



## Lydney Volleyball Club – Constitution – 2025/26

### **1. Name**

The Club shall be called LYDNEY VOLLEYBALL CLUB (LVC).

### **2. Aims**

To develop, promote and improve the sport of volleyball in the community for male and female participants, of all ages and abilities. 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, Gloucestershire Volleyball Association & South West Volleyball Association.

### **4. Membership**

Membership is compulsory for participation in any LVC activity, Training, Matches, etc. Any activities carried out in the name of LVC must be by registered club members only with the prior approval of the executive committee.

All members must have completed the "Club Registration Form" each new season, prior to engaging in any LVC activities.

In addition to the "Club Registration Form", all members must complete and sign the "Injury Waiver Form".

### **5. Subscriptions**

The amount of competition and registration fees will be set by the elected committee at the AGM.

### **6. Annual General Meeting**

All members of the club 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 a General Meeting and proposition of such additions, deletions and alterations shall be submitted to the Secretary 14 days prior to a 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 AGM will elect an "Executive Committee" to include but not be limited to; Chairperson, Secretary, Treasurer, Fixture Secretary & Safeguarding Officer to administer the club activities and concerns. A minimum of five 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 Executive Committee shall have the power to co-opt and appoint such sub-committees as it deems necessary. The committees shall decide the Terms of Reference, Membership and Authority of those sub-committees. The Chairperson, Secretary and Treasurer of the squad shall be ex officioto any such committee.

### **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 committee of the financial position at each committee meeting.

Any two from three signatories of the committee members will be required at any time for withdrawals from the bank. The Treasurer is empowered to make all payments essential to the running of the club, ie. association affiliations / competition entry fees / hall hire fees, without reference. All other payments, including the purchasing of new equipment, to be approved by the executive committee.

Any monies or funds raised in the name of LVC, are intended for the LVC as a whole.

The Treasurer shall produce an income and expenditure statement and a balance sheet at the end of each financial year – i.e. 31<sup>st</sup> 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.

#### **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 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.

Upon registration all members will be issued with a copy of the complaints procedure.

#### **15. Data & Child Protection**

All contact information will be kept securely.

The club adopts the Volleyball England, Child Protection Policies.

#### **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

#### **17. Closure**

In the event of the 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 Gloucestershire Volleyball Association for distribution through the volleyball community and clubs with similar objectives.