



## **NVF Portfolios ToRs**

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## **I PURPOSE**

This ToR shall govern the NVF various portfolios in the form of contractual document on their functions and modus operandi. It further defines and outlines various requirements and specific competences.

The diverse functions of the NVF portfolios shall operate as provided for in the NVF Constitution to enable the organisation to achieve its overall objective.

The below-mentioned portfolios shall be voluntarily as a contribution to the national volleyball agenda.

## **II DEFINITION**

**NVF Portfolios** are bodies responsible for executing duties attached to each portfolio for and shall be composed of various ranks/titles as provided for in the NVF Constitution or by the NVF Executive where necessary.

## **III SCOPE**

The portfolios shall meet under the provision of the NVF Constitution to discuss and reports on activities carried out during a certain period.

## **IV APPOINTMENT REQUIREMENTS**

An appropriate academic qualification plus appropriate experience in the specific area of responsibility and or sport. Individual competencies and skills may be considered for appointment to a certain portfolio.

## **V TERMS OF OFFICE**

The term of office for each portfolio are stipulated in the NVF Constitution or in the contract where necessary.

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## **1. BOARD OF ADMINISTRATION**

The Board of Administration is the body responsible for the administration and management of the NVF. It is composed of the Council and the Executive Committee

- 1.1 Detailed duties and responsibilities of the NVF Council are outlined in Article 23.2 of the NVF Constitution;

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## **2 COUNCIL**

Council is a representative body (affiliates) of the NVF and does not serve a term. Only members of the council serve a term depending on their Regional Structures.

- 2.1 Detailed duties and responsibilities of the NVF Council are outlined in Article 21.2 of the NVF Constitution;

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## **3 EXECUTIVE COMMITTEE**

Executive Committee shall at all costs not involve themselves in the running of the day to day activities of the federation. Their responsibilities are strategic matters and usually meet only when necessary, and that should not entail the running of the secretariat of the federation. Executive Committee members' term of office is four (4) years and may be re-elected or re-appointed as provided for in Article 17.4.6 and 19.2.9 of the NVF Constitution.

### **3.1 President**

- 3.1.1 The President is the overall head of the organisation;  
3.1.2 The President shall be an ex-officio member of all Departments;  
3.1.3 The reporting body for the President shall be the Council;  
3.1.4 He/she is the direct supervisor of the Sponsorship Committee;  
3.1.5 Detailed duties and responsibilities of the NVF President are outlined in Article 24.2 of the NVF Constitution;

### **3.2 1<sup>st</sup> Vice-President**

- 3.2.1 The Vice-President deputise the President during his/her absence;  
3.2.2 Ensure that all policies and procedures are adhered to;  
3.2.3 Assist the President in preparing the annual report;  
3.2.4 He/she is the direct supervisor of the Marketing, Corporate and Legal;  
3.2.5 He/she shall be the ex-officio member of the Sponsorship Committee;

### **3.3 2<sup>nd</sup> Vice-President**

- 3.3.1 The 2<sup>nd</sup> Vice-President deputise the Vice-President during his/her absence;

- 3.3.2 Represent the association at local, regional, state and national levels;
- 3.3.3 Ensure the planning and budgeting for the future is carried out per the wishes of the members;
- 3.3.4 He/she is the direct supervisor of Beach, Sitting and School Departments;
- 3.3.5 In conjunction with the Secretary General and the Treasurer, coordinate travel arrangements and bookings for all NVF Officials.
- 3.3.6 To facilitate the travelling of teams going outside the borders of Namibia

### **3.4 Technical Director**

- 3.4.1 The Technical Director (TD) is the advisor of the Executive Committee in all the organisation operations.
- 3.4.2 Responsible for the strategic delivery of all aspects of the technical game and excel the elements of the game across all association.
- 3.4.3 Directly supervise the development, competitions, coaches and referees department by setting short- and long-term targets in pursued of the overall volleyball development agenda of the NVF in line with the ToRs of all departments.
- 3.4.4 Developing plans that speak to the operational activities of the department.
- 3.4.5 Strategically steer and coordinate all league activities and competitions according to the required standards through the department.
- 3.4.6 Improve the game through regular national workshops to empower associations in different aspects of the game of volleyball.
- 3.4.7 To present and advise the NVF Executive and Council on the technical details of the game on the national level.
- 3.4.8 To present and advice the NVF Council on the most recent trends of the modern game of volleyball.
- 3.4.9 Collaborate with the referee's and coaches' directors in establishing a possible unified system for training national coaches and referees in all associations, etc.
- 3.4.10 The TD shall be the overall supervisor of the Technical Departments concerning the Development, Coaches, Referees, Competition; Medical Departments; and Regional Competition Directors.

