



**VK Barnet Volleyball Club**  
**Supplementary Handbook**  
*(revised October 2019)*

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This VK Barnet Volleyball Club Supplementary Handbook should be read in conjunction with the VK Barnet Volleyball Club Handbook. It contains supplementary information about other aspects of the club.



## VK Barnet Volleyball Club

*(Introductory letter to Member's Responsible Person - Parents/Carers/Guardians)*

Dear .....(name of Member's Responsible Person),

On behalf of VK Barnet Volleyball Club ("the Club"), I would like to welcome your child to the Club and provide you with some information about our activities.

The Club provides opportunities for young people between the ages of 11 and 18 to receive coaching and competition in the London Junior Leagues with the possibility of progression to playing in the London Youth Games and in the Herts Volleyball Association Leagues. All coaching is by Volleyball England qualified coaches who are trained and have been screened for their suitability for working with young people.

We welcome parents to all training sessions and competitions and value your support. We are keen to try and involve parents in the Club and would like to invite you to call in at any training session where you can meet Club Members and find out more about the Club. Below is some information about training times and dates and Club registration.

Junior training sessions take place on Wednesdays from 5:45 – 7:00 pm and on Saturdays from 09:00 – 11:00 am between September and May at Southgate School, Sussex Way, Cockfosters, Barnet, Hertfordshire EN4 0BL. Selected Members may be invited by the Club Head Coach to train further at Club advanced sessions during the week. You will be advised of the days and times of these sessions if your child has been invited.

Arrangements should be made for your child to travel to and from training sessions and matches. We appreciate it if children can arrive promptly and are collected promptly at the end of the session. If they are making their own way home we will require confirmation of this from you, in writing. If you are going to be late picking your child up, please contact Club Secretary Eric Hill on 07946 585187 and let him know.

The cost of each training session is currently £3 for Wednesdays and £6 for Saturdays. Match fees are £6 though there may be additional costs involved if transport is required and is provided by Club coaches.

I would be grateful if you would complete the attached Club Registration & Consent Form. It is important that the Club has Emergency Contact details and has an up to date record of any medical condition or allergies that your child may have, in case your child falls ill or becomes involved in an accident whilst at the Club.

If you would like to talk to someone from the Club about this information or your child's involvement with the Club, please contact the Club Secretary Eric Hill on 07946 585187.

I thank you for your co-operation and look forward to meeting you at some point in the future.

Yours sincerely,

Club Secretary

## VK Barnet Volleyball Club

*(Club Emergency Procedures)*

### **In the event of an incident/accident you should:**

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying;
- Alert the first aider who should take appropriate action for minor injuries;
- In the event of an injury requiring specialist treatment, call the emergency services on **999**;
- Deal with the rest of the group and ensure that they are adequately supervised;
- Do not move someone with major injuries. Wait for the emergency services;
- Contact the injured person's Responsible Person (parent/carer/guardian);
- Complete a Club Accident/First Aid Reporting Form.

### LOCAL EMERGENCY SERVICES CONTACT DETAILS

Hospital	Barnet General Hospital A&E Department Wellhouse Lane Barnet HERTS. EN5 3DJ
Tel. Number	020 8216 4600

## VK Barnet Volleyball Club

(Accident/First Aid reporting form – Page 1 of 2)

In the event of an accident, the following procedure should be followed by the Club representative:

- Contact emergency services/GP if required;
- Make contact with the member's Responsible Person (parent/guardian/carer);
- Record in detail on this form all facts surrounding the accident, witness's etc.;
- Fill in 2 copies of the Accident/First Aid Reporting Form for **ALL** accidents;
- One copy of form to incident book/folder;
- Forward 1 copy to Club Welfare Officer for record keeping/action required;
- Any further action taken/required;
- Sign off on any action required from Management Committee Members.

Venue Details	
Venue Address:	
Coach in attendance:	
Day time/evening Tel. No:	
Email address:	

Injured person information:	
Name of injured child/young person:	
Date of birth:	
Gender:	Male / Female
Responsible Person's name & Daytime/evening Tel. No:	

Accident information: <i>(To be recorded by the Club and shared with relevant staff and injured person's Responsible Person)</i>			
Date of accident:		Time of accident:	
Date reported:		Time reported:	
Accident reported by who:			
Location of accident:			
Details of injury:			

<b>Nature and how accident happened:</b>	
<b>Did anyone witness the accident:</b>	Yes / No <i>(If Yes, state witness name/s and details below)</i>
<b>Name of witnesses:</b>	
<b>First aid involved:</b> <i>(please provide details)</i>	
<b>Responsible Person notified?</b> <i>(If Yes, by whom and when)</i>	Yes / No
<b>Recommended action to be taken:</b>	
<b>Refer to Club Welfare Officer:</b>	Yes / No

