



**COVENTRY AND WARWICK
RIGA VOLLEYBALL CLUB –
CLUB HANDBOOK &
WELCOME PACK**

2017/8 season

This handbook is designed to give all Club volunteers, Club members, parents and those wishing to join the Club all the information you need to know about Coventry and Warwick Riga Volleyball Club!

Contact us:

Website: www.rigavolleyball.co.uk

Email: info@rigavolleyball.com

Join us on [Facebook](#) and [Twitter](#)



WELCOME!

The Club committee and its coaches would like to welcome you to Riga Volleyball Club (whether you're a new member or have been with us for years!), and we hope that you enjoy your time with us.

Please feel free to ask anyone in the Club about its teams and activities. More information is available on the website: www.rigavolleyball.com, which is updated regularly.

This handbook has been produced for all existing and new members and is designed to outline the policies and ethos of running the Club.

You should also refer to the Code of Conduct for working with young people and children which sets out the policies relating to safeguarding. For further information on safeguarding see the Club Welfare section of our website or contact the Club Welfare Officer (clubwelfare@rigavolleyball.com).

MISSION STATEMENT

The Club's mission statement is:

Riga Volleyball Club aims to provide opportunities for players of all ages and abilities to reach their volleyball potential.

CLUB COMMUNICATION

Coventry and Warwick Riga Volleyball Club has a Club website: www.rigavolleyball.com. Here you can find up-to-date information on fixtures, results, teams and latest Club news.

We also have a Facebook page at: <http://www.facebook.com/rigavolleyball> and Twitter page - <https://twitter.com/RigaVolleyball> Like and Follow these pages to join us online and engage with other Riga members!

The Club committee will contact all members via email, please make sure that you have submitted your contact details on the Club membership application form when you join the Club and send us any updates! If you would like to be added to the Riga mailing list, please email info@rigavolleyball.com



PLAYING PROGRAMME

For the 2017/8 season we have the following competing teams/recreational training sessions available:

Team	Suitable for	Main training days/venue
Mens National League – Division 2 North/VE knock out cup	Advanced male players Young male adults with experience and looking to develop	Tuesdays – 7.30 – 9.30pm at Centre AT7 Matches – weekends
Ladies National League – Division 2 North/VE knock out cup	Advanced female players Young female adults with experience and looking to develop	Tuesdays – 7.30 – 9.30pm at Centre AT7 Matches – weekends
West Midlands Ladies – West Midlands league division 1/WM knock out cup	Female players with some experience of volleyball/looking to get back into volleyball Young female adults with volleyball basic skills and looking to develop	Thursdays – 8.00 – 10.00pm at Bablake school Matches – home Sundays, away – various
Club night recreational sessions – non-competitive	EVERYONE! Mixed recreational sessions for those with ability to take part in friendly games.	Thursdays – 6 – 8pm at Bablake School

All members of NVL and West Midlands teams can also attend the Club night sessions and this is included in their annual/monthly membership fee.

Please note at present we do not have the resources to offer junior training sessions and/or sessions for beginners to volleyball. If you are interested in these do get in touch (info@rigavolleyball.com) and we will try to send you details of other sessions in the local area that we know of.

Fixtures

All fixtures for the teams are on the calendar on the website - <http://rigavolleyball.com/index.php/calendar> and under the relevant teams details.

Spectators are more than welcome at any games. It is free to come along and support your teams! Please note if you wish to take photos you need to register your equipment with the event organiser first – see more info in the Code of Conduct for Working with Young People and Juniors available on the website.

Venues

You can find maps and full address information for all the Venues we use here - <http://rigavolleyball.com/index.php/contact-venues/venues>



MEMBERSHIP AND FEES

If you are new to our Club, then the first session is free in order to give you a chance to decide whether the sport or our Club are for you. From the second session you will be asked to become a member.

Full details of all the membership categories is set out on the Club Membership Application Form – this can be downloaded at <http://rigavolleyball.com/index.php/faqs/how-to-join>

Paying your fees

The prompt payment of fees is important to the successful running and ongoing development of the Club. Fees include all training, matches and officials costs.