### **3.5 Treasurer**

- 3.5.1 Advice the Executive and the Council of financial matters;
- 3.5.2 Prepare and monitor the budget;
- 3.5.3 Keep the financial books up-to-date;
- 3.5.4 Keep a proper record of all transactions;
- 3.5.5 Prepare the financial reports and present them during meetings;
- 3.5.6 Timely prepare financial books for auditors;
- 3.5.7 Assist the Sponsorship Committee to seek for sponsorship;
- 3.5.8 Collect any monies that are owed to the NVF;
- 3.5.9 Ensure that all invoices are settled on time;
- 3.5.10 In conjunction with the Secretary-General, ensure that all booking arrangements for NVF Officials are paid on time.

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## **4 SECRETARY-GENERAL**

- 4.1** The Secretary-General is the Chief Executive Officer (CEO) or principal members that have the authority to run (make decisions) of the day to day activity of the federation.
- 4.2** Secretary-General in an ex-officio of the Executive Committees and has no voting rights at Executive Committee meetings (resolutions), neither at the Annual General Meeting/Congress;
- 4.3** Liaises with the NVF members and other stakeholders;
- 4.4** Prepare the agenda for all meetings in consultation with the President;
- 4.5** He/she shall be in charge of all secretarial functions and takes full responsibilities of all arrangements of the Annual General Meetings, Extraordinary Meetings and Council Meetings.
- 4.6** Make arrangements for venue, date, time and other logistical arrangements for meetings;
- 4.7** Collect and consolidate all reports and other documents for meetings;
- 4.8** Handling of correspondence;
- 4.9** Maintaining a register for all sponsors;
- 4.10** Maintaining and filing of all NVF legal documents;
- 4.11** Act as liaison officer between the NVF and all stakeholders;
- 4.12** Arranging appointments with other stakeholders;
- 4.13** Maintain the Regional Associations' database;

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## **5 DEPARTMENTS**

### **5.1 Development Department**

The Development Department has the following terms of reference:

- 5.1.1** Development of the Volleyball community through promoting its unity and consolidating the Mission of the NVF and its Vision;
- 5.1.2** Activating programmes of management education under set principles and programmes for regional associations;
- 5.1.3** Promoting a common Volley culture through networking and sharing of objectives;
- 5.1.4** 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;
- 5.1.5** To support Volleyball activities designed to develop a lasting legacy for communities and individuals through Children's programmes, Development Centres and NVFs' social responsibility;
- 5.1.6** To review any request for the development fund coming from clubs, academies, schools or community through their Regional Association;

- 5.1.7 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 Council; and
- 5.1.8 To request monthly reports about the progress of the projects.
- 5.1.9 Liaise and supervise all Association Development Directors.
- 5.1.10 The Department shall report to the office of the TD.

## **5.2 Marketing/Media Department**

The Marketing Department shall have the terms of reference:

