



VK Barnet Volleyball Club Handbook

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1 Introduction to Club Handbook

The VK Barnet Volleyball Club Handbook has been produced for all existing and new members and is designed to outline the policies and ethos of running the club.

2 Roles and Responsibilities of Club Management Committee Members

Club Chairperson

(2014-15 – Angela Cunningham)

- To be responsible for managing the affairs of VK Barnet Volleyball Club;
- To chair and control the meetings of the management committee and the Club AGM;
- Be familiar with the constitution of VK Barnet Volleyball Club, the general rules for committee procedure, current affairs and business in hand;
- Oversee decisions made by the management committee and other personnel;
- In conjunction with the secretary and treasurer, present the annual report and accounts respectively;
- Be in consultation with the secretary with regards to the content of the agenda and minutes of meetings;
- To keep open communication channels with members of the management committee and inform them of any instant decisions taken.

Club Secretary

(2014-15 – Lisa Hudson)

- To liaise with the club chairperson with regards to agenda content;
- To take meeting minutes and distribute copies to committee members;
- To be the main contact for the club;
- To deal with the day to day running of the club;
- To respond to any correspondence as appropriate;
- To pass on any information received to relevant parties/persons.

Club Treasurer

(2014-15 – Joey Nelson)

- Responsible for all club finances, including booking the training/match venue;
- Monitor day to day expenditure and produce an annual budget to present at the Club AGM;
- Responsible for collection of membership and training fees and payment of any monies to and from the club, providing receipts where required, and maintain an up to date record of all financial transactions;
- Regularly meet with the finance sub-committee to discuss and report on the financial position of the club;
- Produce an end of year financial report to present to members at the club AGM.

Fixtures Secretary

(2014-15 - Sue Munro)

- Register VK players with Hertfordshire Volleyball Association (HVA) and update when necessary;
- Attend HVA fixtures meetings, confirm all HVA fixtures with opposition and communicate dates with VK team managers;
- Book referees where required and ensure other match officials are arranged;
- Co-ordinate club members officiating responsibilities in liaison with team managers and maintain a register;

Head Coach

(2014-15 - Sean Poole)

- Take full responsibility for the club's Senior coaching sessions at Queen Elisabeth Sports Centre on Wednesday nights;
- Prepare all coaching sessions beforehand;
- Prepare a coaching rota for assistant coaches;
- Work with and include assistant coaches in the preparation and running of each session;
- Attend club committee meetings and report on progress;
- Assist in the selection of teams;
- Assist in the appointment of coaches for the individual teams;
- Make arrangements for cover with assistant coaches in advance of any sessions that cannot be attended.

Junior Development Officer

(2014-15 – Eric Hill)

- Responsible for co-ordination and implementation of Junior development programme;
- To manage junior coaches and other volunteers as necessary;
- To ensure that appropriate policies and guidelines are in place for junior members and those people working with juniors;
- To represent the interest of junior members at management committee meetings;
- To manage problems and issues arising from the junior section;
- To work with other agencies such as local schools and local sports authority development units to improve/sustain club membership;
- To review the activities of the junior section through feedback and evaluation on an annual basis.

Club Welfare Officer

(2013-14 – Lorna Shelfer)

- Help the club to follow the guidelines laid down by Volleyball England in the Child Protection Policy and Good Practice document;
- Submit requests for CRB checks to Volleyball England on behalf of the club for

- individuals who require them as part of their role within the club;
- Ensure that Good Practice & Child Protection is an item on the club management committee agenda;
 - Ensure that all club personnel working with young people have received child protection training and maintain an up to date register of same;
 - Ensure all appropriate documentation and forms are completed and up to date in accordance with Volleyball England Child Protection Policies and Procedures;
 - Ensure that any persons including coaches, officials and volunteers working with or acting on behalf of the club, who will come into contact with young people under 18 complete a Personal Disclosure Form;
 - Forward a copy of an individual's Personal Disclosure Form to the Chief Executive of Volleyball England for immediate consideration should any issues or concerns arise;
 - Keep confidential records of all documentation in a secure manner so it can be produced should it be required for reference at a later date by the Chief Executive of Volleyball England;
 - Refer any concerns and/or allegations to the Chief Executive of Volleyball England immediately using the VE Child Protection referral form;
 - Ensure coaches, officials, volunteers, parents/carers and juniors have access to Volleyball England Child Protection Policies and Procedures documents.

