



Ipswich VOLLEYBALL

**CLUB HANDBOOK
SEASON 2009/10**

**ACTIVE
ACCESSIBLE
ACCREDITED**

**CLUB
MARK**

Dear friend,

The Ipswich Volleyball Club was formed in 1978 to promote the sport of volleyball in the Ipswich area and to provide the organisation necessary for players of all abilities. We are a firmly established and active club with a membership of around 50. The Club is affiliated to Volleyball England (<http://www.volleyballengland.org.uk>), the sport's governing body in this country, and to the Suffolk Volleyball Association (<http://www.suffolkvolleyball.org.uk>), the local governing body.

Formed in 1978, at the same time as Maidenhall Sports Centre opened, the immediate success of the club and growing strength of the team culminated in the club entering the English Volleyball National League in 1984. Today, the club continues to play in the Suffolk and East Anglia leagues; we have three teams: the Ipswich Moles are our men's team, the Ipswich Rocks are our women's team, and the Ipswich Sharks are our mixed social team. We also enjoy participating in national and international tournaments as well as organising monthly internal club tournaments.

We welcome anybody who wishes to learn how to play the game of volleyball, improve their volleyball skills, or just meet people from a wide range of cultural and social backgrounds, in an active, yet social atmosphere.

We have collected in our club handbook and website all available and useful information about the Ipswich Volleyball Club and its activities for the season 2009/10. We have prepared it for you to access easily anything you need, or to clarify any doubts or curiosities you may have.

As the season goes on, I am sure there will be new events, new dates, and in general new stuff which we will need to tell you about. So, throughout the season, we will also publish several newsletters complementing or amending what is contained in this pack.

Further information about the Club and its activities can be found on our website www.ipswichvc.org.uk. You can also e-mail us at contact@ipswichvc.org.uk.

We hope you will find this useful!

Alan Turner

Chairman of the Ipswich Volleyball Club

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1 Mission statement

Ipswich 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.

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 town of Ipswich, the East Anglia region and nationally.

Ipswich Volleyball Club expects all members to contribute to the ethos and reputation of the club through high levels of manners, respect and sporting behaviour.

2 Club Constitution

The purpose of an organisational constitution is to ensure efficiency, equal considerations, clarification and continuity in the regular operations of the Club. The Club and each team should have standard operating principles and procedural rules, which this document merely states in writing.

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1. Name

The club will be called **IPSWICH VOLLEYBALL CLUB** (referred to as the “Club”) and will be affiliated to Volleyball England

2. Aims and objectives

The Club is constituted by a group of people (the members), joined together in an organised way, to take part in sport and social activities in which they share a common interest. Therefore, it will be organised for the benefit of the members and its objectives will be to:

1. to play the sport of volleyball
2. to participate in appropriate volleyball competitions
3. to promote volleyball within the local community and encourage its development
4. to encourage the development of the Club

5. to offer coaching and competitive opportunities in volleyball
6. to ensure a duty of care to all members of the club
7. to provide all its services in a way that is fair to everyone
8. to ensure that all present and future members receive fair and equal treatment

3. Social value

The Club is much more than merely an organisation for organising sport. It is a social focus for its members, providing opportunities for friendship, voluntary service and personal development. It brings together people from different occupations and social backgrounds in pursuit of a common interest. It provides a structured environment for young people, which focuses their attention and energies in a healthy and socially desirable direction. It relieves stress and helps to promote healthy living. It is an invaluable ingredient in developing and maintaining a healthy society.

4. Affiliations

The Club will be affiliated to Volleyball England and the Suffolk Volleyball Association bodies of the sport, and will compete in their leagues and competitions.

5. Participation and membership

The Club is open to everybody irrespective of age, gender, disability or ethnicity. In accordance with Disability Discrimination Act (1995), the Club does not have any physical access barriers.

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status. In order to achieve sports equity we:

- Promote racial equality in sport, encouraging to join and welcoming everybody regardless their ethnicity
- Use the power of sport to engage, unite and motivate people, break down barriers, promote social inclusion and improve health
- Take account of the needs of different groups or communities within any given priority group
- Adopt the recommended practices of equal opportunities and managing diversity
- Acknowledge and respect diversity

All participants to sports activities who have attended a number of four sessions can become Club members. 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 conduct that the club has adopted. Membership is subject to payment of annual fees, set at the Annual General Meeting, and of amount depending on the membership category a participant belongs to [See *Pricing Policy*]. There are no limits to the duration of a membership. The Committee has the power to revoke a membership at any time.

6. Pricing policy and membership fees

Every participant to sports activities, whether member or not, contributes to financially sustain the Club by paying some fees. These are set on an annual basis by the Annual General Meeting, and are aimed at covering the operating expenses that Club sustains, including affiliations to local and national institutions (such as SVA and Volleyball England), assets (such as volleyballs and nets), rewards of some competitions (such medals and cups), and the hire of the sports hall for training sessions and matches. The level of contribution of each participant depends on the pricing policy set below.

The Club has adopted a pricing policy following a national report published by the Audit Commission, which challenged the way local council's charged for leisure services. The review which followed this report, looked at the rationale behind the current pricing structure, and questioned how and to whom subsidies are

allocated. The outcome from this review has determined a new pricing structure suggesting the following categories of membership:

- *Pay as you go* – participants in this category do not have a long-term commitment with the Club. They are eligible to attend the Annual General Meeting. Everyone is eligible to participate to sports activities as a non member.
- *Full member* – full members are eligible to attend the Annual General Meeting. They are eligible to participate in the teams of the Club, and hence participate in the competitions in which such teams are engaged in. Everyone is eligible to become a full Club member.
- *Concessionary member (by status)* – concessionary members (by status) are eligible to attend the Annual General Meeting. In addition, they are eligible to participate in the teams of the Club, and hence participate in the competitions in which such teams are engaged in. People eligible to become concessionary members (by status) will be able to show that they have a status of full time students, job seekers, pensioners, disabled, or children up to 16 years old.
- *Concessionary member (by ability to pay)* – concessionary members (by ability to pay) are eligible to attend the Annual General Meeting. In addition, they are eligible to participate in the teams of the Club, and hence participate in the competitions in which such teams are engaged in. People eligible to become concessionary members (by ability to pay) will be able to show that they are financially disadvantaged.
- *Honorary member* – members of this class are appointed by the Committee in order to reward the merits of individuals who have given outstanding contributions to the Club and its development. Honorary members usually pay *ad hoc* fees, as set by the Committee.

