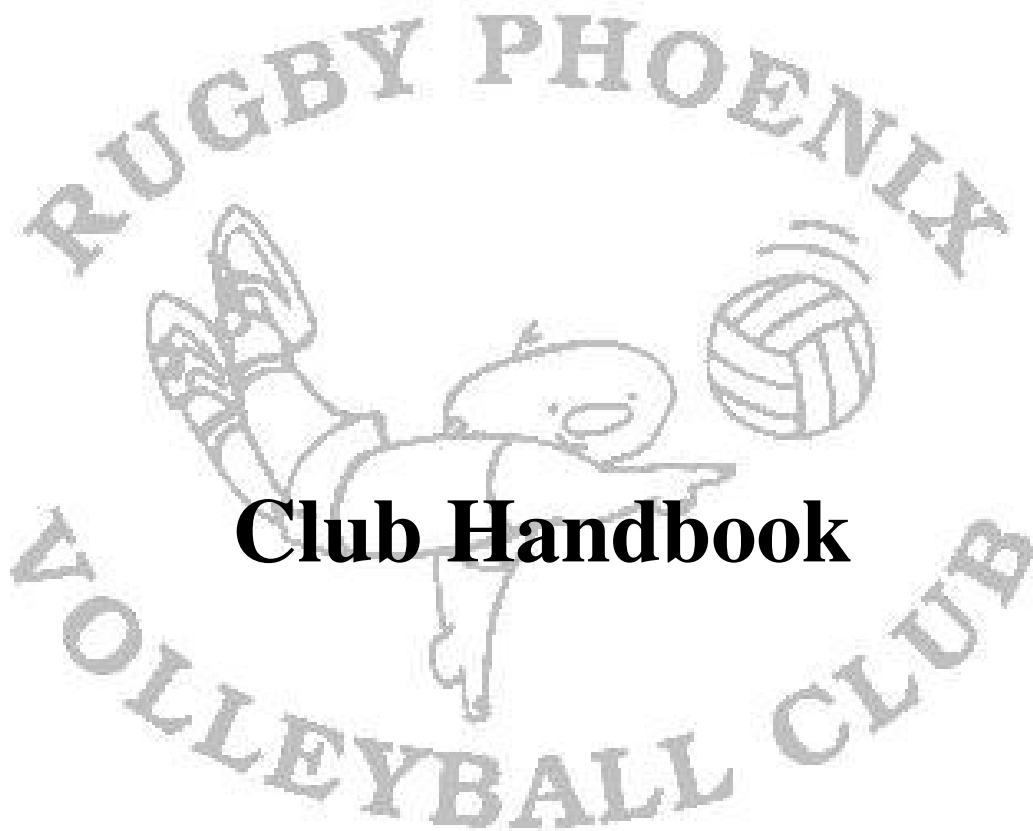


# **Rugby Phoenix Volleyball Club**



## **Club Handbook**

Published : October 2007

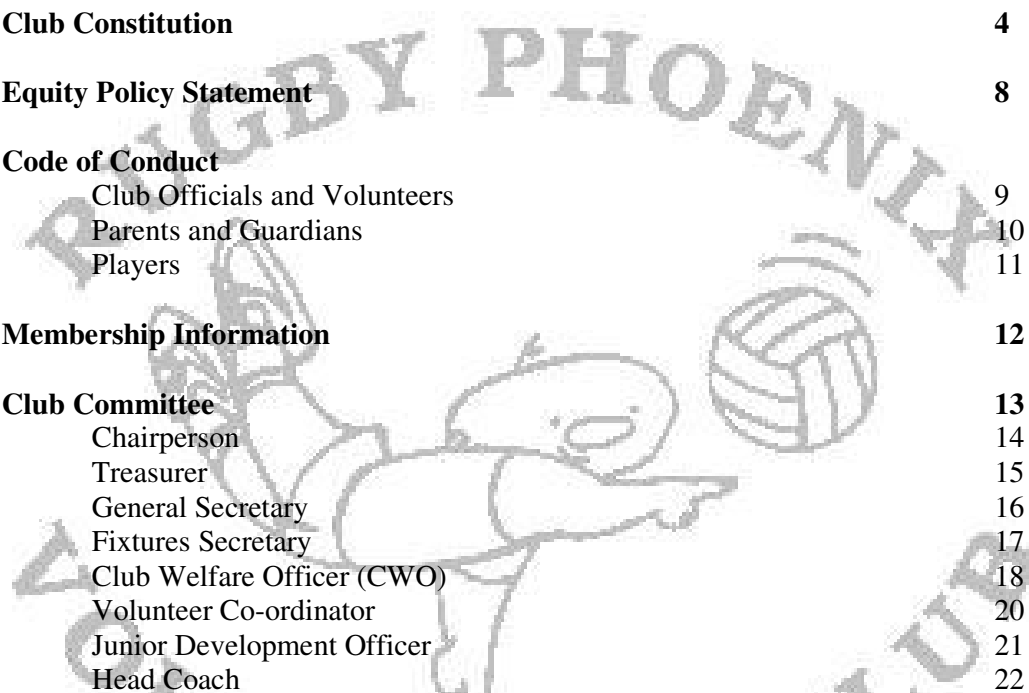
To be reviewed: May 2008

# Rugby Phoenix Volleyball Club

Website: [www.geocities.com/rpvc2001](http://www.geocities.com/rpvc2001) ::: Club Shop [www.http://buy.at/rpvc](http://buy.at/rpvc)

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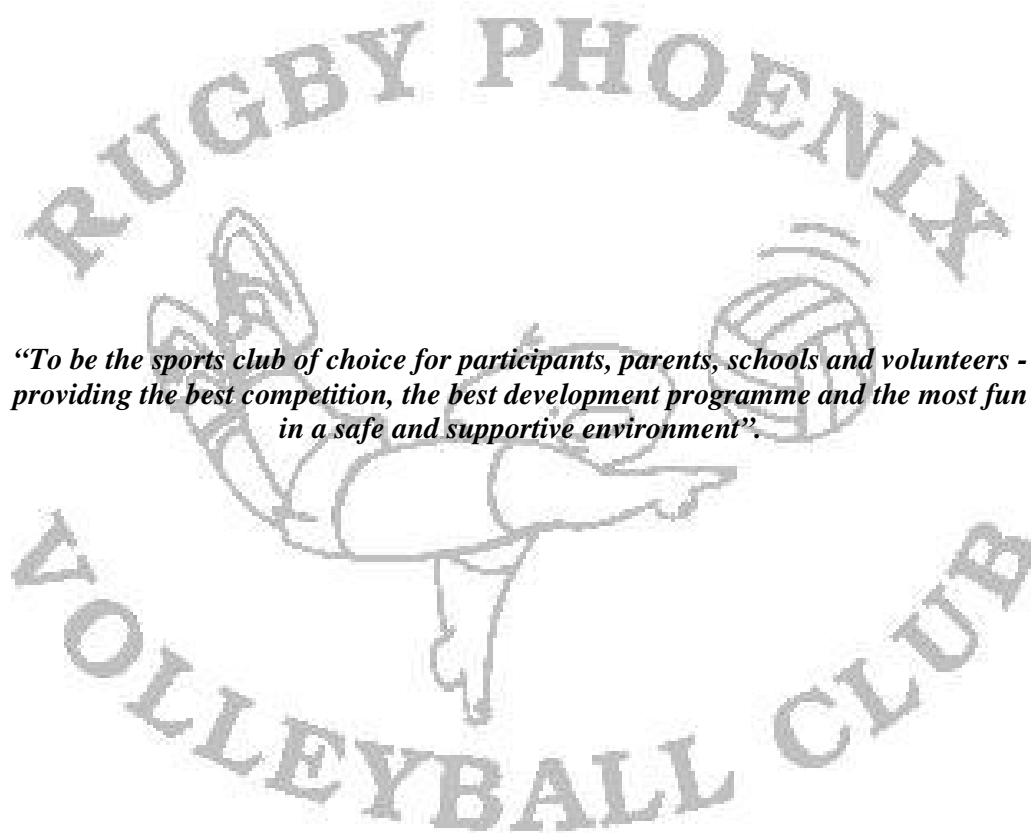
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## Mission Statement