- 5.2.1 To work in corroboration with the Sponsorship Committee;
- 5.2.2 To study proposals concerning the Department's rules aimed at improving and widening relations with the press and promoting circulation of information on Volleyball;
- 5.2.3 To prepare and submit to the Council a press manual for NVF competitions to be used by all organisers to ensure the best possible National press coverage before, during and after a competition;
- 5.2.4 To propose ideas, initiatives and solutions for the NVF to maintain a good relationship with the press;
- 5.2.5 To make suggestions to improve NVF means of communications (press releases, bulletins, magazines, etc.) and adapt them to the new requirement as they arise;
- 5.2.6 To provide indications and norms for the NVF to obtain the best possible cooperation on the part of the Associations and Clubs concerning communications requirements;
- 5.2.7 To suggest any modifications that may be necessary to ensure that decision taken by other departments do not harm relations between the NVF and the press;
- 5.2.8 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;
- 5.2.9 To provide consulting services and furnish opinions on NVF initiatives addressed to the public that directly or indirectly involve the press;
- 5.2.10 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;
- 5.2.11 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;
- 5.2.12 To cooperate with the NVF in the search of new media houses and methods to enhance the images of Volleyball;
- 5.2.13 To suggest strategies, guidelines and actions designed to increase the exposure of Volleyball;
- 5.2.14 To evaluate, for television, the present image of Volleyball and its capability to compete for more time in television programming;
- 5.2.15 To discuss models of coverage for proposals to the NVF; and
- 5.2.16 To pursue the objective of building Volleyball archives for the recovery/construction of Volleyball history.
- 5.2.17 The Department shall report to the 1<sup>st</sup> vice-president.

### **5.3 Referees Department**

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

- 5.3.1 To draft the official text of the Volleyball Rules in English and submit it to the Executive Committee and Council;
- 5.3.2 To obtain from FIVB all possible facts and opinions on proposed game rule changes and make a presentation to the Council;
- 5.3.3 To make tests and practical studies before implementing any changes to the National Volleyball Rules of the Game;
- 5.3.4 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;
- 5.3.5 To maintain a unified interpretation of the Volleyball Rules of the Game throughout the country;
- 5.3.6 To seek the improvement of the qualifications and knowledge of National Referees;
- 5.3.7 To determine the teaching programme, material and documents deemed necessary for the qualification of National Referees;
- 5.3.8 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;
- 5.3.9 To submit an annual list of National Referees to the Executive Committee and Council;
- 5.3.10 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;
- 5.3.11 To set up and submit, to the Executive Committee and Council, the standard rules for National refereeing courses;
- 5.3.12 To study and publicise the experience obtained during refereeing courses and competitions concerning the theory and practice of refereeing;
- 5.3.13 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;
- 5.3.14 To propose to the NVF President the nomination for international Referees for Zonal, CAVB and FIVB Competitions; and
- 5.3.15 To recommend to the NVF Executive for approval, referees accompanying Namibian teams to international competitions.
- 5.3.16 The Department shall report the office of the Technical Director.

### **5.4 Coaches Department**

The Coaches Department shall have the following terms of reference:

- 5.4.1 To prepare informative, explanatory bulletins, pamphlets, other printed materials, films, videotape and special teaching equipment for Volleyball administration, coaches, referees, instructors and mini-Volley expert;
- 5.4.2 To initiate projects to be undertaken in the education and sports training sectors;



- 5.4.3 To inform the Executive and Council on the material and equipment required for the preparation of courses and training of teams at all levels;
- 5.4.4 To supervise the coaches' and administrators' courses, through special visits and report to the Executive Committee;
- 5.4.5 To prepare the programme of National courses for NVF coaches and set up guidelines on the required characteristics of the teaching materials;
- 5.4.6 To obtain promotional material for recreational Volleyball activities, including Mini-Volley;
- 5.4.7 To test and approve the equipment and material needed to keep conditions ideal for the game;
- 5.4.8 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, videotape, brochures, books;
- 5.4.9 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;
- 5.4.10 To help the Federation prepare a basic programme for national courses for school teachers;
- 5.4.11 To prepare, in collaboration with the Development and Schools departments informative and explanatory bulletins, pamphlets or other printed material, films, videotapes, 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;
- 5.4.12 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 the school level;
- 5.4.13 To seek the improvement of the qualification and knowledge of coaches;
- 5.4.14 To advise the Federation on the setting-up of national programmes aimed at improving the qualifications of national coaches and instructors;
- 5.4.15 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;
- 5.4.16 To set up and submit to the Executive Committee and Council the rules for coaches' courses;
- 5.4.17 To study the background of the experts from the various associations or clubs and select the most highly qualified and duly certified in different levels, to submit their names to the Executive Committee for their inclusion in the list of official instructors for conducting regional or national coaches' courses;
- 5.4.18 To supervise the preparation of audio-visual teaching materials such as manuals, slides, videotapes, films, posters, etc.;
- 5.4.19 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;
- 5.4.20 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;
- 5.4.21 To keep up to date the statistical evaluation of players and team's performance in competitions;

- 5.4.22 To supervise and control the application of the statistical evaluation of players in cooperation with the organisers of competition; and
- 5.4.23 To recommend to the NVF Executive for approval, coaches accompanying the Namibia teams to international competitions.
- 5.4.24 The Department shall report to the office of the Technical Director.

