



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

2023/24 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.com

Email: info@rigavolleyball.com

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

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> and Instagram Page <http://www.instagram.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

A copy of our privacy policy (detailing how we will use your data) is available on our [website](#).

PLAYING PROGRAMME

For the 2023/24 season we have the following competing teams/recreational training sessions available:

| Team | Suitable for | Main training days/venue |
|--|--|---|
| Mens National League – Division 1/VE knock out cup | Advanced male players Young male adults with experience and looking to develop | Tuesdays – 7.30 – 9.45pm at Centre AT7 Matches – weekends |
| Mens National League – Division 3 (North Central)/VE knock out cup | Male players with some experience of volleyball/looking to get back into volleyball Young male adults with volleyball skills and looking to develop | Tuesdays – 7.30 – 9.45pm at Centre AT7 Matches – weekends |
| Ladies National League – Super League/VE knock out cup | Advanced female players Young female adults with experience and looking to develop | Thursdays – 8.00 – 10.00pm at Bablake Matches – weekends |
| Ladies National League Division 2 Central | Female players with some experience of volleyball/looking to get back into volleyball Young female adults with volleyball skills and looking to develop | Mondays – 7.30 – 9.45pm at Centre AT7 Matches – weekends |
| Club night recreational sessions – non-competitive | EVERYONE! Mixed recreational sessions for those with ability to take part in friendly games. | Mondays – 8 – 10pm at Bablake School Fridays – 7.30 – 9.45pm at Centre AT7 |
| Juniors | Various junior sessions available for different levels of experience | Wednesdays – 7.30 – 9.45pm Centre AT7 (advanced) and Whitley 7 – 9.15 (beginners and intermediates) |

Please note if you are interested in sessions for beginners to volleyball do get in touch (webmaster@rigavolleyball.com) and we will let you have details of our latest sessions where we have the resources to offer them. If not we will send you details of other sessions in the local area that we know of to help you find the right session for you.

Fixtures

All fixtures for the teams will be on the [calendar on the website](#) - and on the Volleyball England website once they are finalised for the season. 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 - <https://rigavolleyball.com/our-teams/venue-locations/>



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 filled in - <https://rigavolleyball.com/join-the-club/>
Please also see our privacy policy on our [website](#).

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: 09-01-55

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).

For recreational sessions bookings must be made and sessions paid for in advance of attending via the online booking system.

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, Miriam Anderson who has attended recognised Child Protection training. To contact Miriam, 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 | Miriam Anderson (chairperson@rigavolleyball.com) |
|--|--|
| ROLE DESCRIPTION To provide leadership across all Club sections and co-ordinate the affairs of Riga Volleyball Club. | |
| SKILLS / QUALITIES REQUIRED <ul style="list-style-type: none"> • Good inter-personal skills • Ability to behave impartially at all times • Approachable • Ability to control meetings effectively | |
| MAIN DUTIES <ul style="list-style-type: none"> • Be a role model for the Club • To be responsible for managing the affairs of Riga Volleyball Club • Liaising with the General Secretary to direct and organise the Committee of Riga Volleyball Club • To chair and control the meetings of the Riga 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 committee and other personnel • In conjunction with the General Secretary and the Treasurer present the annual report and accounts respectively • Be in consultation with the General Secretary with regards to the content of the agenda and minutes of meetings • Support the Club Development Officer and provide direction on the development of the Club in the short, medium and long term • Keep open communication channels with members of the Riga Committee and inform them of any instant decisions taken • Be a point of escalation and a sounding board for members to help resolve any issues on or off court. | |
| COMMITMENT To chair the AGM once a year, deal with any club issues as and when they arise and attend and chair Club committee meetings. | |

| General Secretary | Iulia Protesaru (generalsecretary@rigavolleyball.com) |
|---|--|
| ROLE DESCRIPTION To receive and disseminate information effectively and ensure the smooth running of Club administration supporting other volunteers and committee members as required to help ensure everyone has a positive experience of the Club | |
| SKILLS / QUALITIES REQUIRED <ul style="list-style-type: none"> • Good verbal and written skills • Good IT skills and experience • Good organisational skills • Experience / knowledge of minute taking and administration skills are desirable | |
| MAIN DUTIES <ul style="list-style-type: none"> • To liaise with the Club chairperson with regards to agenda content and to agree dates of committee meeting, schedule invites and arrange logistics for meetings • To take meeting minutes and distribute copies to committee members • To be the main contact for the club • To respond to any correspondence as appropriate • To pass on any information received to relevant parties / persons | |