7. Officers of the club

The Club organisational structure is set out in this document. All the functions required for the Club to operate effectively should be allocated to responsible members by election. As the Club grows, manpower is expanded by forming new roles to spread the workload and benefit from the wider experience available within the membership.

Club officers have in general the task to lead certain Club activities and manage the correspondent responsibility. Club officers shall be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment. The Club shall have the following officers:

- Chairperson – to call and chair committee meetings and AGMs.
- Vice-chairperson
- Club secretary – to ensure the Club activities are running properly as a whole.
- Treasurer – to manage the Club finances, and to collect Club fees.
- Head coach – to organise the Club's and teams' sports activities.
- Youth development officer – to programme and lead the programme for children.
- Club Child Welfare Officer – to lead and coordinate the welfare and safety of club members.
- Volunteer coordinator – to lead and coordinate the development of club volunteers.
- Fixtures secretary –to produce overall Club fixtures list.
- Social secretary – to organise periodic social events.
- Communications and promotions officer– to liaise with the press.
- Website officer – to maintain and update the Club's website.

- First Aider

The Club committee has the executive task to run the Club, in organisational and financial terms. The quorum of the Committee shall be 4, which will include the Chairman. Members of the committee are all Club officers, plus two Club members who are not Club officers. The Committee will meet at least quarterly and will be held in the first half of the months of September, December, March, and June.

8. Club committee

The club will be managed through the Committee consisting of all the Officers of the Club. The Committee will be convened by the Secretary of the club and held no less than 4 meetings per year. The quorum required for business to be agreed at Management Committee meetings will be 50%. The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club. The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business. The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

9. Organisation of sport activities

The sport activities of the Club will be organised in sessions of the duration of two hours. Sessions will be at least weekly and will be held at least on Wednesdays. During each session, the Club provides a structured programme of activity organised by Club members. Some members may not fully require this and be content to organise their own activity. Others will need or prefer organised training, coaching and competition (particularly younger or newer members). These are provided voluntarily by Club members who have an interest in developing the Club and the sport. However, in accordance to objective 3), it is important to have properly organised activity and ensure that every member's volleyball needs are met.

10. Teams

The Club gives the opportunity to all members to participate in volleyball competitions by organising themselves in teams. Teams are created by the Committee upon recommendation of the coach. Nevertheless, with regard to the creation of teams and the allocation of participant members to them, the following principle shall be followed: teams should be structured by skills levels. At a minimum, there should be two levels: social and competitive. Ideally, there should be three skill levels: beginners, pre-competitive and competitive. Pre-competitive and competitive levels map to intermediate and advanced skills.

11. Finance

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end in July. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

12. Facilities

The Club operates from rented premises. Training sessions are held at the Maidenhall Sports Centre, Ipswich; home matches are held either at St. Joseph's College, Ipswich, or at Maidenhall Sports Centre, Ipswich.

13. Annual General Meetings (AGMs)

The Annual General Meeting will be held in July. Members will be informed of the set date two weeks before. The Annual General Meeting shall decide all matters relating to subscriptions and organisation of the Club, and all decisions will be made by simple majority.

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. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts. Nominations for officers of the Management Committee will be sent

to the Secretary prior to the AGM. Elections of officers are to take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 25% of members.

The Club committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

14. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership. 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 30 days of the hearing. There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

15. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of Suffolk Volleyball Association.

16. Amendments to the constitution

Changes to the constitution will only be made at an AGM where a two thirds majority will be necessary. The last modification was on 30 August 2007 by Gabriele Corliano, Chairman.

17. Declaration

NAME OF CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Club Chair

SIGNED:

DATE:

Name:

Club Secretary

SIGNED:

DATE:

Name:

3 Playing programme

3.1 Training sessions

Training sessions run from the first week in September to the last one in June, with the exception of Christmas and Easter (specific dates will be communicated via newsletter). These are organised in 4 sessions of 2 hours each, in the following days:

Training session	Day	Time	Venue
Women	Wednesday	8-10pm	Maidenhall Sports Centre
Social	Wednesday	8-10pm	Maidenhall Sports Centre
Beginners	Thursday	8-10pm	Maidenhall Sports Centre
Men	Thursday	8-10pm	Maidenhall Sports Centre

Our training sessions are generally organised in 3 parts. The first part is a warm-up session, which lasts up to 8.30pm. During the second part, we carry out approximately 45 minutes of drills, selected and organised by skill levels. The third part is to play volleyball in teams, which may or may not be organised by skill level.

3.2 Teams and competitions

For the season 2009/10, the Ipswich Volleyball Club will have three teams:

Team	Description	Competitions
Ipswich Moles	Men, intermediate/advanced	<ul style="list-style-type: none"> Men's Eastern Volleyball League Men's Suffolk Volleyball Cup Suffolk open tournament series Ipswich VC internal tournament series
Ipswich Rocks	Women, intermediate/advanced	<ul style="list-style-type: none"> Women's Eastern Volleyball League Suffolk open tournament series Ipswich VC internal tournament series
Ipswich Sharks	Mixed, social	<ul style="list-style-type: none"> Suffolk open tournament series Ipswich VC internal tournament series

Participation to teams is open to every member of the Club. Each team will have a coach and a captain nominated by the coach. The list of match fixtures will be communicated via newsletter.

3.3 Venues

Venue	Contact details	Competitions
Maidenhall Sports Centre	Maidenhall Approach, Ipswich, IP2 8NZ, tel. (01473) 433622	<ul style="list-style-type: none"> Suffolk open tournament series Ipswich VC internal tournament series Suffolk Volleyball Cup home matches
UEA Sportspark	University of East Anglia, Norwich, Norfolk, NR4 7TJ, tel. (01603) 592398	<ul style="list-style-type: none"> Eastern Volleyball League

3.4 Fees

If you are new to the club (i.e. you have never attended one of our sessions), then the first 3 training sessions are free of charge, in order to give you the opportunity to decide whether volleyball or our club are right for you. From the fourth session, you will have two options: either to become a member or not.

If you prefer not to become a member, you can carry on attending our sessions paying a “pay as you go” fee, which means paying for each session you attend. “Pay as you go” fees are as follows:

Full price	£5
Concessionary price	£3

If you are or decide to become a member, you will need to pay a one-time fee, which is as follows:

Full member	£130
Concessionary member	£75

This can be paid either once at the beginning of the year, or in 2 instalments, one in September and one in October. These fees will cover all training sessions and allow you to attend any number of sessions a week, but they do not cover participation into competitions.

