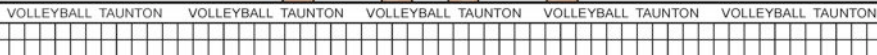


A woman in a white t-shirt and dark shorts is seen from behind, standing on a sandy beach. She is looking up at a yellow and blue volleyball that is suspended in the air above her. In the background, other people are scattered across the beach near the ocean under a cloudy sky.

VOLLEYBALL TAUNTON

Members' Handbook

2013-2014



Welcome to Volleyball Taunton's Members' Handbook.

This handbook has been written to provide all members, new and old, about the running of the club, including the ethos & policies.

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Our Mission Statement

Volleyball Taunton aims to allow players from all backgrounds to reach their full potential in volleyball, striving for excellence whilst still keeping it fun.

About Volleyball Taunton

We are a friendly volleyball club based at Wellsprings Leisure Centre in Taunton, Somerset, U.K. We cater for all levels of players, from beginners to experts.

We train Juniors (aged 10 to 16), to nurture volleyball within Taunton & surrounding areas.

From September to the beginning of summer, we play and train indoors.

We have two teams in the Exeter League.

In summer, we play outdoors. We participate in outdoor tournaments which are always fun (not necessarily for the volleyball) and allow less experienced players the chance of competitive volleyball.

Membership Category & Pricing Policy

Training is held at Wellsprings Leisure Centre. Younger Juniors train from 5 to 6 p.m., older from 6 to 7.15 p.m. Adults train from 7 to 9 p.m. Older Juniors can also train with adults (for an additional £2)

Fees are currently:

- Adults: Yearly subscription £45 then £4 per session.
£6 per session if not a subscriber, but you are only allowed four sessions until you have to join.
£6 per Home match, £3 per Away match.
- Unemployed and Older Students: Yearly £27.50 then £3 per session.
£5 per session if not a subscriber (up to 4 times).
£5 per Home match, £3 per Away match.
- Juniors: £4 per session if the whole term in paid in advance.
Drop in rate £5 per session.
EDVA League matches £5 per Home match, £3 per Away match.

Home matches are normally played at Richard Huish College Dome in South Road, Taunton, or at Wellsprings Leisure Centre

Equity Statement

Volleyball Taunton is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Volleyball England definition of sports equity:

Volleyball England supports the principle of equal opportunities for all participants, member, representatives and employees whilst working for, or on behalf of Volleyball England. 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.

Child Protection Policy Statement

Volleyball Taunton has adopted Volleyball England's Child Protection Policy. *(A copy of Volleyball England's Child Protection Policy is available on request, or on our website.)*

Volleyball England believes:

- That the safety and welfare of children should always be of paramount importance, whatever the circumstances.
- That everyone with a role in working with children has a moral and arguably a legal responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from abuse.
- That special care is needed in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to abuse.

Volleyball England:

- Has therefore adopted this Child Protection Policy to ensure that the welfare and safety of children in VE's care or custody is always the primary consideration.
- Is committed to providing an environment where children can learn about, participate in and enjoy volleyball free from harassment or abuse.

The Policy is predicated on the following three principles:

1. A child's welfare is the paramount consideration.
2. A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
3. The rights, dignity and worth of a child should always be respected.

The Children Act 1989 (as amended by The Children Act 2004) states that anyone who is involved in the care of children should "*do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare*".

BILL OF RIGHTS FOR YOUNG PEOPLE

Young people participate in sport for many reasons including to make friends, have fun and learn new skills.

Whilst competing and participating in volleyball activities young people have certain rights that should allow them to get the most from their experiences. Volleyball England believe every young person has the right:

- To participate in volleyball.
- To be treated with respect by all adults and players.
- To compete and train as a child.
- To report any problems to the Club Welfare Officer.
- To be considered for every match or competition.
- To train and compete safely and have appropriate medical treatment if required.
- To be coached by a Volleyball England qualified coach.
- To have fun.

CHILD WELFARE OFFICERS (CWO)

The implementation of the policy and good practice guidance requires increased awareness and active involvement from all those involved in working with young people.

Volleyball England has identified Child Welfare Officers as key individuals in leading this process at national, regional and club level. Such individuals will promote good practice and provide the main contact for issues related to ensuring safe recruitment of volunteers and responding to concerns/allegations or disclosures.

Volleyball Taunton's Child Welfare Officer is Kennedy Clarke.

