



NAMIBIAN VOLLEYBALL FEDERATION COMMISSIONS TERMS OF REFERENCE

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NAMIBIA VOLLEYBALL FEDERATION
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NAMIBIA VOLLEYBALL FEDERATION (NVF) COMMISSIONS

1. PURPOSE

This terms of reference (ToR) is issued as part of the powers of the NVF President to oversee the on-going administration, management of the NVF and also propose the members of the Departments and Committees for appointment by the Board of Administration. This ToR shall govern all NVF commissions in the form of contractual document on their functions and modus operandi. It further defines and outlines various requirements and specific competences of the commissions.

2. OBJECTIVES

There is a critical need to establish commissions within the NVF operations that shall operate as support components of the organisation to facilitate implementation of the generic objectives of the NVF. The commission shall make proposals to the Board of Administration and the Executive Committee on matters of a highly technical or specialised nature.

3. DEFINITION

Commission: A permanent working group of specialists appointed by the Board of Administration with the responsibility of fulfilling certain duties as defined by the General Regulations.

4. SCOPE

The commissions shall meet at least once (1) a year under the direction of the NVF President, to discuss reports of activities carried out during the previous year; projects and proposals presented to the commissions and the yearly working programmes. The commissions may undertake any other tasks as requested by the NVF President or the Executive Committee or the Board of Administration.

5. REQUIREMENTS TO BECOME MEMBER OF A COMMISSION

5.1 The President shall propose the members of the Departments and Committees for appointment by the Board of Administration, choose from among, but not limited to, the candidatures presented by the affiliated associations, and including external experts when considered necessary.

The following constitutes the basic membership requirement for any of the commissions;

- a) To have an extensive knowledge of the NVF, its institutions, its activities and its operations;
- b) To have a complete knowledge of the specific operations of the commissions for which the candidates wish to become members;

- c) To have personal regional or national or experience and the required expertise for the specific competence of the commissions;
- d) To have a college or university degree or an equivalent professional experience within the public and private sector in relations with the activities of the commission;
- e) To comply with the policy guidance established by the Board of Administration as per the provision of Article 2.8.1 of the NVF Constitution;
- f) To speak English as an official language;
- g) To dispose freely of a minimum of thirty (30) days per year, in separate periods, to accomplish the duties of their respective commissions and attend meetings or competitions;
- h) Never to have been suspended by the NVF or by any NVF affiliated Association;
- i) To belong to an NVF paid up, affiliated association.

6. TERMS OF OFFICE

Members will hold office for a period of four (4) years, coinciding with the Board of Administration's term of office, but may be replaced, or the Department may be abolished within that period by the Board of Administration on the proposal of the President. Whenever a member of a commission cannot hold office, another member proposed by the NVF President shall replace him/her. This substitution will take effect after ratification by the next Board of Administration meeting.

7. LIST OF THE COMMISSIONS

The Board of Administration created the following commissions:

- a) Development Commission;
- b) Marketing Commission;
- c) Referees Commission;
- d) Competition Commission;
- e) Coaches Commission;
- f) Beach Volleyball Commission;
- g) Sitting Volleyball Commission;
- h) Corporate Volleyball Commission;
- i) School Volleyball Commission;
- j) Legal Commission;
- k) Medical Commission.

8. SPECIFIC COMPETENCE OF THE COMMISSION

8.1 Development Commission

The Development Commission has the following terms of reference:

- a) Development of the Volleyball community through promoting its unity and consolidating the Mission of the NVF and its Vision;
- b) Activating programmes of management education under set principles and programmes for regional associations;
- c) Promoting of a common Volley culture through networking and sharing of objectives;
- d) Development Volleyball by assisting regional associations to achieve their highest potential and improve their standard in the areas for regional competition, national participation, funding, development programmes, management and media through Volleyball Cooperation Programmes, Development Centres and Programmes for all forms of Volleyball.
- e) To support Volleyball activities designed to develop a lasting legacy for communities and individuals through Children's programmes, Development Centres and NVFs' social responsibility.
- f) To review any request for the development fund coming from clubs, academies, schools or community through their Regional Association;
- g) To get the financial support for each project, as well as the initial financial support for the start of the project, to be approved by the Board of Administration; and
- h) To request a regular report (at least every 6 months) about the progress of the projects.