*“To be the sports club of choice for participants, parents, schools and volunteers - providing the best competition, the best development programme and the most fun in a safe and supportive environment”.*

# Club Constitution :

## As approved at the 2007 AGM

### 1) General

- a) The name of the Club shall be the Rugby Phoenix Volleyball Club (hereinafter known as the "Club").
- b) The Club shall be affiliated to the following:
  - i) English Volleyball Association
  - ii) West Midlands Volleyball Association
  - iii) Warwickshire Volleyball Association
- c) The Club shall be bound by the rules of the Associations listed in 1 b.

### 2) Aim and Membership

- a) The aim of the Club is to promote and encourage the game of volleyball to the highest possible level.
- b) The Club shall be open to all who are interested in promoting and playing volleyball in accordance with the Club Constitution and rules.
- c) The Club believes that every young person that takes part in volleyball should do so in an environment where they feel safe and protected from harm. The Club will adopt and follow the guidelines given by the EVA Child Protection documentation.

### 3) Club Officers

- a) The following Executive Officers shall be elected at the AGM. Executive Officers have full voting rights at Committee meetings (but see 3 a i)
  - i) *Chairman*. Is to be elected to see to the constitutional running of the Club and all its meetings. The Chairman shall have no vote at any meeting, unless a casting vote is required. In the case of a casting vote being required on a decision, the Chairman will have the casting vote.
  - ii) *Secretary*. Is to be elected to see to the day-to-day running of the Club including liaison with the treasurer.
  - iii) *Treasurer*. Is to be elected to deal with all matters relating to Club finance, and to submit a statement of account to the Committee at regular intervals as required.

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- iv) *Coach*. Is to be elected to deal with matters relating to coaching, and is responsible for overseeing the selection of team members.
  - v) *Club Welfare Officer*. Is to be elected to implement and manage good practice and child protection policies
  - vi) *Fixtures Secretaries*. Are to be elected as required to deal with matters relating to league and cup fixtures.
- b) The Executive Committee shall have the power to co-opt Committee members to assist in the running of the Club as required. Co-opted Committee members are not permitted to vote on Committee matters. Such co-opted members might include:
- i) *Marketing Secretary*. To promote the Club and its activities and to recruit new members.
  - ii) *Social Secretary*. To arrange Club dinners and informal social events.
  - iii) *Equipment Secretary*. To ensure that Club equipment is maintained in a reasonable condition and is available for matches as required.

## 4) The Executive Committee

- a) This shall consist of the officers listed in 3 a.
- b) Meetings are to be held as required with at least four in a year.
- c) It shall have the power to call an Extraordinary General Meeting should the need arise in compliance with 6 c, but not bound by any clause of section 10 of this constitution.

## 5) Powers of The Committee

- a) The Committee has the right to suspend/expel from the Club any member who infringes the Club constitution or Club rules.
- b) The Committee shall deal with the day to day running of the Club and Club policy.
- c) The Committee shall have the exclusive power to co-opt members to assist in the running of the Club.
- d) The Committee shall have power to set up sub-committees to deal with specific items. Sub-committees must be chaired by an Executive Committee member.
- e) Each Executive Committee member has only one vote (but see also 3 a i).
- f) The Committee shall not have the power to alter the Club Constitution.
- g) The Committee shall not have the power to vote on any matter unless there is a quorum of Committee members present, excluding the Chairman.
- h) The Committee shall have the power to revise/alter the Club rules at any Committee meeting after reasonable notification of the proposed alteration has publicly been given to Club members.