Codes of Conduct

1. Code of Conduct for Players

- 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 practice and matches; representing the club in a positive way.
- Represent Volleyball Taunton in a positive way at all times.
- Respect and look after all training and playing areas at all times, leaving 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.
- Undertake an assigned team duty / responsibility set out for the season.
- 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.
- Inform the Coach for training sessions and the Captain for matches if unable to attend.
- 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 Equity Policy.
- Ensure all training / match and surety fees are paid promptly.

2. Code of Conduct for Parents & Guardians

- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials
- 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

3. Code of Conduct for Club Officials & Volunteers

- The essence of good ethical conduct and practice is summarised below. All volunteers must:
- consider the wellbeing 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, ability and experience of those taking part
- promote the positive aspects of Volleyball (e.g. fair play)
- display consistently high standards of behaviour and appearance
- follow all guidelines laid down by the English Volleyball Association 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.

Roles & Responsibilities of Committee Members

1. Chairperson

Swantja Glindermann

Role Description

- To co-ordinate the affairs of the Club.

Skills/Qualities Required

- Good inter-personal skills.
- Ability to behave impartially at all times.
- Approachable.
- Ability to control meetings effectively.

Main Duties

- To be responsible for managing the affairs of Volleyball Taunton.
- To chair and control the meetings of the management committee and AGM.
- Be familiar with the constitution of Volleyball Club, the general rules for committee procedure, current affairs and business in hand.
- Oversee decisions made by the management 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.

Commitment

- To chair the AGM once a year, deal with any club issues as and when they arise and attend club management meetings.

2. Secretary

Alan Coles

Role Description

- To receive and disseminate information effectively and ensure the smooth running of club administration.

Skills/Qualities Required

- Good verbal and written skills.
- Access to a word processor is desirable.

- Good organisational skills.
- Experience/knowledge of minute taking and administration skills are desirable.

Main duties

- 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 running of the club.
- To respond to any correspondence as appropriate.
- To pass on any information received to relevant parties/persons.

Commitment

- Attend the AGM and any other meetings, deal with any other arising club issues.

3. Treasurer

Ian Sidwell

Role Description

- To manage Volleyball Taunton's finances and maintain accurate financial records.

Skills/Qualities Required

- Must be honest and reliable
- Experience of producing accounts and budgets is desirable.
- Access to a computer is advantageous and a working knowledge of spreadsheets and/or similar systems desirable.
- Must be numerate.

Main duties

- Responsible for all club finances.
- To produce an annual budget and monitor expenditure.
- Be responsible for payment of any monies to and from the club; providing receipts and keeping an up to date record of transactions.
- To produce an end of year financial report for the AGM.
- Regular report to the committee on the financial position of the club.

Commitment

- Attend AGM and have ongoing responsibility for club accounts.

4. Head Coach

Simon Lipscombe

Role Description

- To be the main coach responsible for coaching activities and sessions with the club.

Skills/Qualities Required

- Good inter-personal skills.
- Qualified to the appropriate level.
- Approachable.
- Fair.

Main duties

- To take full responsibility for the club's coaching sessions.
- To prepare all coaching sessions beforehand.
- To work with and include *other coaches* in the preparation and running of each session.
- To attend club meetings and report on progress.
- To offer the club feedback on the organisation and degree of success of junior and senior coaching and competitions.
- To assist in the selection of teams.
- To travel to competitions with the team(s).
- To inform the Junior Development Officer (or other relevant member) in advance of any sessions that cannot be attended.

Commitment

- To attend the AGM once a year and any other relevant meetings. To attend and deliver.

5. Junior Development Officer

Jurek Jankowski

Role Description

- To manage junior club development.

Skills/Qualities Required

- Experience of working with young people.
- Knowledge and understanding of child protection issues.
- Good communication skills.
- Effective people management skills.

Main duties

- Responsible for co-ordination and implementation of Junior development programme.
- To manage junior coaches, team managers 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.

Commitment

- Attend the AGM and other club meetings, deal with junior issues as and when they arise, continued junior development.

6. Club Welfare Officer

Kennedy Clarke

Role Description

- To be responsible for the implementation of good practice and child protection policies within the club

Skills/Qualities Required

- Has attended the Sports Coach UK 'Good Practice and Child Protection' workshop.
- Be approachable.
- Good communication skills.
- Discretion.
- Has an understanding of child protection issues.
- Good listener.

Main duties

- Sign a Personal Disclosure Form and forward to the English Volleyball Association.
- Help the club follow the guidelines laid down in the EVA Child Protection Policy and Good Practice document.
- Ensure that Good Practice and 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.