<b>Form completed by:</b>	
<b>Signature:</b>	
<b>Print name:</b>	

<b>Has the young person returned to the Club:</b>	Yes / No
<b>Signature of Club Welfare Officer:</b>	
<b>Print name:</b>	

# VK Barnet Volleyball Club

(Safeguarding Incident Reporting Form – Page 1 of 3)

## Volleyball England Safeguarding Incident Reporting Form (SIRF)

<b>Club/Organisation's Name</b>	
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Your Details			
<b>Position/Role</b>			
<b>First Name</b>		<b>Surname</b>	
<b>Address</b>			
		<b>Postcode</b>	
<b>Email Address</b>			
<b>Daytime Tel No</b>		<b>Evening Tel No</b>	

Young Person's Details					
<b>First Name</b>			<b>Surname</b>		
<b>Date of Birth</b>			<b>Gender</b>		
<b>Parent/Carer's Name</b>			<b>Parent/Carer's Contact Tel No</b>		
<b>Address</b>					
			<b>Postcode</b>		
<b>Disability (if any)</b>					
<b>Ethnic Origin (please circle)</b>	White British	White Irish	White Other	Mixed – White & Black Caribbean	Mixed – White & Black African
Mixed – White & Asian	Asian/Asian British Indian	Asian/Asian British Pakistani	Asian/Asian British Bangladeshi	Asian/Asian British Other	Black/Black British Caribbean
Black/Black British African	Black/Black British Other	Chinese	Other Ethnic Group (please state)		

Details of the individual whose behaviour you have concerns about						
Position/Role						
First Name		Surname				
Address						
		Postcode				
Tel Number		Age Band (please circle)	Under 18	18-25 yrs	25-50 yrs	50+ yrs
Relationship to the young person for whom there is concern						
Are you reporting your concerns or passing on those of somebody else? If the latter, please provide their name and if possible contact details. *						
Please describe the concerns/observations. Include dates, times, venue, etc of any specific incidents. *						
Have you spoken to the young person(s)? If so, please give details of what was said and when. *						
Have you spoken to the parent/carer of the young person(s) involved? If so, please give details of what was said and when. *						
Action Taken So Far *						



External Agencies Contacted To Date				
Organisation	Yes/No	Name & Position	Contact Details	Advice Received
Volleyball England				
Police				
Children's Social Care				
Other (e.g. NSPCC)				

Signed		Date	
Print Name			

**\* PLEASE CONTINUE ON A SEPARATE SHEET WHERE NECESSARY**

**Remember to maintain confidentiality. Do not discuss this incident with anyone other than those who need to know.**

**This form should be returned to either the Club or the Regional Safeguarding Officer in your locality or the National or Lead Safeguarding Officer at Volleyball England, marked 'PRIVATE & CONFIDENTIAL'.**



**VK Barnet Volleyball Club (“The Club”)**  
**(2019-20 Season - Club Registration & Consent Form – Page 1 of 2)**

As part of the registration process this form should be completed by all Club Members and counter-signed by a Responsible Person and returned to the Club Secretary or Head Coach before the start date of the sessions or on the first day of attendance.