8.2 Marketing/Media Commission

The Marketing Commission shall have the terms of reference:

- a) To study proposals with respect to the Commissions' rules aimed at improving and widening relations with the press and promoting circulation of information on Volleyball;
- b) To prepare and submit to the Board of Administration a press manual for NVF competitions to be used by all organisers in order to ensure the best possible National press coverage before, during and after a competition;
- c) To propose ideas, initiatives and solutions for the NVF in order to maintain a good relationship with the press;
- d) To make suggestions to improve NVF means of communications (press releases, bulletins, magazines, etc.). and adapt them to new requirement as they arise;
- e) To provide indications and norms for the NVF to obtain the best possible cooperation on the part of the Associations and Clubs with respect to communications requirements;

- f) To suggest any modifications that may be necessary to ensure that decision taken by other commissions do not have a negative effect on relations between the NVF and the press;
- g) To promote initiatives for the NVF to maintain the best possible relations with international or continental or national journalist' associations and the press offices of organisation with which it has frequent contacts;
- h) To provide consulting services and furnish opinions on NVF initiatives addressed to the public that directly or indirectly involve the press;
- i) To participate in inspection of competitions organised by the NVF or related organisations and prepare a report containing indications on how to improve the press aspects;
- j) To be present at competitions organised by the NVF or related organisations, making contact with the Organising Committee and press office, providing know-how acquired through experience;
- k) To cooperate with the NVF in the search of new media houses and methods in order to enhance the images of Volleyball;
- l) To suggest strategies, guidelines and actions designed to increase the exposure of Volleyball;
- m) To evaluate, from the point of view of television, the present image of Volleyball and its capability to compete for more time in television programming;
- n) To discuss models of coverage for proposals to the NVF; and
- o) To pursue the objective of building Volleyball archives for the recovery/construction of Volleyball history.

8.3 *Referees Commission*

The Rules of the Game and Referees Commission shall have the following terms of reference:

- a) To draft the official text of the Volleyball Rules in English and submit it to the Executive Committee and Board of Administration;
- b) To obtain from FIVB all possible facts and opinions on proposed game rule changes and make a presentation to the board of Administration;
- c) To make tests and practical studies before implementing any changes to the National Volleyball Rules of the Game;
- d) To ensure respect of the official text of the Volleyball Rules of the Game through studies and decision on practical problems of the application of the said Rules;

- e) To maintain a unified interpretation of the Volleyball Rules of the Game throughout the country;
- f) To seek the improvement of the qualifications and knowledge of National Referees;
- g) To determine the teaching programme, material and documents deemed necessary for the qualification of National Referees;
- h) To register, maintain and up-date once (1) a year the list of the different categories of active National Referees, including CAVB and FIVB Referees;
- i) To submit an annual list of National Referees to the Executive Committee and Board of Administration;
- j) To supervise the organisation of courses for candidate International Referees and the instructors responsible for the preparation and education of referees in cooperation with NVF authorised to organise such courses;
- k) To set up and submit, to the Executive Committee and Board of administration, the standard rules for National refereeing courses;
- l) To study and publicise the experience obtained during refereeing courses and competitions concerning the theory and practice of refereeing;
- m) To advice the Federation on the setting-up of national programmes aimed at improving the qualifications of national referees and to establish the appropriate guidelines; and
- n) To propose to the NVF President the nomination for international Referees for Zonal, CAVB and FIVB Competitions.
- o) To recommend to the NVF Executive for approval, referees accompanying Namibian teams to international competitions.