Details on what is required to obtain concessionary prices are available within our Constitution. Additionally, the Club Committee is open to consider extraordinary circumstances for people who cannot commit for a whole year (e.g. work, family, injury), but they are stable participants to the Club activities.

4 Duty of care & child protection

4.1 Sport England Clubmark Accreditation

Volleyball England has awarded Ipswich Volleyball Club with its Volley 1 Accreditation Award. The programme has helped the Club in understanding how to run the Club better, what areas needed to be worked on and given ideas of improvements on how we run things.

The Clubs’ coaches and committee, all of whom are volunteers, have worked very hard to develop the Club. Members can be assured that the Club offers a quality activity and coaching programmes in line with National guidelines. Work undertaken by the Club includes training in Child Protection awareness, developing codes of conduct and undertaking coach education and qualifications.



The Volley 1 award also means the Ipswich Club gains Sport England’s Clubmark award, Adam Keer Club Development Officer at Ipswich Borough Council qualifies that “by achieving Volley 1 and Clubmark, parents and children will know that the Club has been recognised by Volleyball England and Sport England for providing a safe and quality Volleyball activity”.

“The Club should be immensely proud of their hard work, and the fantastic service that they are providing to local children and their community.” Ipswich Borough Council’s Sports Development Unit is currently a lead agency in a national pilot project to extend Clubmark standards to all sports.

Over the past few years, Ipswich Volleyball Club has not been stranger to quality standards, boasting 1 junior member selected to represent England in the U18 squad and one other member to attend the England U15 training camp when aged just 12 years old.

The Club welcome all comers and abilities. If you would like to find out more about Ipswich Volleyball Club contact Gabriele Corliano on 07795980426, visit the Club website www.ipswichvc.org.uk, or contact Maidenhall Sports Centre on 01473 433622. If you would like to know more about Sport Accreditation Awards or Sport England Clubmark contact Ipswich Borough Council's Club Development Officer, Adam Keer on 01473 433513 or via email adam.keer@ipswich.gov.uk.



4.2 Equity policy 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 Volleyball England's definition of sports equity:

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

4.3 Child protection policy statement

The Club will abide by the Volleyball England Child Protection Policy. The Club 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.

Ipswich VC:

- 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:

- A child's welfare is the paramount consideration.
- A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
- 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".

The Club Child Welfare Officer
Eric Negus

4.4 Code of conduct for players

The essence of good ethical conduct and practice is summarised below. All players must:

- 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 Ipswich Volleyball Club 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

4.5 Code of conduct for club officials and 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 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

4.6 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

4.7 Junior Club Rules

Ipswich Volleyball Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Club Child Welfare Officer or the Chairperson.

As a member of Ipswich Volleyball Club you are expected to abide by the following junior club rules:

- All members must play within the rules and respect officials and their decisions
- All members must respect opponents
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Members must wear suitable kit – T-Shirt, Shorts, Indoor Training Shoes – for training and match sessions, as agreed with the coach/team manager
- Members must pay any fees for training or events promptly
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club

5 Forms

5.1 Membership form

Season: 20___/20___

Type of membership: Pay as you go Full (£130) Concessionary (£75)

Have you already filled in a membership form in the past? Yes No

If yes, please fill in your name and any changes in your personal information or health status. Then please sign the form and return to the treasurer.

Personal information

Name:

Address:

Postcode:

Home Telephone:

Mobile:

Email:

Date of Birth:

Would you like to be a team member? Yes No

Health declaration

Please detail below any important medical information that our coaches/junior coordinator should be aware of (e.g. epilepsy, asthma, diabetes etc.)

Upon acceptance into membership of Ipswich Volleyball Club, I understand that Volleyball is undertaken at my own risk. I agree that those in charge may give permission, on my behalf, to receive medical treatment. I accept and agree to abide by the club rules, policies and constitution of the club

Signed..... Date.....

Additional for junior members under 18

I agree to my son/daughter/child in my care taking part in the activities of the club. I understand that I will be kept informed of these activities. I understand in the event of injury and illness all reasonable steps will be taken to contact me, and to deal with that injury/illness appropriately.

Name of Parent/carer.....
Signature of Parent/carer..... Date.....

Disability

The Disability Discrimination Act 1995 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability? Yes No

If yes, what is the nature of your disability?

- Visual impairment
- Hearing impairment
- Physical disability
- Learning disability
- Multiple disability
- Other (please specify):

Emergency Contact Details

Please insert the information below to indicate the person(s) who should be contacted in event of an incident/accident.

Contact Name:

Emergency Contact Number(s):

5.2 Volunteer Agreement Form

Name of volunteer (coach/team manager/official):

Season:

All coaches/team managers/officials working within Ipswich Volleyball Club are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, coaches/team managers/officials should be aware of and adopt Ipswich Volleyball Club's own:

- codes of conduct for coaches/team managers/officials
- child protection guidelines
- equity policy statement
- safety guidelines

The club will ensure that its coaches/team managers/officials have a copy of each policy and guidance note that is relevant to their work. The club will listen and respond to matters that the coaches/team managers/officials bring to its attention in relation to their work and will support, where possible, their training needs.

I,, am familiar with Ipswich Volleyball Club's standards of practice named above and will adopt these in my work. I accept the responsibilities outlined in the attached task description.

SIGNED:

DATE:

Name:

NB Before a volunteer signs and returns the agreement, you should provide them with copies of all/some of the following:

- safety guidelines
- codes of conduct
- equity policy statement
- task description
- child protection guidelines

5.3 Incident/Accident Report Form

1. Site where incident/accident took place:

.....

2. Name of person in charge of session/competition:

.....

3. Name of injured person:

.....

4. Address of injured person:

.....

5. Date and time of incident/accident:

.....

6. Nature of incident/accident:

.....

.....

7. Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, e.g. training game, getting changed, etc.

.....

.....

8. Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):

.....

.....

.....

9. Were any of the following contacted:

Police:	Yes	No
Ambulance:	Yes	No
Parent/guardian:	Yes	No

10. What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session)

.....

.....