## 6) The Annual General Meeting

- a) This shall be held once a year, at the end of the scheduled season in May.
- b) Any business to be brought before the AGM must be submitted IN WRITING to the Secretary not later than five days before the day of the meeting.
- c) The Secretary is to notify all current Club members of the date of the AGM at least 14 days before the date fixed for the AGM.
- d) The AGM shall receive reports from Executive Committee members and Co-opted Committee members as required.
- e) All Executive Committee members shall be elected at the AGM.
- f) Voting shall be as follows:
  - i) Each Club member has one vote (including Committee members), but see also 3 a i.

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- ii) A member may NOT use an absent member's vote under any circumstances.
- g) Changes to the constitution are made as follows:
  - i) The AGM shall have the power to alter the constitution, provided that TWO-THIRDS of those present vote in favour.
  - ii) No vote can be made to alter the constitution unless more than 40% or eight members of the club, whichever is least, are present.
- h) Any Club member who has not paid his/her subscription/registration fees is not allowed to vote at the AGM.

## 7) Election of Officers

- a) Officers may stand for re-election either for another office, or for the office which he/she holds at the time of the AGM.
- b) Nominations are made as follows:
  - i) The names of prospective officers must be given in writing to the Chairman with the names of a proposer and seconder before the meeting.
  - ii) Neither proposer nor seconder may vote for another candidate for the same office as their own candidate.
  - iii) In the event of no/few nominations for office, the Chairman may accept nominations from the floor, duly proposed and seconded.
- c) A proposer and seconder may only propose and second one candidate for each office.
- d) Election of Executive Officers takes place only at the AGM, unless there are special circumstances (resignation, death etc) when the Committee may select a Club member to fill the vacant office until the next AGM.

## 8) Finance

- a) The Club shall have an account at an established financial institution.
- b) Cheques must be signed by two of the three nominated Executive Committee members, who must be 18 years of age or older.
- c) Annual subscriptions shall be set by the Executive Committee at the first Committee meeting following the AGM.
- d) Subscriptions will be paid in accordance with Club rules.

## 9) Dissolution

- a) In the event of dissolution the Club funds shall be transferred to the Regional Volleyball Association.
- b) Kit, volleyballs, nets etc are also to be transferred to the Regional Volleyball Association.

## 10) Extraordinary General Meeting

- a) Any member of the Club has the power to call an EGM should the need arise.
- b) The procedure is as follows:
  - i) A written proposal shall be submitted to the secretary.
  - ii) The proposal must have a seconder.
  - iii) A petition carrying the signatures of at least 10% of the total Club membership shall also be submitted with the written proposal 10 b i.

# 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 English Volleyball Association's definition of sports equity:

*The English Volleyball Association (EVA) supports the principle of equal opportunities for all participants, member, 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, or unrelated criminal convictions, or disability.*