8.4 Coaches Commission

The Coaches Commission shall have the following terms of reference:

- a) To prepare informative, explanatory bulletins, pamphlets, other printed materials, films, video tape and special teaching equipment for Volleyball administration, coaches, referees, instructors and mini-Volley expert;
- b) To initiate projects to be undertaken in the education and sports training sectors;
- c) To inform the executive and board on the material and equipment required for the preparation of courses and training of teams at all levels;
- d) To supervise the coaches' and administrators' courses, through special visits and report to the Executive Committee;

- e) To prepare the programme of National courses for NVF coaches and set up guidelines on the required characteristics of the teaching materials;
- f) To obtain promotional material for recreational Volleyball activities, including Mini-Volley;
- g) To test and approve the equipment and material needed in order to keep conditions ideal for the game;
- h) To study and determine the testing procedure for approval of Volleyball equipment and material including, but not limited to ball, post, nets, referee chairs, linesmen's flags, antennae, synthetic floors, lighting, electric and manual scoreboard, substitution plaques and material such as films, slides, video tape, brochures, books;
- i) To study and improve the minimal technical standard for competition hall and to obtain for publication the design and plans on the construction of competition venues/halls, lighting systems, models of material and auxiliary equipment for training and competition;
- j) To help the Federation prepare a basic programme for national courses for school teachers;
- k) To prepare, in collaboration with the Development and Schools commission informative and explanatory bulletins, pamphlets or other printed material, films, video tapes, and special teaching equipment, as needed for any Development Plan, to be used by coaches, instructors, and all people involved in the promotion of Volleyball at school;
- l) To inform the Federation and Namibia School Sports Union of the material and equipment required for the preparation of courses and training of teams at school level;
- m) To seek the improvement of the qualification and knowledge of coaches;
- n) To advise the Federation on the setting-up of national programmes aimed at improving the qualifications of national coaches and instructors;
- o) To supervise the organisation of courses and conferences aimed at the preparation of instructors and coaches in cooperation with the Federation and issue of certificates at the appropriate level;
- p) To set up and submit to the Executive Committee and Board of Administration the rules for coaches' courses;
- q) To study background of expert from the various associations or clubs and select the most highly qualified and duly certified in different levels, in order to submit their names to the Executive Committee for their inclusion in the list of official instructors for conducting regional or national coaches' courses;

- r) To supervise the preparation of audio-visual teaching materials such as manuals, slides, videotapes, films, posters, etc.;
- s) To supervise the preparation and organisation of symposia and other meeting aimed at discussing or analysing the technical findings and new experiences and to offer the needed support to the Federation;
- t) To monitor, follow up and report individual, national or international scientific research, investigations and studies as well as demonstration matches aimed at improving methods of play and training;
- u) To keep up to date the statistical evaluation of players and team's performance in competitions; and
- v) To supervise and control the application of the statistical evaluation of players in cooperation with the organisers of competition.
- w) To recommend to the NVF Executive for approval, coaches accompanying the Namibia teams to international competitions.

8.5 Competition Commission

The Competition Commission shall have the following terms of reference:

- a) To organise and supervise NVF competition;
- b) To keep up to date NVF sports regulations to be presented to the Executive Committee and Board of Administration for congress approval;
- c) To establish specific regulations for each NVF competition to be presented to the Executive Committee and Board of Administration for approval;
- d) To present report to the Executive Committee and board of administration on progress of plans and programmes of NVF competition;
- e) To advice and set guidelines for regional leagues;
- f) To seek administrative support from and coordinate activities with the NVF Technical Director;
- g) To meet quarterly to evaluate and discuss the activities carried out and study new plans.
- h) To maintain the NVF competitions records for future reference.
- i) To advice the Board of Administration on proposed amendments on the NVF competitions.

8.6 *School Volleyball Commission*

The School Volleyball Commission shall have the following terms of reference:

- a) To develop a school volleyball program in conjunction with the Development Commission;
- b) To organise National/Zonal school competition together with the Competition Commission and Development Commission;
- c) To work closely with Namibia School Sports Union (NSSU) and ensure that volleyball activities are conducted within the framework of the NVF;
- d) To advise the NVF Board of Administration on how to improve school competitions;
- e) To ensure that volleyball is part of the school competitions in the all 14 regions;
- f) To serve as a liaison organ between NVF and schools in the country;
- g) To ensure compliance of the NVF Child Protection Code of Ethics during the school competitions.