11. All of the above facts are a true and accurate record of the incident/accident.

SIGNED: DATE:

Name:

5.4 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
- If at Maidenhall Sports Centre alert the Maidenhall Sports Centre staff who will administer first aid, if at another venue administer first aid as required.
- In the event of an injury requiring specialist treatment, call the emergency service
- 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 medics
- Contact the injured person's parent/guardian

If at Maidenhall Sports Centre make sure that the sports centre staff dealing with the incident fills in an incident/accident report form. If at another venue an incident/accident form will require filling in.

6 Introduction to volleyball

Volleyball has come a long way from the dusty-old YMCA gymnasium of Holyoke, Massachusetts, USA, where visionary, William G. Morgan, invented the sport back in 1895. It has seen the start of two centuries and the dawn of a new millennium. Volleyball is now one of the big five international sports, and the FIVB, with its 218 affiliated national federations, is the largest international sporting federation in the world.

Over the last decade particularly, volleyball has witnessed unprecedented growth. With the success of its world competition such as the World Championships, Olympic Games, the US\$15 million World League, Grand Prix, World Cup, and World Grand Champions Cup, the level of participation at all levels internationally continues to grow exponentially.

The beach volleyball phenomenon, although hugely visible, is still just in its infancy. From the first FIVB World Tour event just over ten years ago, to the overwhelming spectator and television success of 'Beach' at the Atlanta 1996 and Sydney 2000 Olympic Games, beach volleyball has opened up Volleyball to a completely new market.

A brief history of volleyball

Volleyball is a complex game of simple skills. The ball is hit from up to 60cm above the height of a basketball hoop - that's about 3.65m - and takes 0.3sec to get from the spiker to the baseline receiver. That means the receiver must assess incoming angle, decide where to pass the ball and then control the pass in the blink of an eye. A purely rebound sport (you can't hold the ball), volleyball is a game of constant motion.

A team can touch the ball three times on its side of the net. The usual pattern is a dig (an underarm pass made with the forearms), a set (an overhead pass made with the hands) and a spike (the overhead attacking shot). The ball is served into play. Teams can also try to block the opponent's spike as it crosses the net. A block into your own court counts as one of your three touches in beach volleyball, but not in volleyball.

Power and height have become vital components of international teams, but the ability of teams and coaches to devise new strategies, tactics and skills has been crucial for success at the Games.

Volleyball was invented in 1895 in Massachusetts, the United States, by William Morgan. He was a friend of James Naismith, who had invented basketball at a nearby gym only four years previously. Volleyball was originally called mintonette.

There are six players on court in a volleyball team, who each must rotate position (clockwise) every time their team wins back service from the opposition. Only the three players at the net positions can jump and spike or block near the net. The backcourt players can only hit the ball over the net if they jump from behind the attack line, also known as the three-metre line, which separates the front and back part of the court.

Volleyball has developed into a very specialised sport. Most teams will include in their starting line-up a setter, two centre blockers, two receiver-hitters and a universal spiker. Only certain players will be involved with service reception. Players will also have specialist positions for attack and defence. Substitutions are allowed during the game.

In 2000, volleyball used a new scoring system. Teams scored a point on every rally, regardless of which team served. Formerly, a team could only win a point if it served the ball. Winning the serve back from the opposition was known as a side-out.

Matches are played best of five sets. The first four sets are played to 25 points, with the final set being played to 15 points. A team must win a set by two points. There is no ceiling, so a set continues until one of the teams gains a two-point advantage. Previously, all sets were to 15 points, with the first four sets having a ceiling of 17 and the final set requiring at least a two-point winning advantage.

Prior to Sydney 2000, the FIVB introduced a new specialist role: the libero. This player wears a different coloured uniform from the rest of the team and can be substituted in backcourt for any player on the team. The libero cannot serve, spike the ball over the net or rotate into the front-line positions, but plays a vital role for the team in serve reception and backcourt defence. There must be at least one point played between a

libero substituting off for a player and going back on the court for another player - hence he/she cannot be on the court for the whole game. The libero added an extra dimension to backcourt defence in 2000, improving the reception of teams, lengthening the rallies and giving a vital role to shorter players.

Service – A serve begins each rally. A player must hit the ball with his or her hand over the net to land inside the lines of the court. Players may serve underarm or overarm (hardly anyone at elite level would offer an underarm serve). A popular serve is the 'jump' or 'spike' serve: the player jumps and serves the ball while airborne. Players such as Italy's Andrea Sartoretti are devastating jump servers, able to serve at great speed with tremendous spin.

Each player gets only one chance to serve. A new rule means the serve can now touch the net and continue into the opponent's court. Before, a net touch on service ended the rally and the point was awarded to the receiving team. When the serving team loses a rally, it loses the right to serve. The receiving team then rotates one position on the court.

Dig – The 'dig' is a forearm pass that is used to control the ball and pass it to the setter at the net. It is usually the first contact by the team and an effective shot to use in defence, such as when receiving a spike. Nowadays, a specialist receiver called a 'libero' handles much of the team's serve reception and is pivotal in backcourt defence.

Set – The 'set' is an overhead pass used to change the direction of the dig and put the ball in a good position for the spiker. It is usually the team's second contact. Setting is the tactical centre of volleyball. A setter must be good enough to keep the big blockers from dominating the net. The setter must feed his or her best hitters while also looking for opponent's blocking weaknesses (such as a short player on the front line or a slow centre blocker).

Spike – Crack! The 'spike' is when the ball is hit or smashed across the net. It is the most powerful shot in volleyball - and the most effective way to win a rally.

Block – This is the first line of defence in volleyball. The objective of the 'block' is to stop the spiked ball from crossing the net or to channel the spike to defenders. The three front-court players share blocking. Teams usually opt for a 'read and react' block (whereby they try to react to the ball leaving the setter's hands) or for a 'commit' block (whereby they decide before the point whether to jump on the quick middle balls). The key to good blocking is penetration - the best blockers reach well over the net and into the opponent's court rather than reaching straight up, where they can be easily 'tooled' by quality hitters.

The ball

After testing many colours, the FIVB introduced a ball with yellow, blue and white panels at the World Championships in Japan in 1998. It replaced the traditional all-white ball.

The Rally Point System

In 1998 the FIVB also tried some different scoring systems. At its World Congress in October 1998, the FIVB ratified the 'rally point' system. Every rally would now earn a point. The first four sets are played to 25, but the winning team must be ahead by at least two points. The fifth set is played to 15 - and again the winner must have a two-point margin. The new system is designed to make the scoring system easier to follow and games faster and more exciting.

