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## **WORLD PARAVOLLEY**

### **ZONE CONFEDERATION REGULATIONS**

#### **2020-2023**

#### **A. PREAMBLE**

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*These Regulations establish Zone Confederations to be largely self-governing member organisations of World ParaVolley.*

*Whilst being encouraged to govern and conduct their own affairs by planning and delivering their own ParaVolley competitions and development activities, Zone Confederations are still subject to the Rules and Regulations of the parent body, World ParaVolley.*

*If the actions or rules of a Zone Confederation contradict those of World ParaVolley, the rules of the latter shall prevail.*

*Implementation of these Regulations will require simple changes in terminology of the World ParaVolley Constitution.*

*These Regulations were approved at the 31 March 2020 Board meeting.*

#### **B. ZONE CONFEDERATION ORGANISATION - GENERAL**

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##### **1. General**

- 1.1. World ParaVolley is structured or organised into four Zone Confederations:
  - 1.1.1. ParaVolley Africa Confederation
  - 1.1.2. ParaVolley Asia Oceania Confederation
  - 1.1.3. ParaVolley Europe Confederation
  - 1.1.4. ParaVolley Pan America Confederation
- 1.2. Member countries of World ParaVolley will belong to one of the Zone Confederations based on their geographical location.
  - 1.2.1. The Board of World ParaVolley will determine to which Zone Confederation a nation belongs, with input from the relevant Zone Confederation and generally in line with the Federation de Internationale Volleyball (FIVB) structure
  - 1.2.2. The Zone Confederation must have a minimum of 5 active member nations
- 1.3. The Zone Confederations are responsible for their own governance, planning and development, including elections; finances; appointment and supervision of officers, commissions, committees, and working groups; competitions; and discipline matters.

- 1.4. Zone Confederations shall accept and abide by World ParaVolley's overall authority in relation to the following:
  - 1.4.1. The governance of World ParaVolley
  - 1.4.2. The Strategic Plan of World ParaVolley
  - 1.4.3. The Human Resource Policies of World ParaVolley
  - 1.4.4. The Code of Conduct and Ethics of World ParaVolley and the Discipline Regulations
  - 1.4.5. The ParaVolley Rules of the Game (Sitting Volleyball and Beach ParaVolley)
  - 1.4.6. The World ParaVolley cyclic competitions calendar
  - 1.4.7. The international qualifications and courses for International Technical Officials, Media Delegates, Classifiers, International Referees and Coaches
    - 1.4.7.1. The Zone Confederations have the autonomy to conduct courses related to Zonal competitions, including Club competitions, in cooperation with, and taking advice from, World ParaVolley related Commissions. Such courses shall not conflict with the philosophy or content of the equivalent World ParaVolley courses and shall be taught by World ParaVolley Educators accredited to instruct the specific level of course conducted.
    - 1.4.7.2. If requested by the Zone Confederation Board, World ParaVolley shall appoint at least one Zone Education Coordinator for Technical Officials, Media Delegates, Classifiers, Referees and Coaches courses. The Zone Education Coordinator shall work with World ParaVolley and the Zone Confederation to coordinate the delivery of teaching materials for at least Level 1 and Level 2 courses where appropriate.
  - 1.4.8. The World ParaVolley Regulations, which govern all world competitions for athletes
  - 1.4.9. The Zone Confederation shall adopt and use the branding, logo and images of World ParaVolley adapted for the specific Zone, as decided by the World ParaVolley Board of Directors. In addition, the Zone Confederation shall follow the World ParaVolley Brand Book and guidelines in order to project a common image for ParaVolley
  - 1.4.10. World ParaVolley and International Paralympic Committee Classification Codes
  - 1.4.11. World ParaVolley and WADA Anti-Doping Codes and Obligations
  - 1.4.12. World ParaVolley Medical Code
  - 1.4.13. The authority of the World ParaVolley Judicial Commission as the final court of appeal in all Zone Confederation or World ParaVolley matters

- 1.5. The General Assembly of a Zone Confederation shall adopt and amend its own Constitution that is subject to the Constitution of World ParaVolley.
- 1.6. The governance units of all Zone Confederations shall be:
  - 1.6.1. The Zone Confederation General Assembly
  - 1.6.2. The Zone Confederation Board of Directors
  - 1.6.3. The Zone Confederation Commissions and Committees each with their specific tasks
- 1.7. Each Zone Confederation shall be managed by the Zone Board that shall be accountable to the Zone General Assembly for their management.
- 1.8. The Boards of Zone Confederations report to the World ParaVolley Board on issues of governance and management.
- 1.9. These Regulations shall control all Zone Confederation affairs, subject to the World ParaVolley Constitution and the Rules and Regulations of World ParaVolley.

