Cheshire West and

Chester Volleyball Club

Handbook

[www.pitchero.com/clubs/cheshirewestandchestervolleyballclub](http://www.pitchero.com/clubs/cheshirewestandchestervolleyballclub)

Last updated: October 18th, 2017 by Michelle Chan

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**Constitution of Cheshire West and Chester Volleyball Club**

**The Club’s Name ​**

The club will be called **Cheshire West and Chester Volleyball Club**, hereafter referred to as the Club. The Club will be affiliated to Volleyball England (VE) and Merseyside Volleyball.

**Aims and Objectives of the Club**

**Mission Statement:** To foster and promote the sport of volleyball at all levels providing opportunities for recreation, competition and development in the local community.

The aims and objectives of the club will be:

* To provide a recreational resource for the residents of Chester, Ellesmere Port and elsewhere.
* To provide individuals with the opportunity to realise their full potential within the sport commensurate with their abilities and requirements.
* In its team structure the Club shall allow for the pursuit of excellence whilst also seeking to cater for its members with more modest ambitions and talent. To seek to attract and develop newcomers to the sport.
* To contribute to wider initiatives that seeks to promote volleyball and to support other clubs and organisations in their efforts to develop the sport and attract new

 members to the club. ​

* To offer coaching, social, recreational and competitive opportunities in Volleyball
* To ensure a duty of care to all members of the club
* To ensure that all present and future members receive fair and equal treatment

The Club adopts the Safeguarding and Protection as per VE.

<https://www.volleyballengland.org/~media/docs/Safeguarding.pdf>

The club abides by Volleyball England's "Block it Out!" Anti-Bullying Charter and is committed to preventing and managing bullying behavious by following the charter.

<https://s3-eu-west-1.amazonaws.com/files.pitchero.com/clubs/6149/hQkvy4r0R62CWVQfrCbm_Anti%20Bullying%20Charter.pdf>

**Membership**

Membership should consist of officers and members of the club. The Club shall be open to all who are interested in promoting, developing and playing volleyball; and 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 open to any person completing a club application form (see appendix 6). Members will be enrolled in one of the following categories:

* Women’s National league full membership or Student/Unemployed.
* Men’s Local league full membership or Student/Unemployed
* Training only
* Passive Associate members (i.e. volunteers, coaches, supporters, life members)

Membership can cease upon mutual agreement between members and the Club committee. Full active membership will cease on non-payment of fees due and/or by formal expulsion by the Club’s committee. Passive associate members can be formally expelled by the Club’s committee.

**Membership Fees**

Membership fees will be set annually by the Executive/Management Committee and confirmed at the Annual General Meeting.

The latest membership fees will be listed in the Appendix of the Constitution where the membership form is based (appendix 6).

**Officers of the Club**

The officers of the club will be:

\* **Club Chair** \* **Club Secretary** \* **Treasurer** \* **Individual Fixtures Secretaries for each team** \* **Safeguarding/Welfare Officer** \* **Junior Development Officer** \* **Volunteer Co-ordinator**

The individual roles of the officers are defined in the Club Handbook.

Officers will be elected annually at the Annual General Meeting by eligible club members on a democratic basis by majority vote. Nominees for election must agree their willingness to be nominated.

All officers will retire each year but will be eligible for re-appointment.

In the event of an office post being vacated part way through the year, the Management Committee shall appoint a willing Club member until the next AGM. In doing so it should take note of member’s views.

**Management Committee**

The club will be managed through the **Management Committee** consisting of: **Club Chair, Club Secretary, Treasurer, Individual Fixtures Secretaries** for each team. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and on a quarterly basis.

The quorum required for business to be agreed at Management Committee meetings will be three Management Committee members.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club. In doing so the committee should be mindful of the views of the membership in the spirit of representative democracy.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfill its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution or are deemed to be detrimental to the Club.

The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

**Finance**

All club monies will be banked in an account held in the name of the club.

The **Club Treasurer** will be responsible for keeping an accurate account of the finances of the club. The accounts are reviewed on a quarterly basis by the Management Committee. Accounts should be available for inspection by club members upon written request.

The financial year of the club will end on the 31st of August of each year.

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 two of the authorised Committee Members (Chair person, Treasurer, Club Secretary or committee member) as listed in the bank account application.

**Annual General Meetings**

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.

Elections of officers are to take place at the AGM.

All full active club members have the right to vote at the AGM. The quorum for AGMs will be 25% of the active membership.

Decisions are based on a simple majority vote. The Club Chair shall be entitled to an additional vote in the event of a tied vote.

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

**Expenses**

Club members may request reimbursement from the committee for reasonable expenses. To do so receipts and other proofs of outlay must be provided.

