



CLUB HANDBOOK

2023-24

Financial assistance from:



Revision 1



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MISSION STATEMENT

Spelthorne Volleyball Club is a non-profit member-based local sports organisation where volunteers are committed to leading the promotion and growth of, and excellence in volleyball for all.

CLUB VISION

Spelthorne Volleyball Club is a local club that provides the organisational structure for the sport of Volleyball for residents within Spelthorne and its surrounding areas.

Spelthorne Volleyball Club is involved in many aspects of volleyball, offering programs at all levels and both indoor and outdoor volleyball.

The organisation strives to provide players with fair and equal access to participation and personal growth through recreational, competitive, elite, instructional, administrative, coaching and officiating programs.

FUNDING

Spelthorne Volleyball Club programs and volunteer activities should be funded and supported by a combination of; membership fees, corporate partners, grants/awards and fund raising activities.

CLUB HISTORY

The club was founded as the Heathwater Hogs in 1995, the club officially changed name in 2007 to become the Spelthorne Volleyball Club.

AFFILIATED ORGANISATIONS

Spelthorne Volleyball Club is affiliated to Volleyball England, affiliation number: **VEC2304**.



<https://volleyballengland.org>

Spelthorne Volleyball Club is a **former** member of the Spelthorne Sports Council.



<http://www.spelthorne.gov.uk/sportscouncil>



SPELTHORNE VOLLEYBALL CLUB: CONSTITUTION

1 Name

The club will be called **Spelthorne Volleyball Club** and will be affiliated to **Volleyball England**

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 Membership

Membership should 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:

- Full Member (annual, biannual, monthly)
- Associate Member (pay as you go) – only for existing members
- Student Member (over 18 years old)
- Junior Member (under 18 years old)

4 Membership fees

Membership fees will be set annually and any options agreed by the Management Committee and determined by a motion at the Annual General Meeting.

Fees will be paid: Annually, Biannually, Monthly (x8).

5 Officers of the club

The officers of the club will be:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Membership Secretary
- Fixtures Secretary
- Social Secretary
- Welfare Officer
- Designated Safeguarding Officer
- Club Operations Officer
- Referees Coordinator
- Junior Volleyball Officer
- Social Media Officer
- Coaching Coordinator
- Team Managers for each team competing in a league

Officers will be elected annually at the Annual General Meeting.



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

6 Management Committee

The club will be managed through the Management Committee consisting of all the officers listed in Item #5.:

The quorum required for business to be agreed at Management Committee meetings will be: Chairman, Secretary and 2 other Officers.

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 co-opt non Officers. Any co-opting onto the Management Committee will be recorded at the AGM.

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.

7 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: 30th June.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

The Treasurer and one other agreed officer will have access to on-line banking and be able to perform e-banking fund transfers and hold account hold bank cards.

All Officers or Club Member will abide by the Club's Financial Policy.

8 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 categories of the Club.

The AGM will record reports from Officers of the Management Committee and a statement of the accounts, to be produced in advance of the AGM.

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.

Members have the right to propose motions to the Secretary for inclusion in the AGM agenda and they must be received 14 days prior to the AGM.

If a Member has outstanding debts, they will lose their right to vote at the AGM.



A Member can vote on AGM motions by proxy.

9 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 30 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 30 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 30 days of the Secretary receiving the appeal.

10 Safeguarding

The Club fully adopts Volleyball England's policies regarding child protection and safeguarding.

The Club's Safeguarding Policy applies to all Club Officers, Members, and Volunteers who come into contact with children at any event organised by or held under the authority of and/or any other body affiliated, or representative of the Club.

All Club Officers, Members and Volunteers who come into contact with children shall undergo verification via the Disclosure and Barring Service (DBS).

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 Surrey Volleyball Association.

12 Amendments to the constitution

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

13 Declaration

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

Club Chair
SIGNED: Pedro Fernandes
DATE:
Name:

Club Secretary
SIGNED: MariAngela Vertuccio
DATE:
Name:



EQUALITY STATEMENT

Spelthorne Volleyball Club is committed to ensuring that equity is incorporated across all aspects of our development and success.

EQUALITY POLICY

- 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 Chairperson's discretion.

In addition Spelthorne Volleyball Club fully adopts Volleyball England's policies regarding equality:

Equality 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, HIV status, or unrelated criminal convictions, or disability.

