

Club Handbook

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Mission Statement

Haughton Volleyball Club aims to promote and encourage volleyball to players of all ages and abilities by providing an environment where individuals can play volleyball recreationally and competitively, whilst maintaining a safe, fun and equitable environment.

1. Constitution

a. Club Name

The Club shall be known as Haughton Volleyball Club.

b. Objectives

The Club aims to encourage players of all ages, occupations and social backgrounds to participate in sport by providing a safe, structured and equitable environment where individuals can play volleyball recreationally or competitively. The objectives of the Club are:

- a) To play volleyball and promote it within the local community
- b) To offer coaching and competitive opportunities in volleyball
- c) To participate in appropriate volleyball competitions
- d) To provide all its services in a way that is fair to all members
- e) To ensure a duty of care to all members
- f) To interpret the rules and regulations as published by the EVA

c. Membership

The Club is open to everyone, irrespective of their age, gender, disability or ethnicity. All members contribute financially to sustain the Club by paying fees. The Club shall consist of no less than **six** fully paid up members. The fees are determined on an annual basis at the Annual General Meeting (AGM) and are necessary to cover the operating expenses that the Club incurs e.g. affiliations to local and national institutions, assets (such as volleyballs and nets) and the hire of the sports hall for training sessions and matches. The level of contribution of each member is governed by the pricing policy below.

- i. Pay as you go – these individuals do not have a long term commitment with the Club and are entitled to attend training sessions as and when they are available. They are not eligible to attend the Annual General meeting.
- ii. Adult member – these individuals are over 18 years of age on 1 September in the relevant year. They are eligible to participate in training sessions and be a member of the Club's local league teams. They are able to participate in competitions and are eligible to attend the Annual General Meeting.
- iii. Adult NVL Member: – these individuals are over 18 years of age on 1 September in the relevant year. They are eligible to participate in training sessions and be a member of the Club's teams. They are able to participate in all competitions including NVL and are eligible to attend the Annual General Meeting.
- iv. Student Member – these individuals are over 16 years of age on 1 September in the relevant year but are still in full time education. They are eligible to participate in training sessions and be a member of the Club's teams. They are able to participate in competitions and are eligible to attend the Annual General Meeting.
- v. Junior member – these individuals are under 16 years of age on 1 September in the relevant year and are still attending school. They are eligible to participate in training sessions and be a member of the Club's teams. They are able to participate in competitions and are eligible to attend the Annual General Meeting.

d. Managing Committee

The Club's organisational structure is set out in this document. All functions required for the Club to operate effectively should be allocated to responsible members by election annually at the Annual General Meeting.

The Club shall have the following officers:

- a) Chairperson
- b) Club Secretary
- c) Treasurer
- d) Child Welfare Officer
- e) Junior Development Officer
- f) Social Media Officer
- g) Social Secretary

The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club. They will make decisions regarding the running of the Club, which includes the organisation of matches, training, tournaments, entries and coaching, any matters arising not provided for by the constitution and any disciplinary matters. The Committee will meet at least once a month and the quorum necessary for any decision shall be **three**.

Any items to be voted on at the Committee meeting must be presented to members at least 1 week prior to the meeting or at the discretion of the Chairperson.

The Committee may delegate any of its duties to sub-committees where necessary. Any sub-committee formed shall conform to any regulations that may be imposed on it by the Managing Committee.

e. Finance

The Treasurer will be responsible for the finances of the Club and all Club monies will be banked in an account held in the name of the Club. All cheques etc drawn on the account shall be signed by two named members.

The financial year of the Club shall end on 31st March and an updated statement of accounts, up to and including this date, shall be presented at the AGM.

In the event of dissolution, the funds remaining shall be devoted to other organisations whose aims and objectives are similar to those of the Club and to other purposes approved by the Commissioners of Customs and Excise.

f. Annual General Meetings (AGMs)

The Annual General Meeting will usually be held in April. Not more than 15 months may lapse between AGMs of the Club. At least 2 weeks notice will be given to all members of the Club, specifying the place, date and time of the meeting along with the agenda.

The Annual General Meeting will decide all matters relating to subscriptions and organisation of the Club. Each member will receive one vote and all resolutions, with the exception of decisions on changes in the constitution, shall be decided by a simple majority. Alterations to the constitution may only be effected by a 2/3rd majority vote and only at an Annual or Extraordinary General Meeting.

The Committee has the right to call an Extraordinary General Meeting (EGMs) outside the AGM or within 1 months of a written request by at least six members of the Club.

g. 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 outcome of the meeting 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 meeting. The Committee has the power to take appropriate disciplinary action including the termination of membership.

There will be the right of appeal to the Committee against any decision made. The appeal should be submitted, in writing, accompanied by a deposit of £1. This will be refunded if the appeal is upheld.

h. 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 be devoted to other organisations whose aims and objectives are similar to those of the Club.

i. Declaration

Houghton Volleyball 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 _____

2. Training Sessions

Training sessions take place at Darlington Education Village and run from the first week in September to approximately the last week in June, although this end date can be negotiated subject to player availability. The Club does not generally train during the school holidays.

The training sessions are organised as follows:

Day	Time	Session
Tuesday	6pm – 8pm	Mens (all abilities)
Friday	7pm – 9pm	Womens (all abilities)

Some sessions will be designated as Mens or Ladies National League sessions and this will be communicated via the Club website.