The libero

Since Atlanta 1996, the FIVB has also introduced a new specialised defensive player: the 'libero'. The libero can perform only as a backcourt player and may not play an attacking shot (when the ball is hit back across the net), serve or block. If the libero makes an overhead set of the ball in front of the 3m attack line, the ball may not be spiked over by the team. If the libero makes the same action behind the front zone, the ball may be freely attacked. The libero must wear a jersey with a different colour or design than those of other team members.

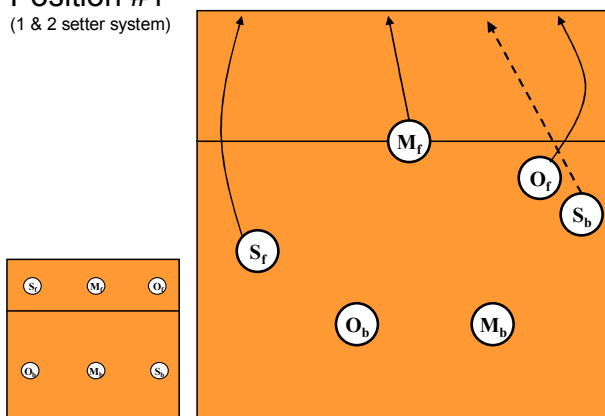
Rotation

Each of the six players on an indoor team rotates a position after winning back service from the opponent. This is the key to the tactics of indoor volleyball - you cannot simply keep your best blockers and spikers at the net or your best defenders in backcourt. After serving from position one, players rotate to position six (middle back), then position five (left back), position four (left front), position three (middle front) and position two (right front) before returning to serve.

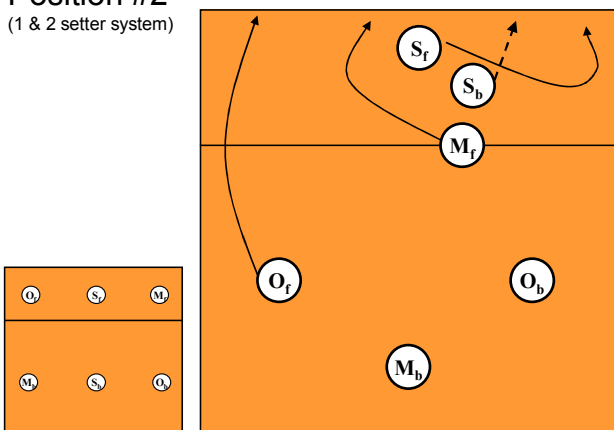
A team must be in correct rotation order before the serve is put into play. Once the ball is served, the players can move positions but backcourt players cannot move to the net to block or spike. They must make all attacking actions from behind the attack line (hence the advent of the backcourt attack to have great spikers participating in all six rotations). The rotation rule explains why a setter often appears to be 'hiding' behind his or her players before a point. The setter must be in proper rotation order before sprinting to the net or a point is given to the opposition.

Receiving positions

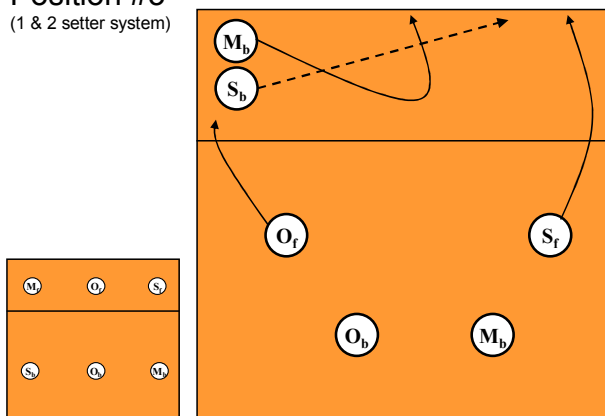
Position #1
(1 & 2 setter system)



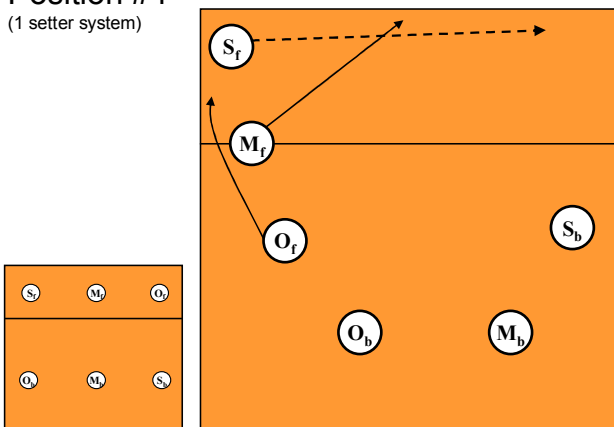
Position #2
(1 & 2 setter system)



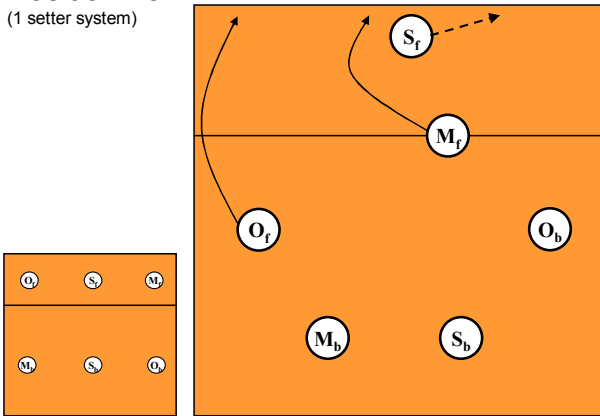
Position #3
(1 & 2 setter system)



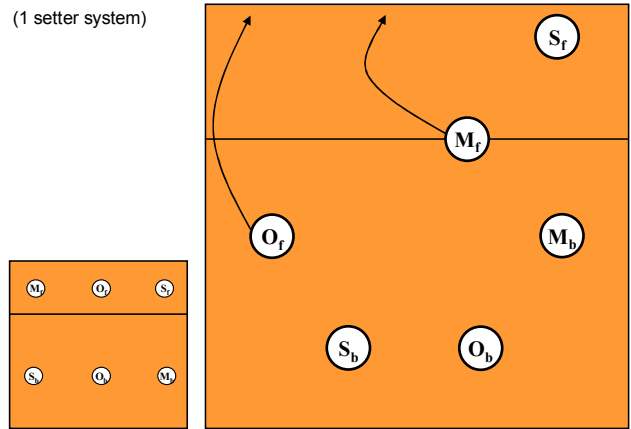
Position #4
(1 setter system)



