPR regulations. The former member will also be sent a copy of the *Leaving the Volleyball Isle of Man Committee* document. This will be sent as either a letter or via email in order to clearly communicate the situation between the Administration Committee and the former member, to ensure there is full understanding of the formalities of the situation.

10. Finances

The Treasurer will be required to keep an up-to-date record of the association's finances and will be required to advise the committee of the financial position at each committee meeting.

Any one of the three signatories of the committee members will be required for withdrawals from the bank.

Any money or funds raised in the name of Volleyball Isle of Man Association, are intended for the Volleyball Isle of Man Association as a whole.

Donations explicitly given to the association will be evaluated by the executive committee and distributed to the ongoing growth and maintenance of the association where needed.

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	POLICIES AND PROCEDURES Volleyball Isle of Man Association Constitution	
Date Issued: October 2025	Amendment Number: 4 (Fourth Edition)	Page 8

Donations given to the association not explicitly for the association will be turned down.

The Treasurer shall produce an income and expenditure statement and a balance sheet at every AGM.

11. Insurance

Volleyball Isle of Man will be registered with Volleyball England and be covered by their associated insurance. All players will be registered with Volleyball England.

12. Registration

It will be the responsibility of the association to make sure that all players are correctly registered in all competitions.

National competition licenses will belong to the association.

13. Equipment

The association shall make available any necessary equipment for competitions hosted by the association, and will ensure it's in safe condition.

14. Complaints Procedure

It shall be the responsibility of the executive committee and / or coaches to resolve issues and concerns in a fair manner between players, between players and coaches, or between parents and either players or coaches.

Upon registration all clubs will be issued with a copy of the complaints procedure.

15. Data Protection, Child and Adult Safeguarding

All contact information will be kept securely.

The association adopts the Volleyball England Safeguarding and Protecting Children Policy, details can be found here:

<https://www.volleyballengland.org/support/safeguarding-and-welfare/safeguarding-and-protecting-children-policy>

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	POLICIES AND PROCEDURES Volleyball Isle of Man Association Constitution	
Date Issued: October 2025	Amendment Number: 4 (Fourth Edition)	Page 9

The association adopts the Volleyball England Safeguarding Adult Policy, details can be found here:

<https://www.volleyballengland.org/support/safeguarding-and-welfare/safeguarding-adult-policy>

16. Equity

The association respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. The association adopts the Volleyball England Equality and Diversity Policy, details can be found here:

<https://www.volleyballengland.org/about-us/governance/equality-diversity>

17. Closure

In the event of the association no longer competing, a period of six months shall be allowed to lapse before any of the assets and equipment can be disposed of.

Any equipment on loan from any organization shall be returned.

Any assets or monies will be left to Isle of Man Sport for distribution through the sport community.

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