8.7 *Corporate Volleyball Commission*

The Corporate Volleyball Commission shall have the following terms of reference:

- a) To sensitise corporate world to participate in volleyball activities;
- b) To ensure that corporate league exists in all 14 regions.
- c) To facilitate individual corporate volleyball events where NVF's assistance is needed;
- d) To motivate and attract corporate teams to form part on the regional association leagues;
- e) To serve as a liaison organ between the corporate world and Marketing/Media Commission where possible for possible sponsorship;
- f) To report and advice the Board of Administration on the corporate events;
- g) To maintain database and record of all corporate volleyball events for future reference;
- h) To foresee that the corporate volleyball events are organised within the parameters of the NVF's objectives.

8.8 *Sitting Volleyball Commission*

The Sitting Volleyball Commission shall have the following terms of reference:

- a) To be the liaison organ between NVF and Paralympic Namibia and Special Olympic Namibia;
- b) To advise the Executive and the Board on matters regarding disable volleyball;
- c) To advise the regional associations on sitting up programs that aim at developing disable volleyball;
- d) To develop and update disable volleyball competitions specific regulations;
- e) To advise the Executive Committee and the board on potential disable volleyball facilities;
- f) To meet quarterly to evaluate and discuss the activities carried out and study new plans.

8.9 *Beach Volleyball Commission*

The Beach Volleyball Commission shall have the following terms of reference:

- a) To develop and organise Beach Volleyball development programs and tours country wide;
- b) In cooperation with the Continental Confederations, to set up the yearly official calendar of national Beach Volleyball Competitions to be presented to the Executive Committee and Board of Administration;
- c) To keep up to date the Competition Regulation, the Specific Regulation and sanctions for Beach Volleyball to be presented to the Executive Committee and Board of Administration;
- d) To assist the beach Volleyball Department with the preparation of the yearly Handbook;
- e) To follow up and control the preparation of the organisation of all regional and national official competitions with the logistical assistance to approved organisers;
- f) To present reports to the Executive Committee and Board of Administration on the progress of all technical plans, programmes and regulations by the organisers of national and official competitions;
- g) To set up guidelines for the issue of documents and daily bulletins containing information on the results and staging of world and official competition;

- h) To seek administrative support from and coordinate its activities with other NVF Volleyball Department Directors;
- 1) To submit to the Congress a detailed activity programme for one (1) year, as well as proposals, which needs approval by the Board of Administration.

8.10 Legal Commission

The Legal Commission shall have the following terms of reference:

- a) To study proposals related to the modifications of the NVF Constitution and Regulations and to submit a report to the Executive Committee, Board of Administration and Congress;
- b) To study controversies on the interpretation of the NVF Constitution and Regulations and submit a report;
- c) To verify the Statutes and Regulations of the Regional Association/NVF and submit a report to the Executive Committee;
- d) To propose regulations on the eligibility of players for any official regional and national competitions according to the Sports Regulations and issue an opinion if requested by the Executive Committee;
- e) To investigate accusations related to a player's status if they are properly documented and submit a report to the Executive Committee;
- f) To consider, give advice or make proposals on legal problems or disputes submitted in connection with any legal matters;
- g) To verify the basic documents for the affiliation a new Association before approval by the Board of Administration and ratification by the Congress;
- h) To study rules for the use of publicity on national team uniforms;
- i) To study the rules authorising the use of emblems and publicity on the uniforms of officials and auxiliary personal accomplishing duties during official competitions; and
- j) To study the duties of the NVF Commissions and submit a report to the Executive Committee.

8.11 Medical Commission

The medical Commission shall have the following terms of reference:

- a) To disseminate among coaches and Volleyball players the basic medical information for prevention and treatment of the common injuries caused in the course of plying Volleyball;

- b) To draft the principles and verify the conditions under which the organisers of competitions shall undertake and plan the preparation food, hygiene, medical care and medical emergency services for players and participants;
- c) To supervise medical assistance to players during competitions;
- d) To supervise the organisation and ensure the doping control and gender verification of players if required, as well as medical control of the referees during competitions;
- e) To revise and update the NVF Medical Regulations in line with the latest developments in the fields of sports medicine.

On behalf of the Namibia Volleyball Federation (NVF):

Hillary Imbuwa
President

Liina Matheus
Secretary General