Position #5
(1 setter system)

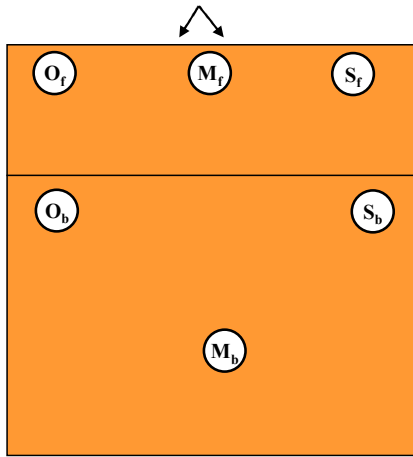


Position #6
(1 setter system)

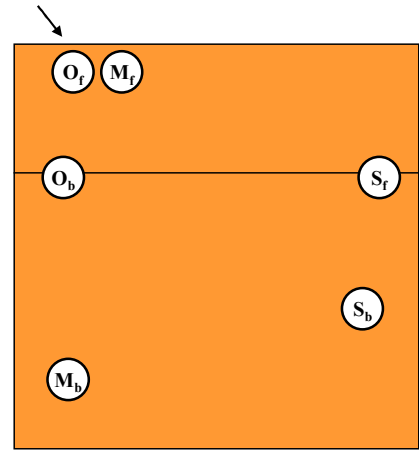


Defence positions

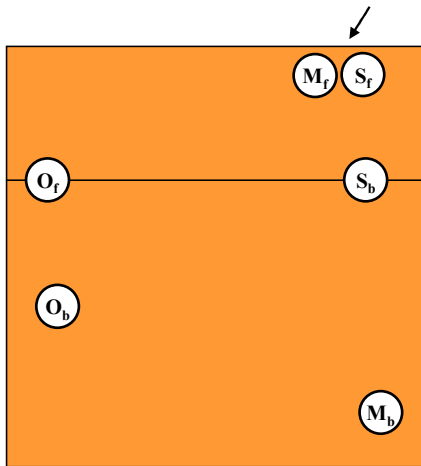
From 3
(starting position)



From 4



From 2



7 Ipswich VC 2008/09 Annual Report

7.1 Officers' reports

Chairman's report (Alan Turner)

This season has seen the club expand dramatically. We now run three training sessions per week, plus matches and tournaments.

The many new players that have joined has caused us to change the structure of Wednesday training to focus on beginners and social players. The coaches have worked hard to create interesting and stimulating training programs to develop players and many of the beginners will progress to join the other training sessions. Some of the ladies have already joined the 'Rocks' training on a Monday.

This season the Rocks team have enjoyed great success during many tournaments. Well done to all the players / coaches & supporters to make this such a winning team.

Volleyball in Suffolk has suffered from a reduction in clubs, so there have not been many matches played in Division 2 this season. The Sharks team has enjoyed some good volleyball matches in the league/cup & friendly games.

The Men's team is still becoming established, so with continued training will soon be able to compete in more matches against other teams.

Social events have been very enjoyable, particularly the Christmas Party (well done Lucy). But for the future, it would be good to get more support for other events throughout the year.

It has been good to be able to maintain the Club fees at the same amount & we plan to continue next year without any increase. But all players need to pay promptly, as it has been quite time consuming trying to chase up late payers.

New equipment has been purchased due to the growth of the club & a grant (obtained by the hard work of Ingrid).

Committee meeting this season have been quite enjoyable, but have involved a lot of hard work to get the action required for the club mark accreditation. This would not have been possible without the continuous efforts of Gabriele.

Many of us have been on training courses to meet the demands of the Clubmark. Thanks need to go to everyone for giving up their time to attend these sessions.

Being the Chairman has been quite a demanding role, but has been possible due to the help of the other committee members. Running a Club as successful as this, involves a lot of effort with such a small committee. What would help the most, is for a few more volunteers to help spread the workload.

Treasurer's report (Guillem Hernandez)

This year has seen a significant increase in the number of players joining the Club, which has almost doubled from the previous year. Although a few players have come and gone during the season, the Club has registered a total of 55 members (of which 40 full, 12 concessionary and 3 pay-as-you-go).

The increase in Club members has meant an increase in the amount of membership fees collected, which was about £4.5k in total.

Clearly, the main expense incurred by the Club throughout the season is the hire of the Maidenhall Sports Centre. Due to the increase in players, this year we had the extra expense of training sessions on Thursday evenings, starting from the end of March. In addition, our hall hire discount dropped from 45% to 40% from the beginning of October. In summary, the net expenditure on hall hire was about £3.3k.

Other expenses include the Club's affiliation with England Volleyball, registration for the various competitions entered by the Club's teams, registration for out coaches, training courses for our volunteers (which are required to retain our Clubmark) and website fees.

This year the club has received a £500 grant from Ingrid's employer (Southern Energy) which will be used to purchase new equipment for the Club.

Attached to this report is an interim set of figures for this year's accounts. A final set will be produced once the season is finally over and all the payments and expenses for the season have been registered.

In summary, this season the Club has made a profit of just over £600, which leaves us with about £1.8k in the Bank. This leaves the Club in a very good financial position going into next year.

Assuming that the number of Club members remains at the same level, we predict that next season the Club will be able to afford Wednesday and Thursday training sessions without a need for an increase in membership fees. Therefore, the recommendation is to maintain fees for next year at their current level. Clearly, this decision can be reviewed by the Club's committee as necessary.

Head coach's report (Marc Wennink)

The main challenge for coaches in our club has always been to give different people, of different ages, with different levels of experience and ability, and with different attitudes to the game, all the opportunity to play volleyball in the way they enjoy most. Over the last two years, we have made considerable progress towards this goal. Thanks to a steady increase in our membership, we can now support and afford four different training groups.

The first group is my own group of newcomers. I have really enjoyed coaching the ten or so novice players that joined our club in the course of this year. And they have all, without exception, made huge steps forward. I look forward to coaching the same bunch next season, although there is a good chance that some of them will have made so much progress that they will be better off without me and join one of the other groups. With a little bit of luck, we will attract more newcomers to keep this group as fresh and enthusiastic as they have been all this year.