## **5.5 Competition Department**

The Competition Department shall have the following terms of reference:

- 5.5.1 To organise and supervise NVF competition;
- 5.5.2 To keep up to date NVF sports regulations to be presented to the Executive Committee and Council for congress approval;
- 5.5.3 To establish specific regulations for each NVF competition to be presented to the Executive Committee and Council for approval;
- 5.5.4 To present a report to the Executive Committee and Council on the progress of plans and programmes of NVF competition;
- 5.5.5 To advice and set guidelines for regional leagues;
- 5.5.6 To seek administrative support from and coordinate activities with the NVF Technical Director;
- 5.5.7 To meet quarterly to evaluate and discuss the activities carried out and study new plans;
- 5.5.8 To maintain the NVF competitions records for future reference; and
- 5.5.9 To advice the Council on proposed amendments on the NVF competitions.
- 5.5.10 The Department shall report to the office of the 2<sup>nd</sup> Vice President

## **5.6 School Volleyball Department**

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

- 5.6.1 To develop a school volleyball program in conjunction with the Development Department;
- 5.6.2 To organise National/Zonal school competition together with the Competition Department and Development Department;
- 5.6.3 To work closely with Namibia School Sports Union (NNSU) and ensure that volleyball activities are conducted within the framework of the NVF;
- 5.6.4 To advice the NVF Council on how to improve school competitions;
- 5.6.5 To ensure that volleyball is part of the school competitions in all 14 regions;
- 5.6.6 To serve as a liaison organ between NVF and schools in the country; and
- 5.6.7 To ensure compliance of the NVF Child Protection Code of Ethics during the school competitions,
- 5.6.8 The Department shall report to the office of the 2<sup>nd</sup> Vice-President

## **5.7 Corporate Volleyball Department**

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

- 5.7.1 To sensitise the corporate world to participate in volleyball activities;

- 5.7.2 To ensure that corporate league exists in all 14 regions;
- 5.7.3 To facilitate individual corporate volleyball events where NVF's assistance is needed;
- 5.7.4 To motivate and attract corporate teams to form part on the regional associations leagues;
- 5.7.5 To serve as a liaison organ between the corporate world and the Marketing/Media Department where possible for possible sponsorship;
- 5.7.6 To report and advice the Council on the corporate events;
- 5.7.7 To maintain database and record of all corporate volleyball events for future reference; and
- 5.7.8 To foresee that the corporate volleyball events are organised within the parameters of the NVF's objectives.
- 5.7.9 The Department shall report to the office of the 2<sup>nd</sup> Vice President

## **5.8 Sitting Volleyball Department**

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

- 5.8.1 To be the liaison organ between NVF and Paralympic Namibia and Special Olympic Namibia;
- 5.8.2 To advice the Executive and the Council on matters regarding disable volleyball;
- 5.8.3 To advice the regional associations on sitting up programs that aim at developing disable volleyball;
- 5.8.4 To develop and update disable volleyball competitions specific regulations;
- 5.8.5 To advice the Executive Committee and the Council on potential disable volleyball facilities; and
- 5.8.6 To meet quarterly to evaluate and discuss the activities carried out and study new plans.
- 5.8.7 The Department shall report to the office of the 2<sup>nd</sup> Vice-President

## **5.9 Beach Volleyball Department**

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

- 5.9.1 To develop and organise Beach Volleyball development programs and tours countrywide;
- 5.9.2 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 Council;
- 5.9.3 To keep up to date the Competition Regulation, the Specific Regulation and sanctions for Beach Volleyball to be presented to the Executive Committee and Council;
- 5.9.4 To assist the Beach Volleyball Department with the preparation of the yearly Handbook;
- 5.9.5 To follow up and control the preparation of the organisation of all regional and national official competitions with the logistical assistance to approved organisers;