## **C. REQUIREMENTS OF ZONE CONFEDERATIONS**

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### **2. Constitution**

- 2.1 The Zone Confederation Constitution must include the following content:
  - 2.1.1 A clear statement of the relationship with World ParaVolley acknowledging the authority of World ParaVolley.
  - 2.1.2 A clear statement that the governing authority for the Zone Confederation rests with the Zone General Assembly.
  - 2.1.3 The aims and objectives of the Zone Confederation, which should parallel and support the aims and objectives stated in the World ParaVolley Constitution and Strategic Plan.
  - 2.1.4 That all member nations of World ParaVolley located in the Zone Confederation as defined by the World ParaVolley Board are automatically members of the World ParaVolley and the Zone Confederation.
  - 2.1.5 That the Zone Confederation is part of World ParaVolley as a whole and will remain affiliated.
  - 2.1.6 That, if the Zone Confederation ceases to exist, all of its assets, finances, and other items become the property of World ParaVolley.
  - 2.1.7 That appeals on any matter may be made to the World ParaVolley Judicial Commission as the final court of appeal in Zone Confederation or World ParaVolley affairs.

### **3. Zone Confederation organisation and structure**

- 3.1 The Zone Confederation must establish and identify the office or headquarters of the Zone and indicate which country's laws apply to the Zone Confederation's affairs.
- 3.2 The Zone Confederation will identify the proposed structure and organisation of the Zone's affairs, including Zone Confederation general assemblies, elections, officers, Boards, Committees and Commissions.

- 3.3 The Zone Confederation must have a Board chaired by an elected Zone Confederation President, who will be *ex officio* a voting member of the World ParaVolley Board of Directors.
- 3.4 The Zone Board must have sufficient members—at least six—to maintain the work areas specified in the World ParaVolley Strategic Plan and Commission structure.
  - 3.4.1 They will each be *ex officio* voting members of the relevant World ParaVolley Commission.
- 3.5 The Zone Confederation will provide a clear statement to the Zone General Assembly of how finances will be handled, including Zone membership fees and the process for establishing them.
  - 3.5.1 Zone Confederations may open and operate their own Bank accounts
  - 3.5.2 Zone Confederations will be responsible for establishing their own fee structure and collecting the requisite fees (if applicable, and in addition to the World ParaVolley fees)
    - 3.5.2.1 Zone Confederations may set, levy and collect an annual subscription fee
    - 3.5.2.2 Zone Confederations may set, levy and collect competition fees from teams or LOCs for any Zone competitions
- 3.6 Zone Confederation committees and commissions must at least maintain the positions specified in the World ParaVolley Strategic and Organisation Plans.
  - 3.6.1 For example, the Zone Referee Commissioner, who will be an *ex officio* member of the World ParaVolley Referee Commission, and the Zone Classification Commissioner, who will be an *ex officio* member of the World ParaVolley Classification Commission.

## **D. ZONE CONFEDERATION BOARDS**

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### **4 Composition, authority and tasks**

- 4.1 Each Zone Confederation Board may be comprised of, but is not limited to, the following positions for which terminology may be adjusted:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
  - 5. Athlete Representative(s)
  - 6. Sport Director
  - 7. Media and Communications Officer
  - 8. Referees Commissioner
  - 9. Coaches Commissioner
  - 10. Medical Commissioner (Medical, Anti-Doping & Classification)
  - 11. Marketing Commissioner
  - 12. Education Coordinator
- 4.2 The elected President of the Zone Confederation Board shall be *ex officio* a voting member of the World ParaVolley Board of Directors.
  - 4.2.1 Other members of the Zone Confederation Board may **not** be members of the World ParaVolley Board of Directors.
  - 4.2.2 Annually, for the calendar year, one Zone Confederation President shall serve on the World ParaVolley Board Executive Committee (to be chosen by the Zone Confederation Presidents)