The second group is the social group. I am very grateful to Eric for running their sessions for the last few months. This group harbours some of the club's most faithful members and I am very happy that we have managed to open a session especially for them. No complicated drills, no tough fitness regime; just a friendly group of people playing a friendly game of volleyball. Several of the social players played in the Sharks, the team we entered in the Suffolk Social League. This league wasn't really a great success, because the difference in strength between the teams was a bit too big. The Sharks finished in third place, ahead of their main rivals from the prison and the Stowmarket Stingers.

The third training group is built around our (soon to be) competitive men's team. Paulo has very kindly offered his time to this group. As the Moles, they took part in two of the regional tournaments in Norwich. At the first tournament they finished in a very creditable fourth place, but they also lost Gabriele for a couple of months due to injury. A number of other players were also injured during some part of the season and that is probably one of the main reasons why attendance levels for their Thursday training sessions have fluctuated so much. Hopefully, things will stabilise next season and we can build a team of experienced old stars and talented youngsters that can compete seriously at the Norwich tournaments.

And then last but not least, there is our flagship ladies team, the Rocks. Gabriele has done a great job in coaching this group of enthusiastic and talented girls. They have dominated the regional tournament series, beating some stiff competition from the UEA and Is it in? to earn the right to represent the East of England at the Regional Champions Trophy in Kettering. And there they won their first five games, only to be beaten by Plymouth in their final match. A fantastic second place at the end of a fantastic season! The question is if the Rocks can be as successful next year. It is not entirely certain that we can keep the whole team together. But there is no real need to worry, as Gabriele is already preparing some of the youngsters to stake their claim for a position in the starting line-up.

7.2 Major changes (as approved by AGM)

New officials

Chairman: Alan Turner alant@Morrison.Com

Vice-chairman: Gabriele Corliano gab@ipswichvc.org.uk

Secretary: Gabriele Corliano gab@ipswichvc.org.uk

Treasurer: Guillem Hernandez guillem.hernandez@bt.com

Fixture secretary: Alan Turner alant@Morrison.Com

Youth development Officer: Eric Negus eric_negus@yahoo.co.uk

Child Welfare Officer: Eric Negus eric_negus@yahoo.co.uk

Volunteer Coordinator: Alan Turner alant@Morrison.Com (as chairman)

Head coach: Marc Wennink marc.wennink@bt.com

Coaching Staff: Lucia Corliano, Gabriele Corliano, Anna Ziobrowska, Eric Negus

DDA compliance officer: Marc Wennink marc.wennink@bt.com (as head coach)

Website officer: Gabriele Corliano gab@ipswichvc.org.uk

Press officer: Alan Turner alant@Morrison.Com

Social secretary: Lucia Corliano lucia.h@btinternet.com

First Aiders: Eric Negus, Gabriele Corliano, Lucia Husarova, Dominika Lewandowska

Teams and competitions

Team	Description	Competitions
Ipswich Moles	Men, intermediate/advanced	<ul style="list-style-type: none"> Men's Eastern Volleyball League Men's Suffolk Volleyball Cup Suffolk open tournament series Ipswich VC internal tournament series
Ipswich Rocks	Women, intermediate/advanced	<ul style="list-style-type: none"> Women's Eastern Volleyball League Suffolk open tournament series Ipswich VC internal tournament series
Ipswich Sharks	Mixed, social	<ul style="list-style-type: none"> Suffolk open tournament series Ipswich VC internal tournament series

Training sessions

Training session	Day	Time	Venue
Women	Wednesday	8-10pm	Maidenhall Sports Centre
Social	Wednesday	8-10pm	Maidenhall Sports Centre
Beginners	Thursday	8-10pm	Maidenhall Sports Centre
Men	Thursday	8-10pm	Maidenhall Sports Centre

7.3 Club development progress 2008/09

Vital statistics

Total number of members	47
Women	18
Men	29
Under 18	6
Adults	41
Volunteers	8
Adult volunteers	8
Volunteers under 18	0

Volunteer development

#	List of required training courses	Roles requiring the course	Most recent attendees	Most recent dates
1	Valuing your sports volunteers (scUK) – 2 attendees	Chairman, Secretary, Volunteer coordinator	Rob Hughes	On paper certificate
2	Safeguarding and protecting children (scUK) – 3 attendees	Club Welfare Officer, Coaches	Gabriele Corliano Eric Negus Lucy Husarova	2007/08
3	Equity in your coaching (sc UK) – 2 attendees	Coaches	Marc Wennink Gab Corliano	Registered
4	A club for all (Running sport) – 2 attendees	Chairman, Secretary, Volunteer coordinator	Alan Turner Simon Papworth	2007/08
5	First Aid in Sport (P&K Training Services) – 2 attendees	Coaches, Club Welfare Officer	Eric Negus Gabriele Corliano Lucia Husarova	2007/08
6	Including Disabled People in PE and Sport (EFDS) – 2 attendees	Coaches, Club Welfare Officer	Marc Wennink Gab Corliano Eric Negus	
7	Coaching (level 1) – 2 attendees	Coaches	Marc Wennink Lucia Husarova Gab Corliano	2007/08
8	Coaching (level 2) – 2 attendees	Coaches	Marc Wennink Gab Corliano	
9	Referee (grade 4) – 2 attendees	Coaches, any member	Alan Turner Lucia Corliano Ingrid Chittenden	On paper certificate
10	Referee (grade 3) – 1 attendee	Coaches, any member	Chris Watson (left club)	

7.4 Club development outlook 2009/10

The season 2008/09 we have undertaken a major review of our Clubmark accreditation. The outcome is currently available in our most recent development plan on www.ipswichvc.org.uk. The outlook for season 2009/10 is one where the club, in rapid expansion over the past two years, will have to stabilise, in terms of members, players, teams, competitions, and Clubmark processes.

The Chairman
Alan Turner

8 Volunteer role descriptions

8.1 Club chairperson

Role description

To co-ordinate the affairs of (insert club name) Volleyball 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 (insert name) Volleyball Club
- To chair and control the meetings of the management committee and AGM
- Be familiar with the constitution of (insert club name) 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.

8.2 Vice-chairperson

Role description

Responsible To: The Club Committee

Skills/qualities required

- Knowledge of the Club
- Good leadership skills
- Good communication skills
- The ability to commit to ___ hours per week/month

Main Duties

- Deputise for the Chairperson when necessary.
- Attend all meetings of the committee.

- Support the Chairperson to ensure the aims of the club are upheld.
- To help promote and market the image of the Club.
- To support the decision making process whenever the need arises, in consultation with other officers when appropriate.
- To contribute to enhancement of the performance of the committee, and the club as a whole.
- Support the Chairperson to motivate and support committee members.