**Discipline and Appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 21 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 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

**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 firstly the Merseyside Volleyball League (and secondly VE).

**Amendments to the constitution**

The constitution can only be changed through agreement by a 2/3 majority vote at an AGM or EGM.

Objections or amendments to the Constitution must be submitted in writing to the Management Committee at least 14 days prior to the AGM or EGM.

Any member may request an EGM. To do so they must submit in writing their reason or issues to be discussed. The request must be seconded and supported by a petition of at least 20% of the Club.

Changes in the Appendix of the Constitution can be made by the Management Committee, and need to be communicated to all club members within 21 days.

**Declaration**

Cheshire West and Chester Volleyball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Club Chair

 SIGNED: Vanessa Barry ​ DATE: 18.10.17

Club Secretary

 SIGNED: Michelle Chan ​ DATE: 18/10/2017​

The constitution was last amended and approved at the AGM on May 10thrd, 2016 and can be found under the club’s webpage:

 [www.pitchero.com/clubs/cheshirewestandchestervolleyballclub](http://www.pitchero.com/clubs/cheshirewestandchestervolleyballclub)

**Appendix to Constitution**

**Appendix 1**

**Annual General Meeting (AGM)**

* The purpose of the AGM is to review the Club and team activities over the past year and to elect new officers.
* The AGM will be held before the end of May each year.
* The AGM will decide on the level of Club fees and the method of payment.
* The AGM will also consider any amendments to the constitution.
* Items to be brought before the management committee shall be submitted in writing to the Management Committee not later than 14 days before.
* The Club Secretary shall notify members of the date, time and venue of the AGM at least 21 days before the AGM. An agenda shall be included in the notification.
* Any Club posts not filled at the AGM can be filled by an election of the committee.
* Each Club member has one vote. Proxy votes are not accepted.
* Any member in default of any Club fees, will not be allowed to vote at an

AGM

**Checklist for AGM**

* Club chairperson to chair meeting
* Club Secretary to write minutes
* Attendance sheet, to be signed by all members who are present at AGM
* Check who of attendees is eligible to vote for club
* Keep record of all proposals for voting. Voting results to be precisely recorded by Pro/Contra/Neutral -and assuring that total number matches eligible present members
* Club secretary to distribute minutes of meeting to all members

**Appendix 2**

**Membership Fees & Cancellation**

Membership fees are set at the annual AGM.

Cancellation of membership needs to be done in writing to the Management Committee. Cancellation of membership is only possible by the end of each quarter, with a previous 1 week notice. Exceptions might be granted by the Management Committee.

**Overview of Membership Fees Season 2017-2018**:

The membership fees are collected to cover costs of running the club. The non-exhaustive list includes i.e.: the hall rental and coaching support for training and matches. Provision of material such as net, balls, referee fees etc. Kit (top only) for matches will be provided by the club for a £20 refundable deposit on return of the kit in a suitable condition.

Additional accessories (i.e. team hoodies) and events (i.e. training camps, travel costs, tournaments) are not included.

All fees payable as lump sum by April 31st, or by standing order in monthly installments (any date of the month can be chosen, as long as it is 9 installments in total). Members to advise club treasurer of the selected date for the 09 installments. First payment needs to be paid prior to 31st of August, 2017.

If a player fails to pay the applicable fees for two consecutive months, the case will be referred to the Club committee. Any players missing three months of payments without the consent of the committee will be excluded from training and playing for the club.

To be part of the club, all members will be asked to pay £10 joining fee. This will be required at the beginning of each new volleyball season.

National League Players

£ 32.00 registration fee for national league registration per season to be paid by 20th of July £270 per season club fee (lump-sum, or 9 installments of £30).

Student fees of £20 per month.

Local League Players (working)

£24 per month over 9 months

£16 student

Training Guests/New starters

For new starters: first session is free.

Players not participating in league, but regularly attending training are asked to pay £5 for each attended training session.

Junior, Students & Hardship cases

Hardship cases need to be approved by the Club Committee.

Players who are in receiving maternity pay are also eligible for a reduction in fees.

Method of payment

* Standing Orders (Preferable method)

When set, make sure you put your surname as a reference.

There are a number of options to set up a Standing Order as follows:

* Account holder (Club Member) goes into their bank and asked for a Standing Order to be created on their account
* The standing order is set-up over the telephone or on the internet.

Once you have set up the standing order, let your team secretary and the club treasurer know.

**Club Assets**

The treasurer should keep a list of club assets (i.e. net, balls, kit). The club kit should preferably be in club colours: black and red.

**Appendix 3**

**Equality Policy Statement**

* This club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following VE’s definition of sports equality:

We support VE’s code of conduct. VE supports the principle of equal opportunities for all participants, member, representatives and employees whilst working for, or on behalf of 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.