Payment should be set up to the following bank account (via online, telephone banking or in branch):

Bank: Santander

Account Name: Coventry Riga Volleyball Club

Account number: 21826705

Sort code: 72-00-05

Please make sure that you set your name as the reference so we can allocate the payment to your account.

All fees for the season must be paid promptly and in any event by 31 May (which is the Club's financial year end).



EQUALITY AND DIVERSITY POLICY

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 statement:-

Volleyball England supports the principle of equal opportunities for all participants, member, representatives and employees whilst working for, or on behalf of the Volleyball England. It opposes all forms of unlawful and unfair discrimination on the grounds of age, colour, race nationality, religion, ethnic or national origin, gender, marital status, sexuality, or unrelated criminal convictions, or disability.

- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The Club is committed to everyone having the right to enjoy Volleyball in an environment free from threat of intimidation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.



CLUB WELFARE AND CODES OF CONDUCT

The welfare of all our players is extremely important to Coventry & Warwick Volleyball Club. All of our coaches are qualified and registered with Volleyball England. All Club coaches and volunteers working with Under 18 players also hold a current Volleyball England DBS check.

We also have a Club Welfare Officer, Julie Bromell who has attended recognised Child Protection training. To contact Julie, please email clubwelfare@rigavolleyball.com. For more information on safeguarding see the separate code of conduct for working with Young Adults and Volunteers available on the website.

We ask all players, coaches and parents to read and abide by the below codes of conduct.

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 Official 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



ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

Riga Volleyball Club is run by a team of dedicated volunteers who ensure the smooth running of the Club. If you are interested in volunteering please email info@rigavolleyball.com.

Club Chairperson	Virginia Rennie (chairperson@rigavolleyball.com)
<p>ROLE DESCRIPTION To co-ordinate the affairs of Riga Volleyball Club.</p> <p>SKILLS / QUALITIES REQUIRED</p> <ul style="list-style-type: none"> • Good inter-personal skills • Ability to behave impartially at all times • Approachable • Ability to control meetings effectively <p>MAIN DUTIES</p> <ul style="list-style-type: none"> • To be responsible for managing the affairs of Riga Volleyball Club • To direct and organise the Committee of Riga Volleyball Club • To chair and control the meetings of the management committee and AGM • Be familiar with the constitution of Riga 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 <p>COMMITMENT To chair the AGM once a year, deal with any Club issues as and when they arise and attend Club management meetings.</p>	

General Secretary	Hannah Dodd (generalsecretary@rigavolleyball.com)
<p>ROLE DESCRIPTION To receive and disseminate information effectively and ensure the smooth running of Club administration.</p> <p>SKILLS / QUALITIES REQUIRED</p> <ul style="list-style-type: none"> • 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 <p>MAIN DUTIES</p> <ul style="list-style-type: none"> • 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 <p>COMMITMENT Attend the AGM and any other meetings, deal with any other arising Club issues.</p>	



Treasurer

Clare Francis (treasurer@rigavolleyball.com)

ROLE DESCRIPTION

To manage Riga 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.

Team Secretary

Chris Jones (Mens NVL) – m1secretary@rigavolleyball.com

Miriam Anderson (Ladies NVL) - w1secretary@rigavolleyball.com

Hannah Dodd (Ladies WM) – w2secretary@rigavolleyball.com

ROLE DESCRIPTION

To co-ordinate the fixtures of a particular team within Riga Volleyball Club and to have general responsibility for day to day issues affecting that team.

SKILLS / QUALITIES REQUIRED

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

DUTIES (VOLLEYBALL ENGLAND)

- Be main team contact with VE National Office, receiving all player & competition correspondence (electronic & paper).
- Fixture Confirmation - draft fixtures released in May (approx.), liaise between players, coaches, venues & other team secretaries (both within Riga & other Clubs) to confirm final set of fixtures.
- Player Registration - Official registration with VE. Organising player transfers (in & out).
- Referee Appointment - Referees to be organised if not already been appointed by VE.
- Match Confirmation (Home Matches) - Confirming each NVL match (& Cup) between 21 & 14 days prior to match date in writing or email.
 - Confirmation to be sent to opposing team secretary, both referees, divisional commissioner (competitions commissioner for Cup games).
 - To Be Confirmed - Date of match, Venue, Travel Directions, Warm-up & Start Times, Availability of Post Match Refreshments.
- Scorer & Line Judges - Organise competent scorer & line judges for all home matches (2 line judges are required for EVERY match).
- Player Registration Cards - Making player registration cards available at start of EVERY match (NVL & Cup) to referees & match scorer. If applicable, informing referees of any players 'playing up'.
- Post Match Results (Home Matches) - Contacting VE results service (phone) as soon after conclusion of match as possible, relaying overall result, set scores, name of competition and match number. Posting the top white copy of the match score sheet to VE National Office as soon after conclusion of match as possible.