8.3 Club secretary

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

8.4 Treasurer

Role description

To manage (insert club name) volleyball club 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

8.5 Club Child Welfare Officer (CCWO)

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 Volleyball England (VE)
- Help the club follow the guidelines laid down in VE 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 VE 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 VE 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 VE Chief Executive
- Refer any concerns and/or allegations to VE Chief Executive immediately using the Child Protection Referral Form
- Ensure coaches, officials, volunteers, parents/guardians and juniors have access to VE Child Protection Policies and Procedures documents
- Undertake relevant training as required
- Attend the AGM and other relevant meetings, deal with issues as and when they arise.

8.6 Head coach

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 at NAME OF VENUE on DAY(S) from 8pm to 10pm
- To prepare all coaching sessions beforehand
- To work with and include NAME OF ASSISTANT COACH(ES) 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 coaching sessions on a weekly basis.

8.7 Coach

Role description

- Provides effective supervision of volleyball players in the generic areas of practice and competition;
- Plans and runs training sessions as agreed, which will provide development and fun to club members;
- Makes team selection in a fair and non discriminatory manner whilst having reasonable regard to the assessment of the overall capability of any individual to meet the demands of the situation faced by the team;
- Makes reasonable efforts to maintain a suitable level of up to date coaching knowledge;
- Is familiar with relevant Volleyball England policies and codes of conduct, in particular NVL rules, coaches rules of conduct and Child Protection policy;
- Occasionally represents the Club at local or regional meetings relating specifically to • volleyball;
- Works cooperatively with the Club Committee members;
- Effectively communicates volleyball schedules and results to the Club;

- Cooperates with other coaches in order to establish competitive volleyball schedules;
- Coordinates all team travel and similar responsibilities for out-of-town volleyball matches;
- Develops and maintains a system to provide accurate records regarding individual and team performance;
- Coordinates with the Club Committee the purchasing of supplies and equipment to support the volleyball training;

Minimum Qualification, Skills and Abilities

- Minimum of Level 1 Volleyball Coach
- Objective evaluative skills in the areas of physical potential and mental development related to volleyball;
- Working knowledge of rules and strategies related to volleyball;
- Effective planning and organisational skills;
- Ability to effectively communicate with players, parents and Club Committee;
- Ability to work cooperatively with players, parents, Club Committee, schools and other clubs to support the continued enhancements and development of volleyball;
- Ability to develop an organised program of training to ensure success in volleyball competition;
- Possess the physical skills necessary to demonstrate volleyball techniques

8.8 Assistant coach

Role description

Responsible To: The Club Committee

Skills/qualities required

- A Minimum Level I Qualification and be registered with the English Volleyball Association (EVA)
- Experience of planning and delivering coaching sessions
- The ability to work as part of a team
- Excellent communication and inter-personal skills
- The ability to commit to ___ hours per week

Main Duties

- To prepare where necessary, and deliver a programme of volleyball coaching sessions, as directed by the Head Coach.
- To take full responsibility for the Club's coaching sessions in the absence of the Head Coach.
- To work alongside the Head Coach to coach/teach/instruct skills and techniques and knowledge as defined by the English Volleyball Association.
- To help in the recruitment and selection of players for the Club's Team.
- To help maintain the safety and welfare of participants during coaching sessions.
- To assist the Head Coach in maintaining up to date records of participants attending the coaching sessions and that the appropriate paperwork is completed i.e. registers, consent forms.
- To assist the Head Coach with the collection of participants coaching fees, where necessary, in accordance with the Club's Policies and Procedures.
- To inform the Head Coach, in advance, of any sessions you cannot attend.

- To display consistent high standards of behaviour in accordance with the EVA Code of Conduct.
- To understand and implement relevant policies and procedures such as the Data Protection Act, Health and Safety, Equal Opportunities, Child Protection and Coaches Code of Conduct.
- To attend relevant training as required.

A Criminal Records Bureau Enhanced Disclosure process applies to this post. Appointment of this position will be dependant upon the outcome of this process.

8.9 Junior development officer

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

8.10 Volunteer coordinator

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 attended the Running Sport workshop 'Valuing Your Sports Volunteers' (not applicable for Side-Out or Volley 1)
- 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

8.11 Website officer

Role description

Responsible To: The Club Committee

Skills/qualities required

- Knowledge of Web development and design, using relevant web tools
- Ability to work under pressure and to deadlines
- Good communication skills, both written and oral
- Project management skills
- Well organised, methodical and with a keen eye for detail
- The ability to accept positive comment and constructive criticism
- The ability to commit to ____ hours per week/month

Main Duties

- Responsible for developing and/or maintaining the Club's Website for the benefit of the Club's members.
- Responsible for the layout and design of the Club's Website.
- Regularly update the Club's Website to contain current information regarding events, fixtures/results, relevant articles, photographs etc.
- Checking information for spelling mistakes and grammatical errors.
- Construct/maintain an online discussion board so that members can write their views/comments.
- Ensure that the contents of the Club's Website contains material that is considered inoffensive to any Club member or anyone outside of the Club who may view the Website.
- Seek to ensure there is a suitable level of security regarding access to the Club Website.
- To work with a variety of people within and connected to the Club to provide information and content for the Club's website.
- To monitor the level of usage of the Club's Website.

- To develop links with volleyball and other relevant sites.
- To attend relevant meetings.

8.12 Social secretary

Role description

Responsible To: The Club Committee

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:
 - Club Disco
 - Club Annual Awards Evening
 - Quiz Night
 - Race Night
 - Curry Night
 - End of Season Team Celebration Night
 - Karaoke Evening
 - Christmas Party
 - Theme Nights e.g. Irish Evening etc
- 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 e.g. catering, bands, DJ, restaurant etc.
- 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.

8.13 Communications & promotions officer

Role description

To promote and publicise club information and be the main lead on sponsorship issues

Skills/qualities required

- Be well organised

- Good communicator
- Possess a sound knowledge of the club
- A background/understanding of promotion and marketing is desirable
- Word processing access would be advantageous

Main duties

- Produce a regular form of communication i.e. newsletter, website that is circulated to members
- To help co-ordinate and raise awareness of events and clubs/teams positions in leagues and tournaments
- Establish a working relationship with local media
- To promote and publicise the club positively
- To actively seek sponsorship

Commitment

Attend the AGM and other relevant meetings, on going weekly responsibility