Equality Policy

The aim of this policy is to:

- *Ensure that all present and potential members / employees of Volleyball England receive fair treatment*
- *Ensure that there is open access for all those who wish to participate in the sport and that they are treated fairly.*

Volleyball England will:

- 1. Promote equality of opportunity to its members/employees. It will monitor the implementation of this policy and keep members/employees informed of its impact.*
- 2. Ensure that the policy is effectively communicated and that proper training and guidance is given to ensure that all members and employees fully understand their responsibilities as set out both in the policy and the legislation. In this it will take account of the:*
 - *Race Relations Act 1976*
 - *Sex Discrimination Act 1975, 1986 & 1999*
 - *Equal Pay Act 1970*
 - *Disability Discrimination Act 1995*
 - *Rehabilitation of Offenders Act 1974*
 - *Human Rights Act 2000*
- 3. All members/employees have a responsibility to observe this policy and to ensure that equality of opportunity is continuously provided for, in all Volleyball England's activities.*
- 4. Reserve the right to discipline any of its members/employees who practice any form of discrimination on the grounds of a person's age, colour, race nationality, religion, ethnic or national origin, gender, marital status, sexuality (in respect of gay men and lesbians) HIV status, or unrelated criminal convictions, or disability.*

Link: https://volleyballengland.org/about_us/equality_and_diversity/equality_policy



FINANCIAL POLICY

For more detail, refer to the following document, available from the Charity Commission website: *Internal Financial Controls for Charities (CC8)*.

This document sets out the procedures for the day-to-day management of the **Spelthorne Volleyball Club's** finances.

The policy ensures that:

- ☐ There are consistent and transparent procedures in place to ensure that assets are safeguarded and to prevent misappropriation and misallocation of monies.
- ☐ The organisation's assets are used to the best advantage.
- ☐ The controls are appropriate for the level and type of activity, to ensure efficient and professional management.

1. Bank Accounts

- ☐ Bank accounts in the name of the organisation are opened or closed only with the full approval of the Board/Management Committee.
- ☐ There shall always be proper approval for movements between, and payments from, bank accounts.
- ☐ Two authorised signatories, who shall be unrelated to one another, are required to approve any direct debit or standing order.
- ☐ All documentation shall be retained and payments shall be monitored to ensure that the arrangement is cancelled when the organisation stops using the goods or services being supplied.

2. Cheques

- ☐ The authorised cheque signatories are listed on the following page. Each signatory has the responsibility to make certain that cheques are made out to the correct payee and for the correct amount.
- ☐ Ideally a minimum of two signatories is required on cheques above the reasonably low value threshold stated **overleaf**.
- ☐ No signatory may sign a cheque payable to themselves or to a spouse/partner or relative.
- ☐ Where two signatories are authorising a payment, those individuals shall not be related to one another.
- ☐ No blank cheques may be signed.
- ☐ All cheques are handwritten and as far as practicable, drawn up by a person other than a signatory.

3. Debit / Credit Cards

- ☐ A clear policy shall be set regarding the use of payment cards, the criteria for their issue, spending limits and their securities.
- ☐ All expenditure shall be clearly supported by a receipt or invoice.
- ☐ Copies of all statements shall be sent directly to the organisation's Treasurer or Finance Team and not to the individual card holder. The statements shall be used to analyse transactions, matching these with supporting receipts and invoices.
- ☐ Card use will be periodically to ensure consistency of use with set policies.



- ☐ Payment cards shall be cancelled and destroyed if the individual card holder ceases to be involved in the organisation or if the authorisation of the card's use is withdrawn.

4. Electronic (Internet) banking

The fundamental internal financial control which is recommended as best practice by the Charity Commission is that organisations banking online use a system which requires authorisation of each transaction by more than one individual.

- ☐ As with all other areas, there should be a clear separation of duties, to prevent any single person being able to control resources.
- ☐ Authorised individuals shall keep all passwords and pin numbers secret and never share their security details with one another.
- ☐ After each transaction, a print-out shall be produced & stored as a record.

5. Payment of Expenses

- ☐ A clear policy shall be set for the payment of expenses, which should clarify whether the organisation pays expenses for travel and other out-of-pocket expenses, and if so on what terms.
- ☐ Any mileage rate paid will not be above HMRC rates (thus not resulting in a tax or national insurance liability for the organisation or the claimant).
- ☐ There shall be a clear requirement to complete expenses claims and to provide receipts.
- ☐ Expense claims shall contain a self-declaration that the claim is accurate and incurred in connection with the business of the organisation.
- ☐ Expenses claims shall be authorised by someone other than the claimant
- ☐ Reimbursement should be made by cheque or bank transfer as far as possible, to minimise cash payments.

6. Cash

Payments in cash should be kept to a minimum due to the greater risk that handling cash presents and difficulties that can arise in establishing correctness & control over cash transactions.

Where payments are made in cash, the following procedures will be followed:

- ☐ Cash payments shall be for small amounts only
- ☐ Cash shall be paid from a petty cash float specifically kept for such payments, and not from incoming cash or by way of direct withdrawal from the bank account
- ☐ Supporting documentation for the cash payment shall be provided and should be authorised by someone other than the person who maintains the petty cash or the person making the payment.

7. Checks on Expenditure

- ☐ All expenditure of the organisation's funds must be properly accounted for and in accordance with the objectives of the organisation.
- ☐ All payments should be promptly recorded, including details of the nature of the payment, supported by relevant receipts or invoices.
- ☐ Regular checks must be made to ensure records are being accurately maintained and that there are no discrepancies.