3. Teams & Competitions

For the 2013-14 season, the Club will have the following teams:

Team	Description	Competitions
Darlington Haughton (MNVL)	<ul style="list-style-type: none"> Men Intermediate/Advanced 	<ul style="list-style-type: none"> Division 2 National League National Cup
Darlington Haughton (Womens)	<ul style="list-style-type: none"> Ladies Intermediate/Advanced 	<ul style="list-style-type: none"> Northern Counties League
Haughton 1	<ul style="list-style-type: none"> Mixed Social all abilities 	<ul style="list-style-type: none"> Tees Valley local league
Haughton 2	<ul style="list-style-type: none"> Mixed Social all abilities 	<ul style="list-style-type: none"> Tees Valley local league

Match fixtures are published on the Club website and notifications will be sent via the Club's Heja account.

4. Membership Fees

If you are new to the Club (i.e. you have never attended a session before), then the first three training sessions are free of charge, in order to give you the opportunity to decide whether our Club is right for you. From the fourth session there are a number of options available if you wish to become a member of the Club.

Membership Type	Recreational/Local League		National League	
	Monthly	Annual	Monthly	Annual
Adult Member	£15	£180	£25	£300
Student Member	£15	£60	£15	£180
Junior Member	£10 one off fee plus £1 match fee			
Pay as you go	£5 per training session (not eligible for matches)			

Membership fees can be paid monthly or annually as follows:

Monthly	Annually
By standing order to the club bank account on any day of the month	By cheque or cash to the Treasurer by 31 st May

You will not be able to participate in any competitive matches until you have set up your standing order or have paid your membership fees in full. The Managing Committee is open to consider extraordinary circumstances for people who cannot commit for a whole year (e.g. due to work, family, injury) but are stable participants to the Club activities.

5. Communication

Website

Information about the Club, including forms and up to date match and training session information, can be found on the Club website:

www.haughtonvolleyballclub.weebly.com

We are always looking for help, so if any members would like to get involved with updating the website, please contact a member of the Committee.

Heja

The Club also uses a system called Heja to notify members of upcoming training sessions and matches and to establish player availability. When you register with the Club, you must register your name, email address and mobile phone number with Heja to be kept up to date.

Club code: EQ-130174, Womens: QG - 350518, Mens: , Juniors: CF-998816.

The service is free to join and you will receive a notification about a match or training session that you are involved in is sent out. You will be asked to respond on the app as to whether or not you are available.

6. Codes of Conduct

Please read the following information carefully. By joining Haughton Volleyball Club, you are agreeing to adhere to these standards of behaviour.

Players

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
- 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
- Use correct and proper language at all times
- Accept success and failure, victory and defeat equally
- Make every effort to attend Club training sessions
- Resist any temptation to take prohibited substances or use prohibited techniques

Volunteers and Officials

All volunteers and officials must:

- Consider the wellbeing and safety of players before the development of performance
- Develop an appropriate working relationship with players, 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
- 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 players to obtain personal benefit or reward
- Encourage players to value their performances and not just results

Parents and Guardians

All parents and guardians must:

- 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 performance of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept official's judgements
- Support your child's involvement and help them to enjoy their volleyball
- Use correct and proper language at all times

7. Equity Policy

Haughton volleyball Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the English Volleyball Association’s definition of Sports Equity:

“The English Volleyball Associate (EVA) supports the principle of equal opportunities for all participants, members, representatives and employees whilst working for or on behalf of the EVA. 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, 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.

8. Committee Roles & Responsibilities

The Club has elected the following members to the Managing Committee for 2013-14:

Role	Name	Contact details
Chairperson		
Club Secretary	Jake Hardy	
Treasurer	Lauren Kaps	
Child Welfare Officer		
Junior Development Officer		
Social Media Officer	Laura Hailes	
Social Secretary	Anthony Smith	

The duties and responsibilities associated with the roles on the Managing Committee are described below:

<p>Chairman - Responsible for co-ordinating the affairs of the Club</p> <ul style="list-style-type: none"> ● To chair and control the meetings of the Committee and AGM ● Be familiar with the constitution of the Club, the general rules for committee procedure, current affairs and business in hand ● Oversee decision made by the Committee and other personnel ● Present the annual report and account in conjunction with the Secretary and Treasurer ● Consult with the Secretary regarding the content of the agenda and minutes of Committee meetings ● Maintain open communication channels with members of the Committee and inform them of any instant decisions taken
<p>Treasurer - Responsible for the finances of the Club and maintaining accurate financial records</p>

- To produce an annual budget and monitor expenditure throughout the year
- 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
- Report to the Committee regularly on the financial position of the Club

Secretary - Responsible for receiving and disseminating information effectively and ensuring the smooth running of Club administration

- To liaise with the Chairman regarding the content of Committee agendas
- Take minutes at Committee meetings and distribute copies to Committee members
- Be the main contact for the Club
- Respond to any correspondence as appropriate
- Pass on information received to relevant parties

Junior Development Officer – Required to manage junior development at the Club

- Responsible for the co-ordination and implementation of the Junior development programme
- To manage the volunteer coaches as necessary
- To ensure that appropriate policies and guidelines are in place for junior members and those people working with juniors
- To manage problems and issues arising from the junior section
- To work with other agencies, such as local schools and local sports authorities to improve/sustain Club membership
- To review the activities of the junior section through feedback and evaluation on an annual basis

Club Welfare Officer - Responsible for the implementation of good practice and child protection policies within the Club

- 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 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 of acting on behalf of the Club who will come into contact with juniors complete a Personal Disclosure Forms
- Forward a copy of an individual's 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

