Chapter I

SYSTEM AND ORGANIZATION OF A NATIONAL FEDERATION

The names of the various sectors into which a national federation is divided varies in accordance with the governing bodies, the personal administration and the level of the sport in the national and international circuits.

1. Structure of a National Federation

   a. Associations or leagues
   b. Subordinate regions
   c. Clubs
   d. Schools
   e. Universities
   f. Individuals

2. General Organization

   A. Personnel

      a. Authorities
         - President
         - Executive Committee/Board of Administration Members
         - Inspection Council
         - General Assembly
         - Sports Tribunal

      b. Permanent staff:
         - General Secretary/President/Executive Director
         - Supervisors
         - Secretarial Staff
c. Temporary Staff/Permanent Staff
   - Coaches
   - Referees
   - Press
   - Doctors
   - Experts

B. Commissions

a. Players and Sports Commission
b. Press Commission
c. Financial Commission
d. Refereeing Commission
e. Youth Commission
f. Disciplinary Commission
g. Coaches/Technical

C. Departments and their functions

a. Central Administration
   I. General Administration
   II. Personnel
   III. Preparation of meetings of commissions and committees
   IV. National and international correspondence
   V. Budget
   VI. Accounts
   VII. Salaries
   VIII. Payments
   IX. Administrative independence
   X. Telephone and telex

b. Legal Department
   I. Legal problems
   II. Litigation
   III. Contracts
   IV. Juridical opinion

c. Sports Organizing and Technical Department
   I. National Leagues
   II. National and International Competitions
   III. License for games
   IV. Organization of events
V. Refereeing
VI. Coaches
VII. Courses for Referees and Coaches
VIII. Technical problems
IX. Regulations
X. Registration and enrolment of players, coaches and referees
XI. Sports equipment
XII. Transfer of players among teams and leagues
XIII. Dismissal and expulsion

d. Commission for National teams
   I. Technical matters
   II. Convocation of players
   III. Training of players
   IV. Friendly matches
   V. Official matches
   VI. Eligibility of players
   VII. Material, uniforms
   VIII. Video-cassettes, video-tapes, technical books
   IX. Programming with objectives

e. Press and Public Relations Department
   I. Information for the national and international Press
   II. Television and radio contracts
   III. Bulletins and publications
   IV. Press credentials during competitions and other events

f. Marketing
   I. Publicity and commercial rights
   II. Rights for television and radio broadcasting
   III. Publicity boards and publicity on uniforms
   IV. National teams' sponsorship
   V. Sponsorship of events
   VI. Licensing
   VII. Media and public opinion poll results
   VIII. Souvenirs
3. Subjects that should be developed by the National Federation

- Organization of international and national competitions
- Organization of international matches (official and friendly)
- Organization of Coaches’ and Referees’ Courses at national and international levels
- Organization of Congresses and Meetings at a national and international level.
- Promotion of volleyball - development of membership.

4. Information

Information is a very important matter. It is one of the key factors in human relations, one of the basic principles for sport. The National Federation must deal with this subject within its domain.

For information to be valid, it must be regular, continual and well directed.

The target for a national federation should be:

- To make itself well known
- To promote the sport
- To influence public opinion in favor of its work

The channels for the distribution of information are:

- The mass media
- The institutions
- Related organizations: FIVB, confederations, national sports organizations and the Olympic Committee

Human relations among the principal leaders in Volleyball are fundamental to the growth and development of information and of the sport itself.

5. External Relations

National federations mainly develop relations with sports organizations:

- FIVB and the Continental Confederation
- National federations of other countries
- National and international sports organizations
- National Olympic Committee
- Ministry of Education, Youth and Sports
- Public, private and military schools
- Universities and colleges
- Representatives of the sports and mass media
Basic Organizational Chart
of a National Volleyball Federation

FIVB

CONTINENTAL CONFEDERATION

I.O.C.

UNESCO

N.O.C.

GOVERNMENT SPORTS BODY

COACHES AND TECHNICAL

REFEREEING

DISCIPLINARY

PROPAGANDA

NATIONAL FEDERATION

ADMINISTRATIVE & REPRESENTATIVE ORGAN

AREAS OF COMPETITION

LEAGUES

REGIONS

SOCIAL GROUPS

SPORTS ORGANISATIONS

TEAM CLubs SCHOOLS FACTORIES

EXECUTIVE ORGAN

EXEC. DIRECTOR

FINANCE

ORGANIZATION & PROMOTION

PRESS & P.R.