DUTIES (RIGA VOLLEYBALL CLUB)

- Attend the AGM and any other meetings, dealing with any matters that arise.
- Player Liaison - Provide players with any information that is required - e.g. fixtures, venue directions,



committee decisions (if appropriate). Also act as first contact with regards to EVERY players subscription costs.

- Sports Hall Booking - Confirm dates & times for all training sessions & matches for forthcoming year. At same time, confirming any additional equipment required for matches and any post match food, if applicable.
- Match Reports - Organise the writing of match reports as soon after conclusion of match as possible. Match reports are then published on Club's website & in local press.

COMMITMENT

Attend the AGM and other Club meetings, deal with team specific issues as and when they arise and support the development of the team.

Club Welfare Officer

Julie Bromell (clubwelfare@rigavolleyball.com)

Miriam Anderson (depclubwelfare@rigavolleyball.com)

ROLE DESCRIPTION

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

SKILLS / QUALITIES REQUIRED

- Has attended appropriate safeguarding training (such as the Volleyball England "Time to Listen" course)
- 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.
- Help the Club follow the guidelines laid down in the Volleyball England Child Protection Policy and Good Practice document
- Ensure that Good Practice and Child protection is an item on the Club management committee agenda
- Ensure that all Club personnel working with young people have received Child protection training
- To ensure all appropriate documentation and forms are completed in accordance with the Volleyball England 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 regularly with juniors (including Under 18 groups), complete a Personal Disclosure Form
- Forward a copy of an individuals Personal Disclosure Form to the Volleyball England 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 Volleyball England Chief Executive
- Refer any concerns and/or allegations to the Volleyball England Chief Executive immediately using the Child Protection Referral Form
- Ensure coaches, officials, volunteers, parents / guardians and juniors have access to the Volleyball England Child Protection Policies and Procedures documents
- Undertake relevant training as required

COMMITMENT

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

Junior Development Officer

Julie Bromell (juniors@rigavolleyball.com)

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
- Hold a current DBS



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
- To maintain data/contact details of our junior members
- To organise training and matches for our junior members
- To monitor and report on equipment usage by junior members and any replenishment needs.

COMMITMENT

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

Coaches

Mens NVL – vacant
Womens NVL – Jon Chetham
Womens WM – Nick Chemin

ROLE DESCRIPTION

To be the main coach responsible for coaching activities and sessions with the Club or assistant coach, responsible for assisting the head coach.

SKILLS/QUALITIES REQUIRED

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

MAIN DUTIES

- Head Coach: To take full responsibility for the Club’s coaching sessions relevant to the team of which they are in charge.
- Head Coach: To prepare all coaching sessions beforehand
- Head Coach: To work with and include any appointed 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 travel to competitions with the team(s).
- To register annually with Volleyball England to ensure adequate insurance.
- Where relevant (working with junior members) To complete a Volleyball England DBS check every 3 years.
- 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.



CONSTITUTION

Adopted at 2017 AGM

1. Name

The Club shall be called Coventry and Warwick Riga Volleyball Club (the "**Club**").

2. Aims

The aims of the Club are:-

- To promote volleyball as a dynamic exciting sport which fully espouses the principles of sportsmanship and team spirit whilst remaining open to everyone without discrimination.
- To encourage and facilitate the realisation of each member's full potential within the sport at either recreational or competitive levels commensurate with their abilities and requirements.

The Club is a non-profit making organisation. All profit and surpluses will be used for the benefit of the Club. No profit or surplus will be distributed other than to another non-profit-making body upon dissolution of the Club.

3. Affiliations

The Club shall be affiliated to Volleyball England and, where applicable for any competitions entered, West Midlands Volleyball Association.

