



# Tettenhall Tigers Volleyball Club Handbook

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## 1 Introduction to Club Handbook

The Tettenhall Tigers Club Handbook has been produced for all new and existing members and is designed to outline the policies and ethos of the running of the club.

## 2 Mission Statement

Tettenhall Tigers Volleyball Club aims to provide a supportive environment in which people of all ages are offered a quality volleyball learning experience that is fun, equitable, safe, welcoming and child friendly.

It is our goal for all members to learn a love for the sport of volleyball and appreciate the positive contribution it can make in their lives.

We aim to help all members whether players, coaches or officials to reach their full potential by providing experiences and opportunities at all levels from local through to regional and national standard.

We will support the development of volleyball within the City of Wolverhampton, the West Midlands region and nationally.

Tettenhall Tigers Volleyball Club expects all members to contribute to the ethos and reputation of the club through high levels of manners, respect and sporting behaviour.'

## 3 Constitution

### 3.1 Name

The club will be called **TETTENHALL TIGERS VOLLEYBALL CLUB** and will be affiliated to the **English Volleyball Association**.

### 3.2 Aims and Objectives

The aims and objectives of the club will be:

- to offer coaching and competitive opportunities in Volleyball
- to promote Volleyball within the local community
- to ensure a duty of care to all members of the club
- to provide all its services in a way that is fair to everyone
- to ensure that all present and future members receive fair and equal treatment

### 3.3 Membership

Membership will consist of officers and members of the club.

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.

Members will be enrolled in one of the following categories:

- Senior member
- Junior member
- Beginner member

### 3.4 Membership Fees

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.

Fees will be paid by cheque and in cash only, unless otherwise agreed by the Committee.

### 3.5 Officers of the Club

The Officers of the Club will be:

- Club Chairperson
- Club Vice-Chairperson
- Club Secretary
- Club Treasurer
- Junior Development Officer
- Club Welfare and Equity Officer
- Fixtures / Facility Co-ordinator
- Volunteer Co-ordinator
- Communications / Publicity Officer
- Sales Officer

### 3.6 Team Officers

Each team will elect the following officers:-

- Captain
- Fixtures Secretary
- Transport Secretary
- Results Secretary
- Officials Secretary
- Team Treasurer
- Equipment / Kit Officer

(Team players without a specific role will take on the duties of setting up and putting away equipment for training and matches.)

Officers will be elected annually at the Annual General Meeting.  
All officers will retire each year but will be eligible for re-appointment.

### **3.7 Committee**

The club will be managed through the Management Committee consisting of:

- All the Officers of the Club
- Individual team Captains
- A representative from the junior section

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 held no less than twice per year.

The quorum required for business to be agreed at Management Committee meetings will be: 60% of those eligible to vote.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

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

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

### **3.8 Finance**

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

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: May 31st

A 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 the Treasurer plus up to two other officers.

### **3.9 Annual General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the Secretary. Not less than 14 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.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% of the membership.

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.

### **3.10 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 10 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 7 days of the Secretary receiving the appeal.

### **3.11 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 the English Volleyball Association or another volleyball club with similar objectives of those of Tettenhall Tigers Volleyball Club.

### **3.12 Amendments to the Constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

### **3.13 Declaration**

**TETTENHALL TIGERS VOLLEYBALL CLUB** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

#### **Club Chairperson**

SIGNED:..... DATE: .....

Name: .....

#### **Club Secretary**

SIGNED: ..... DATE: .....

Name: .....

## 4 Equity 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 Volleyball England's definition of sports equity:

**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.

## 5 Codes of Conduct

### 5.1 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
- Represent Tettenhall Tigers Volleyball Club in a positive way at all times
- 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
- Undertake an assigned team duty / responsibility set out for the season
- Use correct and proper language at all times
- Accept success and failure, victory and defeat equally
- Make every effort to attend club training sessions and matches
- Inform the Coach for training sessions and the Captain for matches if unable to attend
- Resist any temptation to take prohibited substances or use prohibited techniques
- Support other club members both on and off court
- Respect all club members in line with the Equity Policy
- Ensure all training / match and surety fees are paid promptly

## **5.2 Code of conduct for Parents and 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
- Ensure all training / match and surety fees are paid promptly

### **5.3 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 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

## 6 Membership Category and Pricing Policy

Training runs from September to July and is held on Monday evenings at the Denise Lewis Centre, King's C.E. School, Regis Road, Tettenhall, Wolverhampton, WV6 8XG. Please note that training **does not** take place during school holidays in view that the school will be closed. The sports hall is also used during exam times at which time we use other gyms located around the school premises.