Website: www.spelthorneVC.co.uk
Facebook: www.facebook.com/SpelthorneVC
Contact: SpelthorneVC@gmail.com





SPELTHORNE VOLLEYBALL CLUB

CHAIRPERSON AND VICE-CHAIRPERSON

ROLE DESCRIPTION

To co-ordinate the affairs of Spelthorne Volleyball Club.

SKILLS/QUALITIES REQUIRED

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

COMMITMENT

To chair the AGM once a year, deal with any club issues as and when they arise and attend club management meetings.



SPELTHORNE VOLLEYBALL 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 committee meetings, deal with any other arising club issues



SPELTHORNE VOLLEYBALL CLUB

TREASURER

ROLE DESCRIPTION

To manage Spelthorne 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
- Manage the Club named Bank Account
- 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 on-going responsibility for club accounts



SPELTHORNE VOLLEYBALL CLUB

CLUB WELFARE & SAFEGUARDING OFFICER

ROLE DESCRIPTION

To be responsible for the implementation and management of good practice and safeguarding policies within the club.

SKILLS/QUALITIES REQUIRED

- Shall have attended a Sport Coach UK's Safeguarding and Protecting Children Workshop or other recognised course **within the last three years**, or willing to attend within 6 months of appointment. <http://sportscoachuk.org/site-tools/workshops/about-our-workshops/safeguarding-and-protecting-children>
- 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
- Willing to partake in CPD
- Shall have undergone a DBS check

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 the required paperwork.
- 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/guardians and juniors have access to Volleyball England Child Protection Policies and Procedures documents.



SPELTHORNE VOLLEYBALL CLUB

WELFARE OFFICER

ROLE DESCRIPTION

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

SKILLS/QUALITIES REQUIRED

- Be approachable
- Well organised
- A good motivator
- Confident and enthusiastic

MAIN DUTIES

- Has preferably attended the Running Sport workshop 'Valuing Your Sports Volunteers' (or other recognised course), or willing to attend within 6 months of appointment
- To be main lead for the Continual Professional Development (CPD) plan for members of management committee, coaches, referees, and volunteers
- Main contact for all volunteers
- To ensure all roles have job descriptions and update these where necessary
- To maintain contact with and supervise all volunteers
- To liaise with other committee members with regards to volunteer requirements
- To implement volunteer recruitment and recognition scheme.
- Shall have undergone a DBS check

COMMITMENT

Attend the AGM and other meetings, continual involvement in volunteer issues



SPELTHORNE VOLLEYBALL CLUB

REFEREE COORDINATOR

ROLE DESCRIPTION

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

SKILLS/QUALITIES REQUIRED

- Be approachable
- Well organised
- A good motivator
- Confident and enthusiastic

MAIN DUTIES

- Main contact for all Club volunteer referees, first referees and scorers (officials)
- Oversight of all club officials
- Maintain a record all the qualifications of club officials
- Help maintain a log of all SVC members who officiated at home league matches
- Training and development of referees including independent assessment (where required)
- Liaise with Surrey Volleyball Association Referee co-ordinator (where required)
- Help recruit new member to volunteers to be officials
- Promote the good work undertaken by club officials via a recognition scheme
- To liaise with other committee members with regards to volunteer requirements

COMMITMENT

Attend the AGM and other meetings, continual involvement in volunteer issues



SPELTHORNE VOLLEYBALL CLUB

JUNIOR DEVELOPMENT OFFICER

ROLE DESCRIPTION

To manage junior club development

SKILLS/QUALITIES REQUIRED

- Shall have attended a Sport Coach UK's Safeguarding and Protecting Children Workshop or other recognised course **within the last three years**.
<http://sportscoachuk.org/site-tools/workshops/about-our-workshops/safeguarding-and-protecting-children>
- Shall have undergone a DBS check
- 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



SPELTHORNE VOLLEYBALL CLUB

EXTERNAL & VOLUNTEER COACHES

ROLE DESCRIPTION

To be the main coach responsible for coaching activities and sessions with the club

SKILLS/QUALITIES REQUIRED

- Coaches of Juniors (under 18) shall have attended Sports Coach UK's Safeguarding and Protecting Children Workshop or other recognised course **within the last three years**.
<http://sportscoachuk.org/site-tools/workshops/about-our-workshops/safeguarding-and-protecting-children>
- Coaches of Juniors (under 18) shall have undergone a DBS check
- Good inter-personal skills
- Qualified to the appropriate level
- Approachable
- Fair

MAIN DUTIES

- To take full responsibility for the club's session(s) under the control of the individual, as agreed in advance with the Club Chairman / volunteer coordinator
- To prepare all coaching sessions beforehand
- To work with and include the Club's Head Coach 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 Adult coaching and competitions
- To assist in the selection of teams
- To travel to competitions with the team(s).
- 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.