- 5.9.6 To present reports to the Executive Committee and Council on the progress of all technical plans, programmes and regulations by the organisers of national and official competitions;
- 5.9.7 To set up guidelines for the issue of documents and daily bulletins containing information on the results and staging of world and official competition;
- 5.9.8 To seek administrative support from and coordinate its activities with other NVF Volleyball Department Directors;
- 5.9.9 To submit to the Congress a detailed activity programme for one (1) year, as well as proposals, this needs approval by the Council.
- 5.9.10 The Department shall report to the office of the 2<sup>nd</sup> Vice-President

## **5.10 Legal Department**

The Legal Department shall have the following terms of reference:

- 5.10.1 To study proposals related to the modifications of the NVF Constitution and Regulations and to submit a report to the Executive Committee, Council and Congress;
- 5.10.2 To study controversies on the interpretation of the NVF Constitution and Regulations and submit a report;
- 5.10.3 To verify the Statutes and Regulations of the Regional Association/NVF and submit a report to the Executive Committee;
- 5.10.4 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;
- 5.10.5 To investigate accusations related to a player's status if they are properly documented and submit a report to the Executive Committee;
- 5.10.6 To consider, give advice or make proposals on legal problems or disputes submitted in connection with any legal matters;
- 5.10.7 To verify the basic documents for the affiliation a new Association before approval by the Council and ratification by the Congress;
- 5.10.8 To study rules for the use of publicity on national team uniforms;
- 5.10.9 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
- 5.10.10 To study the duties of the NVF Departments and submit a report to the Executive Committee.
- 5.10.11 The Department shall report to the 1<sup>st</sup> vice president.

## **5.11 Medical Department**

The medical Department shall have the following terms of reference:

- 5.11.1 To disseminate among coaches and Volleyball players the basic medical information for prevention and treatment of the common injuries caused in the course of playing Volleyball;
- 5.11.2 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;

- 5.11.3 To supervise medical assistance to players during competitions;
  - 5.11.4 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;
  - 5.11.5 To revise and update the NVF Medical Regulations in line with the latest developments in the fields of sports medicine;
  - 5.11.6 The Department shall report to the 1<sup>st</sup> Vice-President.
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## **6 COMPETITIONS DELEGATES/MANAGERS**

### **6.1 Technical Delegate**

The Director of the NVF Competition Department or the appointed Tournament Director shall be Technical Delegate. He/she is responsible for the smooth running of the competition and the operation of competition and playing venue for which he/she is required to:

- 6.1.1 Coordinate the work of the Local Organising Committee (LOC) and assign individual tasks to the members of the LOC;
- 6.1.2 Ensure the efficient work of the personnel involved in the event in accordance with their duties;
- 6.1.3 In coordination with the LOC, he/she must supervise the preparation and timely availability of meeting rooms (large enough), agenda, documents etc;
- 6.1.4 Coordinate and control the sequence and timely access of personnel to the playing court;
- 6.1.5 Verify the accurate preparation and timely distribution of match schedule (or any possible changes);
- 6.1.6 Inspect and verify, with the Technical sub-committee members, the proper setting-up and operation of the areas adjacent to the competition venue (warming-up court, changing rooms) and working areas like Technical Bureau (Secretariat);
- 6.1.7 Ensure the correct and timely flow of information, checking the correct preparation, typing and content of match and statistical reports and their timely reception, in collaboration with the Referee delegate;
- 6.1.8 Verify and ensure the operation of the competition area under NVF control and the availability of national and AU anthem, sports equipment and material;
- 6.1.9 Ensure that an official photographer has been engaged by the organizer;
- 6.1.10 Prepare a one-page report on the quality of the organization and structure set up by the organiser for the final report; and
- 6.1.11 Supervise and control the game speaker
- 6.1.12 During Preliminary Enquiry the Technical Delegate shall:
  - 6.1.12.1 Receive and check the original O-2 and O-2 bis forms. Ensure consistency between the O2 form and O-2 bis and note any variations. Verify all ID or passports against O-2bis forms submitted;

6.1.12.2 Fill in Preliminary inquiry form (O-7 form) in the process checking all team uniforms conformity to FIVB regulations;

6.1.12.3 Circulate Choice of uniform colours form with match schedule printed (O-1 form); and

6.1.12.4 Circulate important documents including Specific Competition regulations (when available). These should include a programme for competition and ceremonies.