Publicity & Communications Officer

(2014-15 - Russell Curtis)

- Update and maintain club website {www.vkbarnet.net}
- Update and maintain club Facebook page {www.facebook.com/home.php?sk=group_101492499935784&ap=1}
- Write and submit press reports to local newspapers where required;
- Actively seek sponsorship opportunities.

Volunteer Co-ordinator

(2013-14 – Angelo Evangelou)

- Be the main lead for the Continual Professional Development (CPD) plan for members of management committee, coaches and referees;
- Be the main contact for all volunteers;
- Ensure all roles have up to date job descriptions;
- Keep an up to date register of club volunteers (contact details, qualifications etc.);
- Maintain contact with and supervise all volunteers;
- Liaise with other committee members with regards to volunteer requirements, working closely with the CWO to ensure every volunteer is aware of child protection issues and has been CRB checked where necessary.

Social Secretary

(2013-14 – Eran Drory)

- Organise Club social events throughout the year as and when required.

3 Roles and Responsibilities of other Appointed Persons

Finance sub-committee (2013-14 – Dave Gregory, Angela Cunningham, Petra Nannes)

- Meet every 6 weeks throughout the year;
- Responsible for overseeing and monitoring all club financial records;
- Prepare recommendations for the following year’s club membership fees and training fees to present at the club AGM for approval;
- Assist the club treasurer to produce an annual budget to present at the Club AGM;
- Discuss the club treasurer’s latest report on the financial position of the club;
- Assist the club treasurer to produce an end of year financial report to present to members at the club AGM.

Team Managers

(2014-15	Men’s 1 st Team	Russell Curtis/Eloise Beckles
	Men’s 2 nd Team	Eric Hill
	Mixed Team	Eric Hill
	Ladies Team	Lorna Shelfer)

- Assist Head Coach with the selection of teams;
- Communicate season’s fixtures, and any subsequent changes, to all squad members;
- Inform players of their selection for matches and arrange for replacements where players are unavailable;
- Assist Fixtures Secretary in producing officiating responsibilities rota from team members (eg refereeing duties);
- Inform Fixtures Secretary of any matches which need to be re-arranged for any reason, within the time guidelines for rearranged matches in the HVA rules;
- Confirm refereeing duties for home matches with relevant club’s officials;
- Report match results to HVA.

Assistant Coaches (2014-15 –Sue Munro, Eric Hill, Eloise Beckles)

- Inform Head Coach of availability to assist in the preparation of the coaching rota;
- Assist in the preparation of all coaching sessions beforehand;
- Assist the Head Coach with the club’s Senior coaching sessions at Queen Elisabeth Sports Centre on Wednesday nights;
- Give feedback to Head Coach after sessions;
- Make arrangements for cover with other assistant coaches in advance of any sessions that cannot be attended.

4 Mission Statement

VK Barnet Volleyball Club aims to provide a supportive environment in which people of all ages are offered a quality volleyball learning experience that is fun, equitable, safe, welcoming, and child friendly.

- It is our goal for all members to learn a love for the sport of volleyball and appreciate the positive contribution it can make in their lives and that of their community.
- We aim to help all members, whether players, coaches, or officials, to reach their full potential by providing experiences and opportunities at all levels from local through to regional and national standard. We will support the development of volleyball within the County of Hertfordshire, the East region and nationally.
- VK Barnet Volleyball Club expects all members to contribute to and uphold the ethos and reputation of the club through high levels of manners, respect and sporting behaviour.

5 Equity Statement

- This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following English Volleyball Association/Volleyball England's definition of sports equity:

The English Volleyball Association/ Volleyball England (EVA/VE) supports the principle of equal opportunities for all participants, member, representatives and employees whilst working for, or on behalf of the EVA/VE. It opposes all forms of unlawful and unfair discrimination on the grounds of age, colour, race nationality, religion, ethnic or national origin, gender, marital status, sexuality, or unrelated criminal convictions, or disability.

- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy Volleyball in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

6 Codes of Conduct

6.1 Code of Conduct for Players

All players must:

- Represent VK Barnet Volleyball Club in a positive way at all times;
- Always adhere to the positive aspects of the sport and show respect for match officials, volunteers, coaches and opposing players;
- Accept responsibility for their own behaviour and performance during training and matches; representing the club in a positive way;
- Respect and look after training and playing areas at all times, leaving the venues the way that they were found;
- Abide by the instructions of their coach and officials, provided that they do not contradict the spirit of their code of conduct;
- Ensure all fees are paid promptly.
- Use correct and proper language at all times;
- Accept success and failure, victory and defeat equally;
- Make every effort to attend club training sessions and matches on a regular basis;
- Arrive on time for training sessions and matches and help to set up nets etc.;
- Inform the coach for training sessions and the captain for matches if unable to attend BEFORE the event;
- Resist any temptation to take prohibited substances or use prohibited techniques;
- Support other club members both on and off court;
- Respect all club members in line with the club Equity Statement.