- Organise the AGM and prepare the annual report (liaising with other Committee members as required)
- Main liaison point with Volleyball England for any general correspondence, Club development and other opportunities
- Work with the wider Riga Committee to consider funding applications and grants..

COMMITMENT

Day to day correspondence with Club members, supporting other volunteers and helping ensure the smooth running of the Club. Organising Committee meetings, attending the AGM and any other meetings and dealing with any other arising Club issues (escalating to the Chair/other committee members as required).

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
- Good IT knowledge and excellent working knowledge of spreadsheets and / or similar systems is essential
- 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 and liaise with the auditor for it to be signed off.
- Regular report to the committee on the financial position of the Club
- Make recommendations to the Riga Committee on annual fees
- Support Team Managers in collecting in member debt by providing regular (at least monthly) updates and any supporting statements required.

COMMITMENT

On a monthly basis provide an update to the Committee on the financial position of the Club (including any debtors). Have ongoing responsibility for Club accounts, attend Club Committee meetings and the AGM.

Club Development Officer

Marta Pietrunko (clubdevofficer@rigavolleyball.com)

ROLE DESCRIPTION

To focus on the development plan for the development of volunteers, players and club services and liaise with local partners for the benefit of the Club and development of volleyball in the local region.

SKILLS / QUALITIES REQUIRED

- Good inter-personal skills
- Good organisational skills
- Approachable
- Good contacts or willingness to build them in local area

MAIN DUTIES

- Assist the Chairperson and Riga Committee in the maintenance and update to the Club development plan.
- Responsible for identifying local opportunities for the development of volleyball in the local area.
- Build and maintain relationships with other local clubs and stakeholders.
- Consider the playing agenda (with Riga Committee) and ensure that this provides a balanced mix of playing opportunities for all members of the Club.

- Ensure there is a workforce development plan (Officials, Coaches and volunteers) which meets the evolving needs of the Club and promote these opportunities and encourage Riga members to get involved in them.
- Develop opportunities for players to socialise and enjoy all aspects of the Club as well as the playing environment to generate an inclusive Club culture.

COMMITMENT

Regular review of Club development plan, liaising with members, stakeholders, volunteers and the wider volleyball community in the region. Attend Riga Committee meetings and the AGM.

Team Manager

**Vacant (Mens NVL – both teams currently) –
menteammanager@rigavolleyball.com**
**Leah Gostincar (Ladies NVL Div 1) –
women1teammanager@rigavolleyball.com**
**Vacant (Ladies NVL Div 3) –
women2teammanahger@rigavolleyball.com**

ROLE DESCRIPTION

To manage the associated National Volleyball League Team liaising with and supporting the Coach on activity. The Team Manager will be the liaison and contact point for new and existing players to ensure everyone has a positive experience at Riga Volleyball Club. The Team Manager will be the liaison point with Volleyball England relating to that team's entry in the NVL and Cup competitions.

Note – this role will be appointed at AGM but each Team Manager needs to be responsible until start of next season (e.g. must do all season set up for the following season).

SKILLS / QUALITIES REQUIRED

- Good verbal and written skills
- Good IT skills and able to work within Volleyzone
- Excellent organisational skills
- Good interpersonal skills to collaborate with other Team Managers for holistic benefit of Club

DUTIES (TEAM MANAGER)