- To ensure all appropriate documentation and forms are completed in accordance with the EVA Child Protection Policies and Procedures.
- Ensure that any persons including coaches, officials and volunteers, working within or acting on behalf of the club, who will come into contact with juniors (including Under 18 groups), complete a Personal Disclosure Form.
- Forward a copy of an individuals Personal Disclosure Form to the EVA Chief Executive 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 EVA Chief Executive.
- Refer any concerns and/or allegations to the EVA Chief Executive immediately using the Child Protection Referral Form.
- Ensure coaches, officials, volunteers, parents/guardians and juniors have access to the EVA Child Protection Policies and Procedures documents.
- Undertake relevant training as required.

Commitment

- Attend the AGM and other relevant meetings, deal with issues as and when they arise.

7. Volunteer Coordinator

Ian Sidwell

Role Description

- Co-ordinate the recruitment and organisation of volunteers within the club

Skills/Qualities Required

- Be approachable
- Well organised
- A good motivator
- Confident and enthusiastic

Main Duties

- Has preferably attended the Running Sport workshop 'Valuing Your Sports Volunteers'
- To be main lead for the Continual Professional Development (CPD) plan for members of management committee, coaches and referees

- Main contact for all volunteers
- To ensure all roles have job descriptions and up date these where necessary
- To maintain contact with and supervise all volunteers
- To 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
- To implement volunteer recruitment and recognition scheme.

Commitment

- Attend the AGM and other meetings, continual involvement in volunteer issues

8. Team Manager

Mark Jeffery

Role Description

- To ensure fixtures are arranged, to pick teams for matches and to organise referees and support.

Skills/Qualities Required

- Good inter-personal and organisational skills.
- Approachable.

Main Duties

- At the start of the season, to ensure that fixtures meeting is attended and fixtures organised.
- Act as a point of contact for the league's Fixtures' Secretary and the team.
- To be aware when fixtures are and, in consultation with the coach, to pick a team.
- For all matches ensure that balls are available (and returned). To ensure team kit is available, as well as a first aid pack and accident book.
- For home fixtures: to ensure the venue is booked, to organise referees, scorers and line judges. To ensure that there is a scoring pad and scoreboard. To ensure that the net and referee's stand are in place as early as possible, and at the end of the match put away. To write a match report and send the relevant copy of the scoresheet to the Fixtures' Secretary as soon as possible.
- For away matches: to organise transport arrangements.

- For all matches: to retain a copy of the scoresheet and pass it on to the Treasurer. If the scoresheet has not been retained, then to give a list of names to the Treasurer.
- To organise the washing of team kit.
- To discuss with Coach strength and weaknesses in the match.

9. Social Events Coordinator

Cath Shellswell

Skills/Qualities Required:

- Excellent organisational skills
- Good communication skills
- The ability to commit to a number of hours per week depending on the type of event

Main Duties

- To formulate an annual programme of social activities and events for the club, such as:
 - End of Season Team Celebration Night.
 - Christmas Party.
- Ensure all club members are made aware of the social events and that events are included in the clubs calendar of activities and events.
- Ensure all venues, facilities and equipment are booked for events.
- Produce and distribute all relevant promotional material for events and collect money where appropriate.
- Consult with the Media Liaison Officer to help promote social activities and events through club Newsletter, local press etc.
- Where necessary co-ordinate Committee members and volunteers to help organise and run social events.
- To liaise with members regarding requests for new events and feedback on existing activity.
- Ensure all members have an opportunity to attend events and that their needs are met.

Constitution

1. General

- 1.1. The name of the Club shall be VOLLEYBALL TAUNTON hereafter known as “the Club”.
- 1.2. The Club shall be affiliated to Volleyball England, and bound by the Rules of the Association.

2. Aims & Objectives

- 2.1. To promote the game of Volleyball to the highest possible standard.
- 2.2. To be open to all who are interested in promoting and playing Volleyball in accordance with the Constitution and Rules.
- 2.3. To ensure a duty of care to all members of the Club.
- 2.4. To provide all its services and to treat all its members in a way that is fair & equal to everyone.

3. Membership

- 3.1. Membership should consist of officers and members of the club.
- 3.2. All members will be subject to the regulations of the constitution, and by joining the club will be deemed to accept these regulations and codes of conducts that the club has adopted.

4. Membership Fees

- 4.1. Training and competition fees will be set annually in Annual General Meeting.
- 4.2. Persistent non-payment of fees, without extenuating circumstances, shall lead to suspension from attending training nights and matches.
- 4.3. All persons representing the Club in League must be paid up Club members.