<https://www.volleyballengland.org/about_us/equality_and_diversity/equality_policy>

**Appendix 4**

**Club Officers: Roles and Responsibilities**

**Club Chairperson**

**ROLE DESCRIPTION SKILLS/QUALITIES REQUIRED**

To co-ordinate the affairs of the Club

* 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 the Club
* To chair and control the meetings of the management committee and AGM
* Be familiar with the constitution of the 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.

**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

**Treasurer**

**ROLE DESCRIPTION SKILLS/QUALITIES REQUIRED**

To manage the Club finances and maintain accurate financial records.

* 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
* Keeping an accurate account of the finances of the club
* Regular report to the committee on the financial position of the club (at least on quarterly basis)
* To produce an end of year financial report for the AGM
* The Club Treasurer will be responsible for keeping a list of club members.
* To keep a list of club assets (such as nets, balls, kit)

**COMMITMENT**

Attend AGM and have ongoing responsibility for club accounts

**Safe guarding officer**

**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.
* 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.

**Junior Development Officer**

**ROLE DESCRIPTION SKILLS/QUALITIES REQUIRED**

To manage junior club development

* 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

**Volunteer Co-ordinator**

**ROLE DESCRIPTION SKILLS/QUALITIES REQUIRED**

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

* 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

**Appendix 5**

**Code of Conduct Chester West and Chester Volleyball Club**

Cheshire West and Chester Volleyball Club is committed to good and fair ethical conduct and practice.

**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.

* 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.

**Code of conduct for 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 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 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

**Team Commitment and Rules for Players and Coaches**

We want to have fun and enjoy playing volleyball together, but it will take some discipline. We therefore want your commitment for the following statements:

* I am fully committed to my team and want to make the season a success
* I will treat all players, coaches, referees and volunteers with respect
* I will not use abusive language, nor insult anyone
* I will attend training on a regular basis and on time (meaning to be in the gym fully changed- ready to go). Helping to get the equipment set-up etc.
* I will let the team secretary know at least one day in advance if I cannot make it to training.
* I will let the team secretary know at least 1 month in advance if I cannot attend a game.
* I will take good care of my uniform and other kit and will return in at the end of the season.
* I will take responsibilities & tasks for the team. If I cannot deliver them myself, I need to find a suitable delegate.
* I will pay my club fees on time, otherwise I acknowledge that I might be banned from training/games
* I will do at least one game of kind line judging/refereeing etc. for one of the other teams.

**Appendix 6**

**Membership Application Form**

 **Cheshire West and Chester Volleyball Club**

**Membership Application Form**

|  |
| --- |
| Name: |
| Address:  |
| Mobile number: |
| Landline number:  |
| E-Mail address:  |
| Date of Birth: |
| Emergency contact relationship:Name:Tel: |
| Medical conditions (eg allergies, medication): GP: |
| Membership type: Please circle as appropriate. Women’s National league – Full - £30 Student/Unemployed - £24Men’s Local league – Full - £24 Student/Unemployed - £16Training only - £5 per session  |

Standing order reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please ensure you have paid your £10 annual membership has been paid to the club in either cash or via the online banking.

Team: Delete as appropriate W-NVLN3/M-MVL/Training member

|  |
| --- |
| Date: |
| Signature: |

A record of your membership application will be kept by the club secretary.

A copy of emergency details will be kept by the appropriate team secretaries.

|  |
| --- |
| For club Use only |
| Assigned membership number:  |
| Annual £10 membership paid: Y/N Online/cash |
| Shirt Number: Deposit Paid: Y/N |
| Start of membership, date: \_\_\_-\_\_\_\_-20\_\_ |
| First payment received: Y/N Signed and Authorised by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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.
* 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.

**Team Commitment and Rules for Players**

We want to have fun and enjoy playing volleyball together, but it will take some discipline. We therefore want your commitment for the following statements:

* I agree to abide by the club constitution (see website)
* I am fully committed to my team and want to make the season a success
* I will treat all players, coaches, referees and volunteers with respect
* I will attend training on a regular basis and on time (meaning to be in the hall fully changed- ready to go). Helping to get the equipment set-up etc.
* I will let the team secretary know at least one day in advance if I cannot make it to training.
* I will let the team secretary know at least 1 month in advance if I cannot attend a game.
* I will take good care of my uniform and other kit and will return it at the end of the season
* I will take on responsibilities and tasks for the team. If I cannot deliver them myself, I need to find a suitable delegate.
* I will pay my club fees on time as required in accordance with the club constitution; otherwise I acknowledge that I might be banned from training/games.
* I accept I will be required as a technical official at times throughout the season i.e Scoring/line judging/refereeing etc.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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