- 4.3 Approximately half (50%) of the Zone Confederation Board shall be elected at the General Assembly held in the year preceding the Paralympic Games and the other half (approximately 50%) shall be elected in the year after the Paralympic Games (called split elections).
- 4.4 If required, and in order to transition to split elections, each Zone Confederation shall determine the most appropriate change-over method for each Board position.
- 4.5 The Zone Confederation Board shall have less than fifty percent (50%) of members who live in the same nation or who have the same nationality.
- 4.6 Nominations for the Zone Confederation Board:
  - 4.6.1 Each World ParaVolley member in a Zone may nominate candidates only from its own nation for election to the Zone Board.
  - 4.6.2 The Zone Confederation Board may nominate candidates from any nation for election to the Zone Board.
  - 4.6.3 Nominations shall be sent to the Zone Secretary in writing at least two months before the Zone Confederation Assembly by the World ParaVolley Member.
  - 4.6.4 All nominees shall send their curriculum vitae and their signed agreement to their nomination to the Zone Secretary, at the same time as their nomination is sent.
  - 4.6.5 The Zone Secretary shall send a list of nominees at least two weeks before the Zone Assembly to the World ParaVolley members within the Zone.
  - 4.6.6 If there is a vacancy in the Zone Confederation Board between Zone Assemblies, the Zone Confederation Board shall be authorised to fill this vacant position by nomination until the next Zone General Assembly.
  - 4.6.7 If a vacancy shall be filled in this way, the person appointed shall hold office until the next Zone General Assembly, when an election shall take place, irrespective of the split election process.
- 4.7 The Zone Confederation Board shall:
  - 4.7.1 Present an overall activity schedule to the Zone Membership at each Zone General Assembly for the preceding and upcoming two-year periods.
  - 4.7.2 Report on income and expenses (for the previous two years) and planned budgets (for the next two years) to the Zone Membership at each Zone General Assembly.
  - 4.7.3 Collect Zone fees (except World ParaVolley membership fees).
  - 4.7.4 Organise their Zone Competitions and development activities.
  - 4.7.5 Plan and deliver all promotional activities within their Zone.
  - 4.7.6 Be accountable for all its actions to the World ParaVolley Board of Directors and the Zone Confederation Assembly.
  - 4.7.7 Manage and control its Zone Confederation in accordance with World ParaVolley rules and regulations.

- 4.7.8 Carry out all tasks required by or given to it by the World ParaVolley Board of Directors or the Zone Confederation Assembly.
- 4.7.9 Nominate chairpersons for Zone commissions and committees.
- 4.7.10 Control the finances of their Zone.
- 4.7.11 Promote and develop the ParaVolley disciplines in the Zone.
- 4.7.12 Award Zone Championships and Zone competitions to appropriate organisers.
- 4.7.13 Control the team entry procedure to the Zone Championship and competitions.
- 4.7.14 Manage protests during the Zone Championship and competitions.

## **5 Role of Zone Confederation Board Members**

- 5.1 The roles of the Zone Confederation Board Members may be based on the World ParaVolley Job Descriptions.
- 5.2 The Zone Confederation Board shall define the period of office, roles, responsibilities and tasks of the various Board roles according to Zone needs.

## **6 Zone Confederation Board Meetings**

- 6.1 The Zone Confederation Board shall meet at least three times a year.
- 6.2 Meetings may be conducted in person or by electronic means.
- 6.3 At all Zone Confederation Board meetings, minutes shall be taken by the Secretary or a designate.
- 6.4 These minutes shall be sent no more than four weeks after the meeting to Zone Board members and the World ParaVolley General Manager.
- 6.5 Each Board member shall have one vote.
- 6.6 Decisions may only be taken if at least 50% of the Board members are present.
- 6.7 Decisions shall be by simple majority (50% + 1) of valid votes cast.
- 6.8 If a vote shall be tied, the President or Chairperson shall have an additional (casting) vote.

## **E ZONE CONFEDERATION GENERAL ASSEMBLIES**

### **7 Composition and conduct of proceedings**

- 7.1 The Zone Confederation General Assembly shall be composed of the World ParaVolley members in good standing allocated to that Zone.
- 7.2 Each member may be represented by a maximum of three people.
- 7.3 Each member shall have only one vote, provided that the member is in good standing (has paid the current World ParaVolley and/or Zone membership fee and is not suspended or expelled).
- 7.4 A member can be represented by proxy or written mandate to another person or member.
  - 7.4.1 A member may only carry one proxy vote

- 7.4.2 A member may only carry the proxy vote for another member provided both members are in "good standing"
- 7.5 Members of the Zone Confederation Board may represent a member nation at the Zone General Assembly.
  - 7.5.1 However, it is recommended to Zone member nations that they appoint a representative who is not on the Zone Confederation Board
- 7.6 The Zone General Assembly shall be held in the years between World ParaVolley General Assemblies – the odd years e.g. 2021, 2023.
- 7.7 In general, the following topics shall be on the agenda:
  - 7.7.1 Roll call and apologies
  - 7.7.2 Appointment of two independent Scrutineers to form the polling committee
  - 7.7.3 Minutes of the last Zone General Assembly and business arising
  - 7.7.4 Report of activities of the previous two years
  - 7.7.5 Financial report of the previous two years
  - 7.7.6 Budget for the upcoming two years
  - 7.7.7 Planned activities for the coming two years
  - 7.7.8 Elections
  - 7.7.9 Next meeting
  - 7.7.10 Close of meeting