<u>Details of Club Member.</u>	
Full Name .....	School .....
Gender <b>Male / Female</b> D.O.B. ....	School Year .....
<u>Details of Responsible Person (Parent/Carer/Guardian).</u>	
Full Name .....	Relationship to Member.....
Address .....	Home Tel. No. ....
.....	Work Tel. No. ....
Postcode .....	Mobile Tel. No. ....
E:mail .....	<b>**Club Member’s Mobile No.</b> .....
<b>**Only provide the Club Member’s telephone number if you consent to them being contacted by text or sports team management App. in accordance with the Club’s Privacy Policy below.</b>	
Please detail below any important personal medical information about the Club Member that we should be aware of (eg – illnesses, allergies, medication etc.) ..... .....	
<u>Declaration</u>	
I, ..... (Responsible Person) give my child..... permission to attend the Club Junior Volleyball Sessions, and other organised Club sessions and activities.	
By signing this declaration:	
<ul style="list-style-type: none"> <li>• I certify that my child is in good health and is able to participate in normal sports activities.</li> <li>• In the event of an accident or illness I request that the Club’s coaching staff take any necessary action at the time. I understand that every effort will be made to contact me in the event of any such medical emergency.</li> <li>• I confirm that I have read, or have been made aware of, the Club’s Codes of Conduct for Players, Parents, Coaches and Officials &amp; Volunteers and it’s Anti Bullying Policy, available on the Club Website at <a href="http://www.vkbarnet.net">www.vkbarnet.net</a>, and I have discussed these with my child.</li> </ul>	
Signature of Responsible Person .....	Date .....
VK Barnet Volleyball Club and/or Volleyball England may take photographs or video at some sessions for use in publicity materials to promote the Club and Volleyball England. We will not permit these to be taken without the prior consent of the Club Member’s Responsible Person.	
If you do wish for your child to be included in any such material, please indicate below.	
<b>I DO GIVE CONSENT</b> for photographs or video of my child to be taken (please tick)	<input type="checkbox"/>
<b>Club Privacy Policy</b>	
VK Barnet Volleyball Club will use the above personal data for registration of the person as a Club Member, to hold on the Club’s Junior Database for Club management and administration; to give notice of AGMs and other meetings; for collection of fees; for informing Club Members of Club training sessions, match fixtures and other Club activities; for entry & registration in London, Herts & Volleyball England and other tournaments, leagues & competitions and for use in medical & other emergencies.	
We will not pass Club Member’s personal data to any other third parties not mentioned above and will process the Club Member’s personal data in accordance with applicable data protection legislation including the General Data Protection Regulations (EU) as amended by EU or English Law from time to time.	
If you wish for you or your child to receive promotional materials from Volleyball England and other third parties about volleyball opportunities & activities and related products & services that may be of interest, please indicate below.	
<b>I DO WISH</b> to receive further information about other volleyball opportunities (please tick)	<input type="checkbox"/>

**For further information, please contact Club Secretary Eric Hill on 07946 585 187 or at {juniors@vkbarnet.net}.  
VK Barnet Volleyball Club (“The Club”)**

**Please keep this page for your reference:**

<b>Venue</b>	Southgate School, Sussex Way, Barnet, Herts. EN4 0BL
<b>Sessions</b>	Junior Volleyball
<b>Dates &amp; Days</b>	Wednesdays, Fridays and Saturdays Sept 2019 – July 2020 (and other sessions as advised from time to time).
<b>Intermediate Development Session:</b>	Wednesdays 4:15 - 5:45 pm <i>(please note - by invitation only)</i>
<b>Beginners/Open Session:</b>	Wednesdays 5:45pm – 7.00 pm
<b>Advanced Development Session:</b>	Fridays 6:00 – 8:00 pm <i>(please note - by invitation only)</i>
<b>Beginners/Open Session:</b>	Saturdays 9:00 – 11:00 am
<b>Gameplay Session</b>	Saturdays 11:00 am – 1:00 pm <i>(please note - by invitation only)</i>

**Wednesday Session Fees :**

5.45-7pm Beginners/Open session - Pay as you go per session - £3:00.

4.15-5.45pm Intermediate Development session - Pay as you go per session - £3:00.

**Fridays Session Fees**

6-8pm U18/Advanced/LYG Session - Pay as you go per session £6:00.

**Saturday Session Fees**

9-11am Beginners/Improvers Session - Pay as you go per session £6:00.

11am-1pm Gameplay Session - Pay as you go per session - £3:00.

**Inter-club Match Fees (home and away matches)**

A £6 match fee is payable for all matches, both home and away. Responsible Persons will be responsible for arranging transportation of their child to matches. On occasions, coaches may be able to provide transportation to a limited number of players (there will be additional costs for this). On such occasions, written permission will be required from the Responsible Person prior to the event though this can be in the form of a text message.

*(all fees correct as at Sept 2019)*

**Please complete the Club Registration & Consent Form above and then pay by cash at the beginning of each session**

**Communications and updates:**

The Club uses Responsible Persons' and Club Members' Mobile numbers (if provided) to communicate to Club Members via group texts and/or a sports team management app. (tbc), in accordance with the Club's Privacy Policy. Please text Club Secretary Eric Hill on 07946 585187 with any queries or changes to personal details.

To contact the Club Welfare Officer Jim Dickin regarding any Safeguarding concerns, please email him at [Jimdickinuk@gmail.com](mailto:Jimdickinuk@gmail.com)

**Contact details for VK Barnet Volleyball Club and Volleyball England**

VK Barnet Volleyball Club  
Eric Hill  
Club Secretary  
82 Ulleswater Road  
London  
N14 7BT  
[www.vkbarnet.net](http://www.vkbarnet.net)

Volleyball England  
SportPark  
3 Oakwood Drive  
Loughborough  
Leicestershire  
LE11 3QF  
[www.volleyballengland.org](http://www.volleyballengland.org)

**For further information, please contact Club Secretary Eric Hill on 07946 585 187 or [juniors@vkbarnet.net](mailto:juniors@vkbarnet.net).**