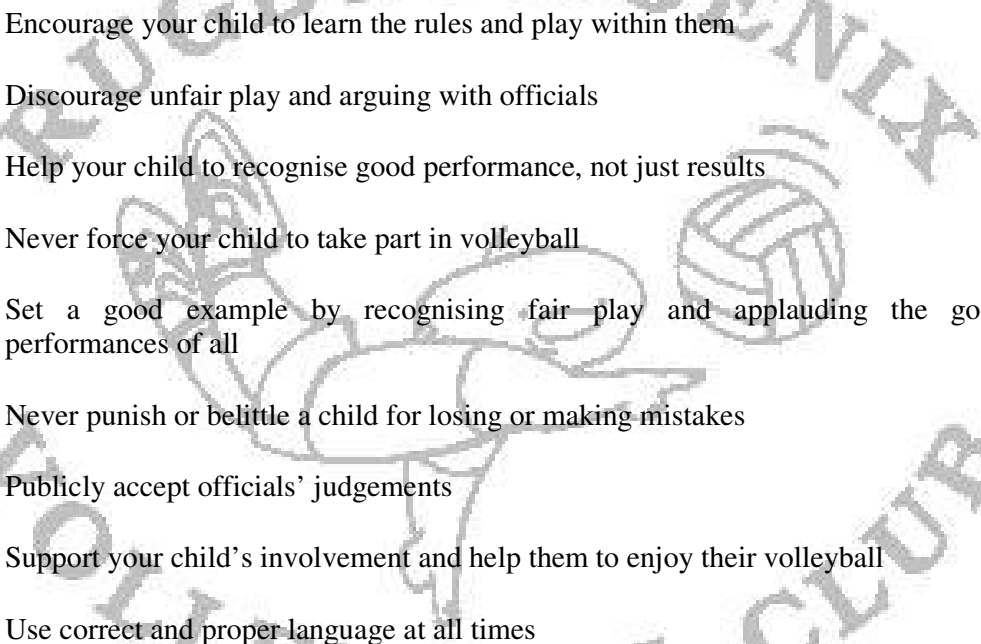
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy 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.

# Code of Conduct : Club Officials and Volunteers

The essence of good ethical conduct and practice is summarised below. All volunteers and officials 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 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

# Code of Conduct : 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

# *Rugby Phoenix Volleyball Club*

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## Code of Conduct : 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.
- 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.

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## Membership Information 2007 / 2008

Dear Volleyballer,

Welcome to the new season with Rugby Phoenix! We provide all-year-round volleyball with indoors from September to May and outdoors during the summer. Full Membership runs for 12 months and, in addition to the training sessions, includes registration for all indoor league and cup matches, coaching, insurance and priority for summer tournament teams. You need to be a Full member if you wish to play in competitive matches. For those new to volleyball, or who just want to train and enjoy the social aspects of the club, then Casual Membership enables you to pay on a session-by-session basis. You can transfer from Casual to Full membership at anytime in the season.

This is an exciting time for the club as we prepare to move to our new venue in January 2008 at Harris School – where we can look forward to improved playing facilities and additional benefits, such as use of the fitness suite! The move will also see the introduction of a dedicated junior training session on Wednesday evenings as we seek to build and strengthen the club.

Best wishes for the season from all the club officials!

VENUE: LAWRENCE SHERIFF SCHOOL SPORTS HALL (SEPT 9TH TO DECEMBER 19TH)			
TRAINING SESSIONS		HOME MATCH FIXTURES	
WHEN:	Wednesday 8.15pm to 9.45pm	WHEN:	Sunday 7pm to 9.30pm
ALSO:	When no home match fixture - Sunday 7pm to 9.30pm	Men:	West Midlands League Division 2
		Women:	West Midlands League Division 2

	Annual Fee	Training Sessions	Match Fee (Home only)	Payment	Summer Outdoor Sessions
<b>Full Member (age 23+)</b>	£240	nil	£2	Standing order £20 per month or Cheque 2x£120	Free
<b>Full Member (age under 23)</b>	£120	nil	nil	Standing order £10 per month or Cheque 2x£60	Free
<b>Casual Member</b>	-	£3	Not eligible	Pay-as-you-play	£1

Instructions for arranging a Standing Order	
Contact your bank and ask to set-up a "Standing Order" starting in September for -	
<b>Payable to (Account Name):</b>	Rugby Phoenix Volleyball Club
<b>Sort Code:</b>	77-07-06 (Lloyds TSB)
<b>Account Number</b>	: 12255468
<b>Reference</b>	: Your Name
<b>Frequency</b>	: Monthly

\*\*\* From January 6<sup>th</sup> 2008 at Harris School Sports Hall \*\*\*

Wednesday 7pm to 8pm	Wednesday 8pm to 9pm	Sunday 6.30pm to 9pm
Juniors (age 11 to 16)	Club Training	Club Training and home matches