6.2 Code of Conduct for Coaches

All Coaches must;

- Consider the well being and safety of participants before the development of performance;
- Develop an appropriate working relationship with performers, based on mutual trust and respect;
- Make sure all activities are appropriate to the age and ability of participants;
- Promote the positive aspects of volleyball, e.g. fair play;
- Display consistently high standards of behaviour and appearance;
- Follow all guidelines set down by Volleyball England and the club;
- Hold the appropriate, valid qualifications and insurance cover;
- Never exert undue influence over performers to obtain personal benefit or reward;

- Respect all club members in line with the club Equity Statement

6.3 Code of Conduct for Parents/Carers and Guardians

- Encourage your child to learn the rules and play within them;
- Discourage unfair play and arguing with officials;
- Support club coaches in their decisions and, if necessary, arrange appropriate times to discuss issues with them (eg not in the middle of a match or training session);
- Help your child to recognise good performance, not just results;
- Never force your child to take part in volleyball;
- Set a good example by recognising fair play and applauding the good performances of all;
- Never punish or belittle a child for losing or making mistakes;
- Publicly accept officials' judgements;
- Support your child's involvement and help them to enjoy their volleyball;
- Use correct and proper language at all times;
- Ensure all fees are paid promptly;
- Respect all club members in line with the club Equity Statement.

6.4 Code of Conduct for Officials and Volunteers

All Officials and Volunteers must;

- Consider the well being and safety of participants before the development of performance;
- Develop an appropriate working relationship with performers, based on mutual trust and respect;
- Make sure all activities are appropriate to the age and ability of participants;
- Promote the positive aspects of volleyball, e.g. fair play;
- Display consistently high standards of behaviour and appearance;
- Follow all guidelines set down by Volleyball England and the club;
- Hold the appropriate, valid qualifications and insurance cover;
- Never exert undue influence over performers to obtain personal benefit or reward;
- Never condone rule violations, rough play or the use of prohibitive substances;
- Encourage performers to value their performances and not just results;
- Respect all club members in line with the club Equity Statement.

7 Playing Programme

7.1 Training Sessions

Indoor training sessions run from the first week of September 2013 until the end of May 2014. These are organised into three sessions.

Training Session	Day	Times	Venue
Juniors *	Tuesday	6:00 – 7:00 pm	Southgate School, Enfield
Ladies	Wednesday	8:00 – 10:00 pm	QE Girls School Sports Centre, Barnet
Men	Wednesday	8:00 – 10:00 pm	QE Girls School Sports Centre, Barnet

* Juniors may, at the discretion of the Head Coach, be invited to train with the Ladies and/or Mens squads on Wednesday evenings.

Between May and September, outdoor training is arranged at Totteridge Tennis Club on Wednesday evenings from 6:30 pm till dusk. Other sessions may be arranged on an ‘ad-hoc’ basis at weekends during the same period. All of these sessions are very informal and open to anyone – whether club members or not – and work on a ‘pay-as-you-go’ principal.

7.2 Teams and Competitions

For the season **2014/2015** VK Barnet will have 2 Men’s teams, 1 Ladies team and 1 Mixed team competing in the Hertfordshire Leagues.

Team	Standard	Competitions
Men’s 1 st Team	Men’s advanced squad and selected juniors.	<ul style="list-style-type: none"> HVA Men’s Division 1 HVA Men’s Cup
Men’s 2 nd Team	Men’s development squad and selected juniors.	<ul style="list-style-type: none"> HVA Men’s Division 2
Ladies 1 st Team	Ladies advanced and development squads and selected juniors.	<ul style="list-style-type: none"> HVA Women’s Division HVA Women’s Cup
Mixed 1st Team	Men’s & Ladies development squads and selected Juniors.	<ul style="list-style-type: none"> HVA Mixed Division
Junior Team(s)	Under 18 Male and Female players.	<ul style="list-style-type: none"> National U15s competition National U18s competition

Participation in teams is open to every member of the club. Each team will have a captain nominated by the Head Coach. Fixtures will be communicated by the team Manager and will also be available on the club website.