- Working with the Riga Committee to ensure the squad is entered into the correct competitions at the start of the season. Note Treasurer will complete and pay for entry.
- Coordinating squad fixtures for the forth coming season with opposition teams. Essentially the Team Manager must liaise with the other Riga Team Managers and the Treasurer under the agreed processes to ensure hall availability and no clashes between squad fixtures.
- Ensuring Sports Halls are booked through the Club Treasurer for all fixtures and training sessions
- Responding to new membership enquiries
- Being a point of contact for new members on their first session
- Speaking with new members about membership options and helping to onboard them.
- Ensuring all members (returning and new) complete a Club Membership form online
- Ensuring Players pay and chasing when required as per Treasurer's emails
- Registering all squad members with Volleyball England and processing transfers or International Transfers if needed in line with Volleyball England procedures.
- Encouraging squad members to attend and engage in Club events
- Liaise with webmaster to ensure all squad members are on the Club email circulation lists and are welcomed into team WhatsApp groups.
- Maintaining the Teamer app for the squad availability, sending out training and match notifications and chasing (liaising with team coach as appropriate)
- Organise team's officiating (scoring & line Judging) duties for home matches with Team Managers from other Riga squads
- Getting squad members to fulfil their officiating duties
- Have a good working knowledge of the Volleyball England competition regulations and ensure that these are complied with at all times to avoid any points deduction or fines.
- **AWAY GAMES ONLY**

- Receiving Match Confirmations (or chasing opposition teams if not forthcoming) and

- pushing out to squad via Teamer or email lists
- Ensuring all squad members know where they are going on match days, suitable meeting points organised and enough time has been left
- **HOME GAMES ONLY**
 - Finding referees for matches (if not appointed) and contacting referee commission to get them appointed on Volleyzone
 - Sending out Match Confirmations (using VE provided template) to opposition team(s), divisional commissioner and referees
 - Keeping original copy of scoresheets for each game until end of season
- **ALL MATCHES**
 - Completing the Team Roster on Volleyzone in advance of each game (liaising with the Coach as required)
 - Ensure all players are validly registered and eligible for each competition game (Cup and NVL)
 - With the Coach, ensure any players 'playing up' do so in line with Volleyball England Regulations and accurate records are kept.
 - Ensure referee has completed an expenses form via the MS forms provided by the Treasurer.
 - Ensuring all kit is collected in after every game and that the kit washing duties are shared out across the team
 - Complying with any other league requirements for Games (e.g. live streaming, match reports etc) in line with Volleyball England regulations.

COMMITMENT

Deal with Team Management on a weekly basis including all admin relating to fixtures, competition and players. Deal with team specific issues as and when they arise and support the development of the team. Attend Riga Committee meetings and AGM.

Club Welfare Officer

Sophie Lomax (clubwelfare@rigavolleyball.com)

ROLE DESCRIPTION

To be responsible for the implementation of Club welfare policies within the Club (including child protection).

SKILLS / QUALITIES REQUIRED

- Has attended (or is willing to attend) any required Volleyball England workshop/online course or any courses required by the Riga Committee related to this role.
- Approachable
- Good communication skills
- Discretion and respect for confidentiality
- Has an understanding of Club welfare issues
- Good listener

MAIN DUTIES

- Will be the designated Volleyball England Club Welfare officer and will meet any Volleyball England requirements for this role (e.g. DBS check, training requirements).
- Have an excellent understanding of the Volleyball England safeguarding procedures and escalation points.
- Ensure the Club complies with its own Club Welfare policy and any of those set by Volleyball England.
- Ensure that Club Welfare is an item on the club Committee agenda as a standing agenda item (which will include any issues, policy updates and risk assessment updates).
- Be responsible for ensuring relevant Club volunteers (as a minimum any Club coaches or session co-ordinators) that have U18s attending have a DBS check at all times and monitor any renewal requirements of these. Be responsible on appointment of new volunteers for obtaining DBS check evidence before delivery commences.
- Where requested by the Treasurer provide copies of DBS checks to provide to our venues.
- 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 any stakeholders or authorities
- Refer any concerns and/or allegations immediately through the Volleyball England safeguarding procedures.