**Note:** a) During the preliminary inquiry, all the requested documents must be presented and checked. The team manager and the head coach must confirm the final list of players.

b) The O-7 form must be completed.

6.1.13 During the General Technical Meeting (GTM); The GTM shall be attended by Control Committee members, team managers, coaches, referees, doctors, and organizers.

Agenda shall include the following points:

1. Welcome by organizing association Chairperson

2. Welcome by LOC Chairperson

3. Presentation of NVF Competition Delegates members

4. Presentation of Referees (Refereeing Delegate)

5. Presentation of Team Delegations by the delegates (Team)

**Note:** Information to be communicated are:

a) Choice of colours for match uniform (confirmation of O-1)

b) Publicity on team delegation's equipment

c) Involvement of delegation in the opening and closing ceremony

6.1.14 The Tournament Director is required to be available for appeal procedures as per 10.1.1

6.1.15 The Tournament Director is required to submit a written report on the competition to the NVF Competition Department within 10 working days.

## **6.2 Referee Delegate**

The Director of the NVF Referees Department or the appointed Referee Manager shall be Referee Delegate. The Referee Delegate has the authority for referees, the scorers and the line judges and he must make sure of their impartiality and their quality. The role of the Referee Delegate is the following:

6.2.1 To prepare the refereeing instructions for the competition;

6.2.2 The refereeing directives and the interpretation of the new rules;

6.2.3 Protocol of International match;

- 6.2.4 Working program and calendar of meetings, seminar; their agenda and their themes;
- 6.2.5 To allocate referees to the matches;
- 6.2.6 Conduct and discipline of referees;
- 6.2.7 To check and control the preparations of the organizer for the meetings and refereeing seminar according to article 16.3 of the “International Regulations”;
- 6.2.8 Organize a referee seminar in the day preceding the beginning of the competition to co-ordinate the activities and assign the particular tasks that will be performed by everyone;
- 6.2.9 Watch over the preparation of the refereeing seminar and strictly plan the introduction of teams, referees and problems relating to refereeing;
- 6.2.10 Analyse and evaluate each referee’s performance;
- 6.2.11 To compile some statistics on the referees’ appointment and the way they apply the rules and present an individual and general appraisal of their performance;
- 6.2.12 To keep a register of refereeing decisions contested regarding the interpretation of the rules and choose the most appropriate interpretation for similar cases in future;
- 6.2.13 To inspect and appoint ball retrievers, be responsible for moppers entrusted to clean the ground, scorers and line judges proposed by the organiser and watch over and evaluate their work;
- 6.2.14 To reprimand and if necessary suggest to the appeal Sub-Committee the disqualification of a referee for misconduct or non-respect of refereeing instructions;
- 6.2.15 Before appointing the members of refereeing corps for a match take into consideration the following situations:
  - 6.2.15.1 The referees and the refereeing delegate should not be from the same association as the team involved where possible;
  - 6.2.15.2 In most cases avoid that the same referee is appointed the first referee for two consecutive matches of the same team;
  - 6.2.15.3 To make sure that all referees respect the volleyball official rules, consider their work and unify their interpretation of the rules;
  - 6.2.15.4 To decide on all protests relating to the refereeing and make a report to the appeal Sub-Committee;
  - 6.2.15.5 Solve the difficulties inherent in its functions and submit to the NVF President if present or technical delegate a report of the unsolved problems.

### **6.3 Venue Operations Manager (VOM)**

The NVF Competition Department has the right to appoint a Venue Operations Manager (VOM) in addition to the Tournament Director.

- 6.3.1 The Venue Operations Manager is responsible for the:
  - a) reservation of venues, materials and technical equipment;
  - b) allocation of matches to venues;

- b) preparation of the venues, materials and technical equipment prior to matches;
- c) compliance of venues, materials and technical equipment with quality and quantity of respective requirements and standards;
- e) maintenance of venues, materials and technical equipment during competitions;
- f) cleaning of venue before and after competition.