4. Membership

- The Club shall be open to all who are interested in promoting and playing volleyball in accordance with the Club constitution and rules.
- Membership is granted subject to acceptance by the Executive Committee and payment of Club membership and subscriptions.
- Membership will cease on non-payment of Club membership and/or subscriptions due or formal expulsion by the Executive Committee.

5. Subscriptions

The amount of competition and registration fees will be set by the Executive Committee at the Club's AGM.

6. Annual General Meeting

All members of the Club that have provided their email address shall receive a minimum of 28 days notice of the date of the Annual General Meeting.

The Annual General Meeting shall be held after the end of each competitive season, and prior to the next competitive season.

Additions, deletions and alterations to the constitution shall be made only at an Annual General Meeting and proposition of such additions, deletions and alterations shall be submitted to the Secretary 14 days prior to an Annual General Meeting.

7. Emergency General Meeting

An EGM will be called when an emergency decision needs to be made. A minimum number for the making of decisions at an EGM will be, three non-related, non-cohabiting members. The Chairperson will hold the casting vote.



8. Special General Meeting

A special meeting shall be called within 30 days of the receipt of a written request from 10 members to the Secretary. Such a meeting to only deal with the matter of which notice is given in the request.

9. The Executive Committee

The Executive Committee shall be elected annually at the AGM. The officers to be elected shall include a Chairperson, Secretary, Treasurer, Club Welfare Officer and a Team Secretary for each team entering into a formal competition. No member can hold more than two officer posts.

The Executive Committee shall be appointed to administer the Club activities and concerns. A minimum of four elected officers will constitute a quorum. All decisions require a minimum of three non-related, non-cohabiting members. The Chairperson will hold the final casting vote.

The full Executive Committee will meet regularly during the year (as they deem reasonable) to administer the affairs and finances of the Club.

The Executive Committee shall have the power to co-opt and appoint such sub-committees as it deems necessary. The Executive Committee shall decide the terms of reference, membership and authority of those sub-committees. The Chairperson, Secretary and Treasurer of the Club shall be ex officio to any such committee.

Any member of the Club's Executive Committee who is absent from three consecutive meetings of the committee, without previously tendering an explanation satisfactory to the officers of the Executive Committee, shall be deemed to have vacated his / her seat.

10. Finances

The Treasurer will be required to keep and up-to-date record of the Club finances and will be required to advise the Executive Committee of the financial position at each committee meeting.

Any two signatories of the Executive Committee members will be required at any time for withdrawals from the bank(s).

Any monies or funds raised in the name of Coventry & Warwick Riga Volleyball Club, are intended for the Coventry & Warwick Riga Volleyball Club as a whole.

Donations to a specific team will be spent on that team unless otherwise stated by the donor.

The Treasurer shall produce an income and expenditure statement and a balance sheet at the end of each financial year – i.e. 31st May. These should be presented at the Annual General Meeting after being reconciled by an independent person not elected to the committee.

11. Insurance

Appropriate insurance will be taken to cover for injury, loss or damage to property of any member or guest whilst engaged in Club activities.

12. Registration

It will be the responsibility of the Club to make sure that all players are correctly registered in all competitions.

National competition licenses will belong to the Club.

13. Equipment

The Club shall make available any necessary equipment for completion and training, and will ensure it's in safe condition.



14. Complaints Procedure

It shall be the responsibility of the Executive Committee and / or coaches to resolve issues and concerns in a fair manner between players, between players and coaches, or between parents and either players or coaches.

Details of how to make a complaint will be available on the Club's website.

15. Data & Child Protection

All contact information will be kept securely.

The Club adopts the Volleyball England Safeguarding Policy.

16. Equity

The Club respects the rights, dignity and worth of every person and will treat everyone within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The Club adopts the Volleyball England equality policy, codes of conducts for players, parents/guardians and workforce (coaches, referees and volunteers)

17. Closure

In the event of the squad /club no longer competing, a period of six months shall be allowed to lapse before any of the assets and equipment can be disposed of.

Any equipment on loan from any organisation shall be returned.

Any assets or monies will be left to the West Midlands Volleyball Association and/or Volleyball England (as determined by the Executive Committee) for distribution through the volleyball community and clubs with similar objectives.

