



QUEER VOLLEYBALL LEAGUE

| REGULATIONS OF PROCEDURE |

| REGULATIONS OF PROCEDURE OF QVL E.V. |

01 PRINCIPLES	3
1.1 General	
1.2 External representation of the Liga	
1.3 Communication	
02 STRUCTURE OF THE LEAGUE	3
2.1 General	
2.2 Division of the league	
03 ASSEMBLY OF DELEGATES	4
3.1 General	
3.2 Voting rights at the Assembly of Delegates	
3.3 Invitation to the Assembly of Delegates	
3.4 Duties of the teams	
3.5 Documents at the Assembly of Delegates	
3.6 Planning of data processing	5
3.7 Reimbursement of expenditure	
04 TEAM LEADERS	5
4.1 General	
4.2 Duties of team leaders	
4.3 Rights of team leaders	
05 GROUP COORDINATORS	6
5.1 General	
5.2 Duties of group coordinator	
5.3 Rights of the group coordinators	
06 BOARD MEMBERS	6
6.1 General	
6.2 Chief Financial Officer	
6.3 Board of Members	7
6.4 Board for Digital Affairs	
6.5 Board for Public Relations	
6.6 Board of Match Operations	
6.7 Board for Social Media	8
6.8 Other tasks of the Board Members	

01 PRINCIPLES

1.1 GENERAL

The QUEER VOLLEYBALL LEAGUE e.V. [QVL] is an association registered in the Federal Republic of Germany and is subject to German association law.

1.2 EXTERNAL REPRESENTATION OF THE LEAGUE

The association is represented in and out of court exclusively by one or more board members. Legal transactions that are carried out without the consent or knowledge of the board of directors are void.

1.3 COMMUNICATION

For smooth league operations, good and respectful communication between all levels is desired and must be guaranteed by all players. Communication within the league is done by e-mail. All team leaders and group coordinators must report a reachable email address to the league.

02 STRUCTURE OF THE LEAGUE

2.1 GENERAL

The association is divided into the following structures:

- _A_ ASSEMBLY OF DELEGATES (DV)**
- _B_ BOARD**
- _C_ GROUP COORDINATORS**
- _D_ TEAM LEADERS**

2.2 DIVISION OF THE LEAGUE

The league is divided into different divisions. It can also be divided into gender-specific areas. Further details are regulated by the rules of the game.

03 DELEGATES ASSEMBLY

3.1 GENERAL

The Assembly of Delegates is the annual meeting of team leaders. It usually takes place in November or December after the end of the game. Here, all relevant questions for the coming season are clarified and fundamental decisions as well as changes to the statutes and regulations are clarified.

3.2 VOTING RIGHTS AT THE ASSEMBLY OF DELEGATES

Each team is represented by a delegate and has one vote.

If a team cannot send a delegate, the vote can be transferred to a delegate of another team by written notification (power of attorney) to the board. A delegate can represent a maximum of two other teams.

3.3 INVITATION TO THE ASSEMBLY OF DELEGATES

The invitation to the delegates' meeting is issued according to the statutes. With the invitation, the following will be sent:

- _ Agenda
- _ Applications submitted in due time
- _ Registration to participate in the next season
- _ Form for granting a power of attorney for the transfer of voting rights
- _ Information on arrival, accommodation, program, etc.

3.4 DUTIES OF THE TEAMS

The team managers are responsible for ensuring that the conditions described under **3.3.** shall be returned to the Board of Management in good time.

3.5 DOCUMENTS AT THE ASSEMBLY OF DELEGATES

The following documents will be presented by the board at the meeting:

- _ Annual Financial Statements
- _ Budget
- _ Suggestions for division
- _ Minutes of the meeting from the previous year
- _ Report of the auditor
- _ Voting cards and ballot papers

3.6 PLANNING OF DATA PROCESSING

The host team must submit a concept and cost plan to the board for the meeting by August 31 of the current year at the latest. The host team will appoint a contact person.

3.7 REIMBURSEMENT OF EXPENDITURE

For the holding of the meeting, the expenses agreed with the board, such as room rents, meals and postage, will be reimbursed. The organizing team must submit an invoice with the original receipts to the board.

04 TEAM LEADER

4.1 GENERAL

Each team appoints a team leader and a representative from its ranks. This person acts as the contact person for the team vis-à-vis the group coordinators or the board.

4.2 DUTIES OF THE TEAM LEADERS

The team managers ensure the smooth running of the season in their team and lead communication within the team.