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## Club Committee: 2007 / 2008

Role	Name	Contact Phone	Contact e-mail
Chairperson	Aneel Khanna	07887745874	aneel.khanna@btopenworld.com
Treasurer	Mark Fielding	07713193873	markfielding@btinternet.com
General Secretary	Jon Chetham	07715161135	jon.chetham@ntlworld.com
Fixtures Secretary	Jan Wardle	07798696273	janet.wardle@bttj.com
Club Welfare Officer	Jan Wardle	07798696273	janet.wardle@bttj.com
Volunteer Coordinator	Aneel Khanna	07887745874	aneel.khanna@btopenworld.com
Junior Development Officer	Lee Cowperthwaite	07970269567	lee@cajole44.plus.com
Head Coach	Jon Chetham	07715161135	jon.chetham@ntlworld.com

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## Club Committee: Chairperson

### ***ROLE DESCRIPTION***

To co-ordinate the affairs of Rugby Phoenix 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 Rugby Phoenix Volleyball Club
- To chair and control the meetings of the management committee and AGM
- Be familiar with the constitution of Rugby Phoenix 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.

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## Club Committee: Treasurer

### ***ROLE DESCRIPTION***

To manage Rugby Phoenix 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 essential 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

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## Club Committee: General 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 and email is essential
- 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

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## Club Committee: Fixtures Secretary

### ***ROLE DESCRIPTION***

To schedule match fixtures and organise officials

### ***SKILLS/QUALITIES REQUIRED***

- Good organisational skills
- Access to email is essential
- Familiar with other clubs and contacts in local and regional volleyball is desirable

### ***MAIN DUTIES***

- To liaise with other club and league secretaries to agree fixture dates
- To arrange officials for home matches
- To communicate fixture arrangements to club members
- To ensure match results and scoresheets are sent to the league authorities

### ***COMMITMENT***

Attend the AGM and any other meetings, deal with any other club fixture issues

# Club Committee: Club Welfare Officer (CWO)

## ***ROLE DESCRIPTION***

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

## ***SKILLS/QUALITIES REQUIRED***

- Is approachable
- Good communication skills
- Discretion
- Has a positive mentality and integrity
- Previous experience of working with children
- Has an understanding of Child Protection issues
- Knowledge and commitment to equal opportunities
- Has attended the Sports Coach UK Safeguarding & Protecting Children in Sport (or willingness to attend within 6 months of appointment)
- Willing to partake in CPD
- Completion of Volleyball England CRB process and acceptance of outcome

## ***MAIN DUTIES***

- Help the club to follow the guidelines laid down by Volleyball England in the Child Protection Policy and Good Practice document.
- Ensure that Good Practice & Child Protection is an item on the club management committee agenda.
- Ensure that all club personnel working with young people have received child protection training.
- To ensure all appropriate documentation and forms are completed in accordance with Volleyball England Child Protection Policies and Procedures.
- To ensure that any persons including coaches, officials and volunteers working with or acting on behalf of the club, who will come into contact with young people under 18 complete a Personal Disclosure Form.

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- Forward a copy of an individuals Personal Disclosure Form to the Chief Executive of Volleyball England for immediate consideration should any issues or concerns arise.
- Keep confidential records of all documentation in a secure manner so it can be produced should it be required for reference at a later date by the Chief Executive of Volleyball England.
- Refer any concerns and/or allegations to the Chief Executive of Volleyball England immediately using the Child Protection referral form.
- Ensure coaches, officials, volunteers, parents/carers and juniors have access to Volleyball England Child Protection Policies and Procedures documents.



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## Club Committee: Volunteer Co-ordinator

### ***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***

- 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

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## Club Committee: 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

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## Club Committee: 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
- To prepare all coaching sessions beforehand
- To work with and include the assistant 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 ensure a member of the coaching staff 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.