7.3 Venue

VK Barnet Volleyball Club trains and plays matches at Queen Elizabeth Girls School, Meadway, Barnet, HERTS. EN5 5RR.

8 Fees

To be considered to play for any of the club's senior teams, **full Senior, Junior or Senior Concessionary** membership is a pre-requisite.

Juniors are considered to be those under 18 years old on the 1st September at the start of the relevant season.

8.1 Senior Fees

8.1.1 Indoor Sessions (September – May)

For players who are new to the club, the first (taster) session is **half price (£4.50)**. Non members must pay **£9 per session** thereafter, to be handed to the club treasurer PRIOR to joining in the session.

Full **Senior** members have **3** choices of payment –

- i) **A single lump sum of £200, payable at the start of the season (September) or**
- ii) **2 lump sum payments of £100, the first at the beginning of September and the second at the beginning of the following January or**
- iii) **8 monthly payments of £25, to be paid at the start of each month.**

All 3 methods equate to the same payment for the season (£200).

8.1.2 Outdoor Sessions (June – September)

The cost for adults is £2 per session, to be paid prior to the session commencing to the club treasurer or other appointed person present. Payment is on a 'pay-as-you-go' basis so there is no subscription for the outdoor sessions.

8.2 Senior Concessionary Fees **

*** Concessionary rate applies to full time students, unemployed, retired, those on low income who join the club. Applicants will be required to provide proof of their concessionary status to the Finance Sub-committee before being granted concessionary rates.*

8.2.1 Indoor Sessions (September – May)

For players who are new to the club, the first (taster) session is **half price (£2.25)**. Non members must pay **£4.50 per session** (concessionary rate) thereafter, to be handed to the club treasurer PRIOR to joining in the session.

Full **Senior Concessionary** members have **3** choices of payment –

- i) A single lump sum of £100, payable at the start of the season (September) or
- ii) 2 lump sum payments of £50, the first at the beginning of September and the second at the beginning of the following January or
- iii) 8 monthly payments of £12.50, to be paid at the start of each month.

All 3 methods equate to the same payment for the season (£100).

8.2.2 Outdoor Sessions (June – September)

The cost for adults is £2 per session, to be paid prior to the session commencing to the club treasurer or other appointed person present. Payment is on a 'pay-as-you-go' basis so there is no subscription for the outdoor sessions. There is no concessionary rate for outdoor sessions.

8.3 Junior Fees (Note :-*There are no Junior Concessionary Fees*)

8.3.1 Tuesday Indoor Sessions (September – July)

These sessions run at Southgate School and are open to boys and girls under 18 years of age. The cost is £20 per term or £2 per week (though this may change in the future). It is possible to 'pay-as-you-go' for these sessions or to pay for the whole term at a slight discount.

8.3.2 Wednesday Indoor Sessions (September – May)

Only those juniors who have been invited by the Head Coach may train indoors with the senior squads on Wednesday evenings during the season. Those who have been invited and attend training will be expected to pay the full Junior Membership fee of £100 for the season.

8.3.3 Wednesday Outdoor Sessions (June – September)

The cost for juniors is £1 per session, to be paid prior to the session commencing to the club treasurer or other appointed person present. Payment is on a 'pay-as-you-go' basis so there is no subscription for the outdoor sessions.

Prompt payment of fees is important to the successful running and ongoing development of the club. **Our preferred method of payment is by standing order** to our club account, bank details will be given to each member upon joining the club however, we also accept payment by Cash or Cheque. Cheques should be made payable to 'VK BARNET VOLLEYBALL CLUB'.

ANY MEMBER WHO IS FOUND TO BE IN DEFAULT OF PAYMENT OF MEMBERSHIP FEES AT ANY TIME WILL AUTOMATICALLY BECOME INELIGIBLE FOR TEAM SELECTION.

9 Club Communication

The club secretary and your team manager will contact you regularly via email and text to keep you informed about what is happening at VK Barnet Volleyball Club. Please make sure that you have filled in our emergency contact details form (available online or from the club secretary) and that you let us know if your email address or phone number changes.

VK Barnet Volleyball have a website that contains up-to-date fixture lists, results and news about the club. You can also download contact detail forms, view our emergency procedures and browse through the photo gallery.

{www.vkbarnet.net}

To view more photographs and to chat with other members of the club, please visit our Facebook group.

{www.facebook.com/home.php?sk=group_101492499935784&ap=1}