- Ensure coaches, officials, volunteers, parents / guardians and juniors have access to the relevant policies and procedures of the Club (by updating and liaising with the web admins to provide them on the website)
- Undertake relevant training as required
- Provide advice and guidance to Riga Club and any volunteers on engaging and liaising with U18 members and their parents (e.g. guidance on email correspondence, social media, WhatsApp groups etc) and oversee compliance. Deal with and advise on queries from volunteers relating to the same

COMMITMENT

Regular review of policies and procedures and ensuring the Club's compliance with these. Deal with any issues as and when they arise. Attend Riga Committee meetings and the AGM

Junior Development Officer

Brendan Fawcett (juniors@rigavolleyball.com)

ROLE DESCRIPTION

To manage junior Club development and provide pathway opportunities for our junior players

SKILLS / QUALITIES REQUIRED

- Experience of working with young people
- Knowledge and understanding of Club welfare 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
- Liaising with the Club Welfare Officer, 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 Riga committee meetings
- To manage problems and issues arising from the junior services
- 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
- Liaising with coaches and committee members as required, maintain data/contact details of our junior members in a secure manner
- 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 Riga Committee meetings and the AGM. Deal with junior issues as and when they arise, continued junior development.

Coaches

Mens NVL Div 1 – John Boughton
Mens NVL Div 3 – Lea Gostincar
Womens NVL Super League – Jon Chetham
Womens WM Div 2 – Madalyn Jira

ROLE DESCRIPTION

To be the main Coach for the relevant Team. The Coach is responsible for organising all coaching activities and sessions with the team. Where applicable liaise with assistant coach. Liaise with other Riga appointed coaches to ensure coach development and support across the Club.

SKILLS/QUALITIES REQUIRED

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

- Hold a relevant coaching qualification (or show willingness to work towards this with the support of the club) in accordance with the Volleyball England requirements

MAIN DUTIES

- To take full responsibility for the Team's coaching sessions relevant to the team of which they are in charge.
- To prepare all coaching sessions beforehand
- 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
- Where the coach is unable to attend a session ensure suitable cover in place to enable the session to continue.
- Responsible for the selection of the team on match day
- To travel to competitions with the team(s).
- To maintain coaching qualifications (including relevant CPD) and register annually with Volleyball England to ensure adequate insurance.
- Where relevant (working with junior members) liaise with the Club Welfare Officer to ensure a valid DBS check is held at all times.
- Liaise with and support the Team Manager to ensure that all team administration is completed on a timely basis and line with Volleyball England regulations.
- As required by the Team support with statistics, video analysis and other activity.

COMMITMENT

To attend and deliver coaching sessions on a weekly basis and attend games. To attend the AGM once a year and any other relevant meetings. To maintain their coaching registration with Volleyball England (which will be paid for by the Club for formerly appointed coaches).

Recreational Session Co-ordinator

Recreationalteammanager@rigavolleyball.com

ROLE DESCRIPTION

To be the main Coach for the relevant Team. The Coach is responsible for organising all coaching activities and sessions with the team. Where applicable liaise with assistant coach. Liaise with other Riga appointed coaches to ensure coach development and support across the Club.

SKILLS/QUALITIES REQUIRED

- Good inter-personal skills
- Qualified to the appropriate level
- Approachable
- Fair
- Hold a relevant coaching qualification (or show willingness to work towards this with the support of the club) in accordance with the Volleyball England requirements

MAIN DUTIES

- To take full responsibility for the Team's coaching sessions relevant to the team of which they are in charge.
- To prepare all coaching sessions beforehand
- 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
- Where the coach is unable to attend a session ensure suitable cover in place to enable the session to continue.
- Responsible for the selection of the team on match day
- To travel to competitions with the team(s).
- To maintain coaching qualifications (including relevant CPD) and register annually with Volleyball England to ensure adequate insurance.

- Where relevant (working with junior members) liaise with the Club Welfare Officer to ensure a valid DBS check is held at all times.
- Liaise with and support the Team Manager to ensure that all team administration is completed on a timely basis and line with Volleyball England regulations.
- As required by the Team support with statistics, video analysis and other activity.

COMMITTMENT

To attend and deliver coaching sessions on a weekly basis and attend games. To attend the AGM once a year and any other relevant meetings. To maintain their coaching registration with Volleyball England (which will be paid for by the Club for formerly appointed coaches).



CONSTITUTION

Adopted at 2017 AGM (reviewed by committee without changes in July 2022)

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.