Training is split into two sessions:-

- Session A - Juniors & Beginners:- 8 years and over (6:30pm - 7:40pm)
- Session B - Seniors:- 13 years and over (7:45pm - 9:30pm)

The prompt payment of fees is important to the successful running and ongoing development of the club. We accept payment in Cash or by Cheque. Cheques should be made payable to 'TETTENHALL TIGERS VOLLEYBALL CLUB'. Training fees can be split into three instalments to coincide with the school terms. This is because the sports hall will not be available during school holidays. There will also be an option to pay your fees in full for the whole year if you prefer, with training running from September to July.

The fees for the **2011-12 season** (September to July) are as follows:-

Training **Session A** - Juniors & Beginners (Mondays 6:30pm to 7:40pm)

Term 1 = £3.50 per session

Term 2 = £3.50 per session

Term 3 = £3.50 per session

**Fees for each term are calculated by the number of weeks x weekly fee**

Training **Session B** - Seniors and advanced players (Mondays 7:45pm to 9:30pm)

Term 1 = £4.00 per session

Term 2 = £4.00 per session

Term 3 = £4.00 per session

**Fees for each term are calculated by the number of weeks x weekly fee**

It is important to note that these amounts **do not** include match fees. These have to be paid at the end of each home/away match to cover refereeing, hall fees and transport costs.

Payments should be given to Club Treasurer or Secretary.

## 7 Roles and Responsibilities of Committee Members

### 7.1 Club Roles and Responsibilities

Club Chairperson	Steve Cousins
Club Vice-Chairperson	
Club Secretary	Julie Banks
Club Treasurer	Sally Johns
Junior Development Officer	Nick Shaffery
Club Welfare Officer / Equity Officer	Alison Darby
Fixtures / Facility Co-ordinator	Nick Shaffery
Volunteer Co-ordinator	Sue Watts
Web-Site Co-ordinator	Mark Banks
Communications / Publicity Officer	Julie Banks
Sales Officer	Sally Johns

### 7.2 Team Roles and Responsibilities

ROLE	JOB DESCRIPTION	NAME / SIGNED
Captain	<ul style="list-style-type: none"> <li>• Checking availability of the team for training and matches</li> <li>• Inform Coach of the availability</li> </ul>	NAME: SIGNED:
Fixture Secretary	<ul style="list-style-type: none"> <li>• Confirm fixtures</li> <li>• Inform Coach and Captain</li> </ul>	NAME: SIGNED:
Transport Secretary	<ul style="list-style-type: none"> <li>• Arrange transport for matches</li> <li>• Record who has paid match fees</li> <li>• Pass away match fees to Team Treasurer</li> </ul>	NAME: SIGNED:
Results Secretary	<ul style="list-style-type: none"> <li>• Keep a record of results</li> <li>• Forward results to League Secretary</li> <li>• Pass a copy of results to Secretary and Communications / Publicity Officer</li> </ul>	NAME: SIGNED:
Officials Secretary	<ul style="list-style-type: none"> <li>• Organise a rota for your team to officiate other team's matches</li> <li>• Check availability of Officials for your team matches</li> </ul>	NAME: SIGNED:

Team Treasurer	<ul style="list-style-type: none"> <li>Collect match fees for home matches</li> <li>Record who has paid match fees</li> <li>Pay Officials</li> <li>Collect match fees from Transport Manager</li> <li>Pay out to drivers at the agreed rate</li> <li>Forward any outstanding monies and balance sheet to the Club Treasurer</li> </ul>	NAME: SIGNED:
Equipment / Kit Officer	<ul style="list-style-type: none"> <li>Organise a rota for washing of team kit</li> <li>Ensure Kit, Balls, First Aid Kit, Accident Book are available for all matches</li> <li>Organise scoring / recording equipment for matches</li> </ul>	NAME: SIGNED:
Other Team members	<ul style="list-style-type: none"> <li>Responsible for setting out and putting away equipment for matches and training.</li> </ul>	NAME: SIGNED:

## 8 Schools and Youth, "Lets Play Volleyball"

The Schools and Youth Development Commission of Volleyball England works strategically with the National Office staff members to guide the progress of Volleyball for young people in schools and clubs. You should be able to find all that you need for your school/club to deliver a high quality Volleyball experience for young people by using the "Let's Play Volleyball" National Youth Volleyball Programme.

Lots more information can be found at

[http://www.volleyballengland.org/Schools\\_and\\_Youth/index.php](http://www.volleyballengland.org/Schools_and_Youth/index.php)

## 9 Document Revision

### 9.1 History

<b>Document Owners(s)</b>	Nick Shaffery
<b>Document Status</b>	Now at Issue 3.0
<b>Change Control &amp; Contact Point</b>	Nick Shaffery

### 9.2 Version

Issue	Date	Authors	Amendment
1.0	03/03/2008	Nick Shaffery	
2.0	12/09/2008	Nick Shaffery	Amended to show revised payment options and fees for the 2008/09 season.
3.0	30/09/2011	Nick Shaffery	Amended to show revised payment options, fees and roles for the 2011/12 season

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