## **8 Zone General Assembly regulations:**

- 8.1 The Zone General Assembly shall be chaired by the Zone Board President.
- 8.2 If the President is absent, the Zone members in attendance will elect a Chairperson amongst themselves.
- 8.3 Only Zone Confederation members in good standing shall have the right to vote at the Zone General Assembly.
- 8.4 The following shall have the right to speak (but not vote) in the Zone Assembly:
  - 8.4.1 Members of the World ParaVolley Board of Directors (The Zone may invite the World ParaVolley President or representative to attend the Zone General Assembly)
  - 8.4.2 Other special guests invited to speak by the Zone Confederation President
- 8.5 The costs for attending the Zone General Assembly shall be borne by the members themselves.
- 8.6 Minutes of the Zone General Assembly shall be taken by the Secretary and shall be sent to all World ParaVolley members in the Zone and to the World ParaVolley General Manager within one month of the meeting and shall include all resolutions passed and/or decisions taken.
- 8.7 Votes and decisions:
  - 8.7.1 The quorum of the meeting shall be at least one-fifth (20%) plus one of the members in good standing in the Zone

- 8.7.2 If a quorum is not reached, a second General Assembly may take place 24 hours later, with the same agenda.
- 8.7.3 Decisions shall be taken by simple majority (50% + 1) of valid votes cast
- 8.7.4 If a vote is tied, the President shall have an additional (casting) vote
- 8.7.5 Voting shall take place about persons by secret ballot and about other issues by show of hands

## **F ZONE FINANCES**

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### **9 Zone Confederation Finances**

- 9.1 The Zone Confederation Board shall control the finances of the Zone.
- 9.2 The Zone Confederation Board will plan to budget for and create a Zone financial reserve.
- 9.3 The Zone Confederation fiscal year shall be the calendar year.
- 9.4 The Zone Confederation Board shall not permit a member to enter a Zone Championship or competition unless the member has paid the current World ParaVolley membership fee and the Zone Membership Fee (if any) and is a member in good standing with the Zone Confederation and World ParaVolley.
- 9.5 All expenditures for Zone Commissions and Committees shall be agreed in advance with the Zone Treasurer.
- 9.6 The income of the Zone Board shall consist of the membership fees, team fees, championship fees, other Zone competition fees, sanction fees and any other revenues that may be derived from donations, grants or sponsorships.
- 9.7 The Zone Board is permitted to initiate sponsorship and fund-raising activities and to apply to organisations for grants.
- 9.8 At least three Zone Confederation Board members shall be nominated and authorised to pay expenses incurred.
- 9.9 Transactions below €2000 require at least two people to authorise.
- 9.10 Transactions above €2000 require at least three people to authorise.
- 9.11 The Zone Confederation Board shall keep records of all Zone income and expenditures, so that at any time the financial situation may be determined.
- 9.12 After each Zone General Assembly, the Zone Board shall send a report on Zone finances to the World ParaVolley General Manager.

## **G ZONE COMPETITIONS**

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### **10 Zone Championships and other competitions**

- 10.1 The Zone Board shall be responsible for planning, structure and delivery of Zone Championships and all other competitions.
- 10.2 Zone Championships should be held in the years immediately before and immediately after the year of the Paralympic Games, at least in the following events that are the two priority areas of the World ParaVolley Strategic Plan:



- 10.2.1 Sitting volleyball for men and women
- 10.2.2 Beach paravolley for men and women
- 10.3 The Zone Board may organise other Zone competitions for club and national teams, including qualification tournaments for Zone Championships.
- 10.4 The rules and regulations of the Zone Championships and other competitions and the competition calendar (particularly sitting volleyball and beach paravolley) shall be established by the Zone Board and/or the Zone Commissions
  - 10.4.1 If any Zone competition provides a qualification pathway to a World ParaVolley competition or the Paralympic Games, the rules and regulations of World ParaVolley shall be followed
  - 10.4.2 If International Technical officials are appointed for Zone competitions from another Zone Confederation, they are required to familiarise themselves with, and follow the host Zone competition procedures

## **11 Penalties and measures**

- 11.1 The Zone Board may penalise players and teams who do not respect and follow the rules of the Zone Confederation and World ParaVolley before, during and after any Zone Competition.
- 11.2 Penalties may be given by the Zone Championship Protest or Jury of Appeal Committee during a Zone Competition provided due process is followed.
- 11.3 The penalties and appeal procedures are described in the World ParaVolley Discipline Regulations.

## **H OTHER ZONE REGULATIONS**

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- 12 The Zone Board may lay down further regulations, as necessary for the Zone Confederation. Such regulations shall not be in conflict with any World ParaVolley Rule and Regulation.
- 13 The Zone Board shall have the power to decide cases which the World ParaVolley Regulations do not cover.

## **I AMENDMENTS**

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- 14 These Zone Regulations may be amended only by the World ParaVolley Board by a simple majority vote (more than 50%) of valid votes cast.
- 15 Such amendments shall be considered following consultation with the Zone Confederation Presidents and Boards.

## **J ENTERING INTO FORCE**

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- 16 These Zone Regulations were adopted by the World ParaVolley Board on 31 March 2020 and thereby entered into force until 31 December 2023.