6.3.2 For competitions where no Venue Operations Manager is appointed, the Tournament Director assumes the responsibilities of the Venue Operations Manager. Where no Tournament Director is appointed, the Competition Director assumes responsibilities of both Tournament Director and VOM.

## **6.4 Press Officer**

- 6.4.1 The NVF Competition Department has the right to appoint a Press Officer in addition to the Tournament Director.
- 6.4.2 The Press Officer is responsible for appointing an official photographer. Where no official photographer is appointed, the press officer assumes the responsibilities of the official photographer. All photos taken by the official photographer are free of any rights to the photographer.
- 6.4.3 The Press Officer is responsible to issue regular media releases to local and international media on the results, progress and highlights of the competition.
- 6.4.4 The Press Officer is responsible for official photography during competitions.
- 6.4.5 The Press Officer is responsible for the flow of information and the smooth operation of facilities, equipment and services provided by the organiser for the mass media representatives.
- 6.4.6 For competitions where no Press Officer is appointed, the Tournament Director assumes the responsibilities of the Press Officer

## **6.5 Administrative Manager**

- 6.5.1 The NVF Competition Department has the right to appoint an Administrative Manager (AM) in addition to the Tournament Director.
- 6.5.2 The Administrative Manager is responsible for the verification, approval and enforcement of the plans proposed by the organizer for:
  - a) selection of hotels and restaurants; accommodation plan and preparation of housing, meals and transportation facilities for Technical officials, Control Committee members (jury), Referees, teams, guests and mass media representatives;
  - b) airport and city reception arrangements;
  - c) accreditation;
  - d) ceremonies;
  - e) hospitality areas (in the hotels and competition halls);
  - f) advertising in the competition halls;
  - g) security services;
  - h) liability insurance control.



- 6.5.3 For competitions where no Administrative Manager is appointed, rule 9.3.3 of the NVF Sports Regulation applies in terms of Administrative Manager.

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## **7 EMERGENCY AND STANDING COMMITTEES**

### **7.1 Sponsorship Committee**

The Sponsorship Committee shall have the following terms of reference:

- 7.1.1 Stakeholder engagement for on matters relating to sponsorship;
- 7.1.2 Continuous engagements with the existing sponsors;
- 7.1.3 Setting up of meetings/ appointments with potential sponsors (e.g. Municipalities, Banks and other institutions);
- 7.1.4 Identify organisations to be approached by NVF for potential sponsorship;
- 7.1.5 Continuously update the NVF President of progress;
- 7.1.6 Distributions of proposals to potential sponsors;
- 7.1.7 Identification of areas of priority in terms of sponsorship needs as per the NVF pillars such as:
  - Youth Development Projects
  - The NVF Tournaments & National Events
  - Professional Volleyball Leagues
  - Social Tournaments
  - Volleyball Equipment
  - Volleyball facilities
  - Skills development
  - International Tournaments
- 7.1.8 Coordinate with Regional Associations to avoid duplication of requests.

### **7.2 Appeal Committee**

- 7.2.1 The Appeal Committee consists of the NVF president or his representative, the NVF Technical Director, the Director of the NVF Competition Department, the Tournament Director and additional members nominated by the NVF Board of Administration.
- 7.2.2 The Appeal Committee is chaired by the NVF President or his representative.
- 7.2.3 The duties of the Appeal Committee are:
  - a) to accept official protests and complaints received within 24 hours subsequent to the completion of a relevant match, about the organisation, match results, medical and refereeing issues;
  - b) to make a final decision as regards any protest or complaints received as per rule 9.6.3 (a) of the NVF Sports Regulation after consultation with the relevant organizing committee member;
  - c) to admonish and if necessary disqualify players, referees, coaches and other participants;

### **7.3 Other Committees**

Other Committees and Task Forces shall be appointed by the Council to facilitate the implementation of the objectives of the NVF.

- 7.3.1 Detailed duties and responsibilities of the above support functions shall be outlined in their appointment letters.

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