- _ They organise the participation of their team in the delegates' meeting.
- _ They ensure the timely registration / feedback of the team for the season
- _ They ensure the registration of the team members as well as the timely payment of the membership fees and the deposit.
- _ They are responsible for ensuring that players who joined later are registered in good time and that their membership fees are transferred.
- _ If their team organises a matchday, they ensure that the work required in advance is completed on time. They are the contact persons for the arriving teams in their group.
- _ As soon as it is clear that your team will not be able to participate in the matchday, this must be reported immediately to the organizing team and the group coordinator.

4.3 RIGHTS OF TEAM LEADERS

- _ Each team leader can have the CFO send them a statement of their team's liabilities and receivables at any time.
- _ Each team manager will receive a password upon request, which will give them access to the league's protected data

__05__ GROUP COORDINATORS

5.1 GENERAL

A group coordinator should be appointed for each group at the delegates' meeting.

Group coordinators must be members of the association

5.2 DUTIES

- _ The group coordinators are supposed to ensure the smooth running of the season in their group and guide communication within.
- _ They act as an intermediary between the teams in their group and the board for match operations. Before the first matchday, the group coordinators will receive the matchday-relevant documents for the coming season from the board. You are responsible for ensuring that these documents are available during match days.
- _ After the end of the match day, the group coordinators will send the following documents to the responsible boards: results, match report sheets, late registration list, team change:
 - _A_ in digital form to the Executive Board: spielbetrieb@schwuleliga.de
 - _B_ in analogous form to the Board of Membership Administration
- _ The group coordinators are supposed to mediate an agreement in disputes between teams and on match days.

5.3 RIGHTS OF THE GROUP COORDINATORS

The group coordinators have access to all group-related data.

__06__ BOARD MEMBERS

6.1 GENERAL

- _ The board of directors administers the association on the basis of a distribution of tasks agreed among the board members.
- _ Members of the board may not act as group coordinators at the same time.

6.2 CHIEF FINANCIAL OFFICER

The Chief Financial Officer:

- _ monitors compliance with payment deadlines in accordance with the Financial Regulations and manages the League's funds.
- _ keeps proper accounts and prepares annual financial statements at the end of the financial year.
- _ manages the team accounts, controls incoming payments such as membership fees, deposits and penalty fees.
- _ carries out the account closure at the request of the team manager.

- _ prepares a statement of account for the Receivables and liabilities of the teams.
- _ operates the dunning process.
- _ transfers the funds due to the host teams according to the accounts.
- _ carries out the association's tax returns (non-profit status)

6.3 BOARD OF DIRECTORS FOR MEMBERS

The Board of Directors for Membership Administration:

- _ monitors the timely registration of the players of each team and the justified use of the players on the match days.
- _ receives and archives the team registration forms, the late registration forms, the team changes and the match report sheets for processing, control and administration.
- _ manages the deregistration of players before the start of the season.
- _ archives the association's documents.

6.4 MEMBER OF THE EXECUTIVE BOARD FOR DIGITAL AFFAIRS

The Board of Directors for DIGITAL:

- _ Maintenance and further development of the association's website.
- _ manages the access data and contracts of the provider.
- _ Organization of digital tools and platforms (e.g. newsletter, membership management)
- _ allocates the access data to protected data areas according to a data access concept
- _ Contact person for technical questions in the association

6.5 BOARD MEMBER FOR PUBLIC RELATIONS

The Board of Directors for PUBLIC RELATIONS [PR]:

- _ Present the club positively to the outside world and strengthen the image
- _ Maintain contact with the media, sponsors and the public
- _ Maintain contact with other clubs and tournaments
- _ Communicate news, successes and events
- _ Create content for website, social media, and press releases
- _ Attract new members and supporters through good public relations

6.6 BOARD OF DIRECTORS FOR MATCH OPERATIONS

The board for match operations:

- _ organizes the course of the season.
- _ creates the match schedules and sends them to all group coordinators before the start of the season.
- _ sends the match report sheets to the group coordinators before the first matchday.
- _ compares the entered results with the documented results from the result lists and match report sheets in the event of objections to the results

6.7 BOARD MEMBER FOR SOCIAL MEDIA

The Board of Social Media:

- _ Planning and maintenance of the association's social media channels
- _ manages the image and media archive of the association.
- _ publishes current information about the league and season on social media.
- _ Strengthening the club community and reach online
- _ Creation and publication of articles, photos and videos
- _ Interaction with followers, members and interested parties
- _ Advertising of events, campaigns and club news

6.8 OTHER TASKS OF THE BOARD

- _ Preparation of the Assembly of Delegates
- _ Registration of the necessary data at the competent register court
- _ Enforcement of sanctions: penalty fees, match cancellation, point deductions and expulsions of members
- _ Acquisition of new teams and members