5. Officers of the Club

- 5.1. The following Officers shall be elected annually at the Annual General Meeting:
 - Chair
 - Secretary
 - Treasurer
 - Coach
 - Junior Development Officer
 - Child Welfare Officer

- Volunteer Coordinator
- Social Events Coordinator
- Publicity Officer

5.2. All Officers will retire each year, but will be eligible for reappointment.

6. Executive Committee

- 6.1. The Club will be managed by an Executive Committee consisting of the Chair, Secretary, Treasurer and Coach. Only these posts will have the right to vote at Executive meetings.
- 6.2. Executive meetings shall be convened by the Secretary of the Club and shall occur at least 4 times per year.
- 6.3. The Committee shall not vote on any matter unless a quorum of 3 Executive Officers are present.
- 6.4. Each Committee member has only one vote, with the exception of the Chair, who has a second casting vote if required.
- 6.5. The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.
- 6.6. The Committee shall not have power to alter the Constitution.
- 6.7. The Committee will have powers to co-opt members, and/or to create non-executive posts, to assist in the running of the Club.
- 6.8. The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution, and will be responsible for taking any action of suspension or discipline following such hearings.
- 6.9. The Committee will have the power to call an Extraordinary General Meeting should the need arise.

7. Finance

- 7.1. The Club shall have an account at an established financial institution.
- 7.2. The Club Treasurer will be responsible for the finances of the Club.
- 7.3. Any cheques drawn against Club funds should hold the signatures of the Treasurer plus at least one other Officer.
- 7.4. The end of the financial year of the Club will be the end of April.
- 7.5. A statement of annual accounts should be presented by the Treasurer at the Annual General Meeting.

8. Annual General Meeting

- 8.1. This shall be held once a year.

- 8.2. Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.
- 8.3. Quorum for the AGM will be at least 25% of the active membership.
- 8.4. The AGM will receive a report from Officers of the Executive Committee and a statement of the accounts.
- 8.5. Elections of officers are to take place at the AGM.
- 8.6. The names of Officers/Proposals for the new term of office must be given to the Chair with the names of the Proposer and Secunder prior to the commencement of the AGM.
- 8.7. A Proposer or Secunder may only propose and second one candidate for each office.
- 8.8. In the event of there being no new nominations for an office, the Chair may take nominations from the floor, duly proposed and seconded.
- 8.9. Each Club member has one vote, except the Chair who only has a casting vote when necessary, and may not use absent members' votes under any circumstances.
- 8.10. The AGM has the power to alter the Constitution, provided that two-thirds of those present vote in favour.
- 8.11. If there is less than 40% of the club membership present, there can be no vote to alter the Club Constitution.

9. Extraordinary General Meeting

- 9.1. The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM
- 9.2. Any member of the Club has the power to call an EGM, should the need arise provided that:
- 9.3. A written proposal is submitted to the Secretary or Chair.
- 9.4. The Proposer has a Secunder.
- 9.5. A petition carrying the signatures of at least 10% of the active membership shall accompany the written proposal.

10. Discipline & Appeals

- 10.1. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 10.2. The Executive Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to

take appropriate disciplinary action including the termination of membership.

- 10.3. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- 10.4. There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

11.Dissolution

- 11.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- 11.2. In the event of dissolution of the Club, all its assets will be frozen. If the club is no longer a going concern after 2 years, its assets will be sold off and all the money obtained will be transferred to the Volleyball England.

12.Declaration

- 12.1. Volleyball Taunton hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

	Chair	Secretary	Treasurer
Signed
Name
Date

Guidelines for Dealing with an Incident/Accident

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 a club first aider who should take appropriate action for minor injuries. In the event of there being no club first aider, please contact reception at Wellsprings, Richard Huish (01823 320800 or 222 on the internal telephone) or SCAT (01823 366331).
- There is a club first-aid kit. There is also a first-aid kit at Richard Huish College which is stored in the cupboard in the Dome
- In the event of an injury requiring specialist treatment, call the emergency service, stating:
 - Ambulance required.
 - Your name.
 - Exact location
 - Wellsprings Leisure Centre, Cheddon Road, TA2 7QP or
 - The Sports Dome at Richard Huish College, South Road, Taunton TA1 3DZ or
 - The Sports Centre, Somerset College of Arts & Technology, Wellington Road TA1 5AX.
 - Name of person(s) ill or injured.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the paramedics.
- Contact the injured person's parent/guardian.
- Complete an incident/accident report form.

Contact Details of Hospital:

Hospital Name: Musgrove Park Hospital

Address: Parkfield Drive
Taunton
TA1 5DA

Telephone Number: 01823 333444