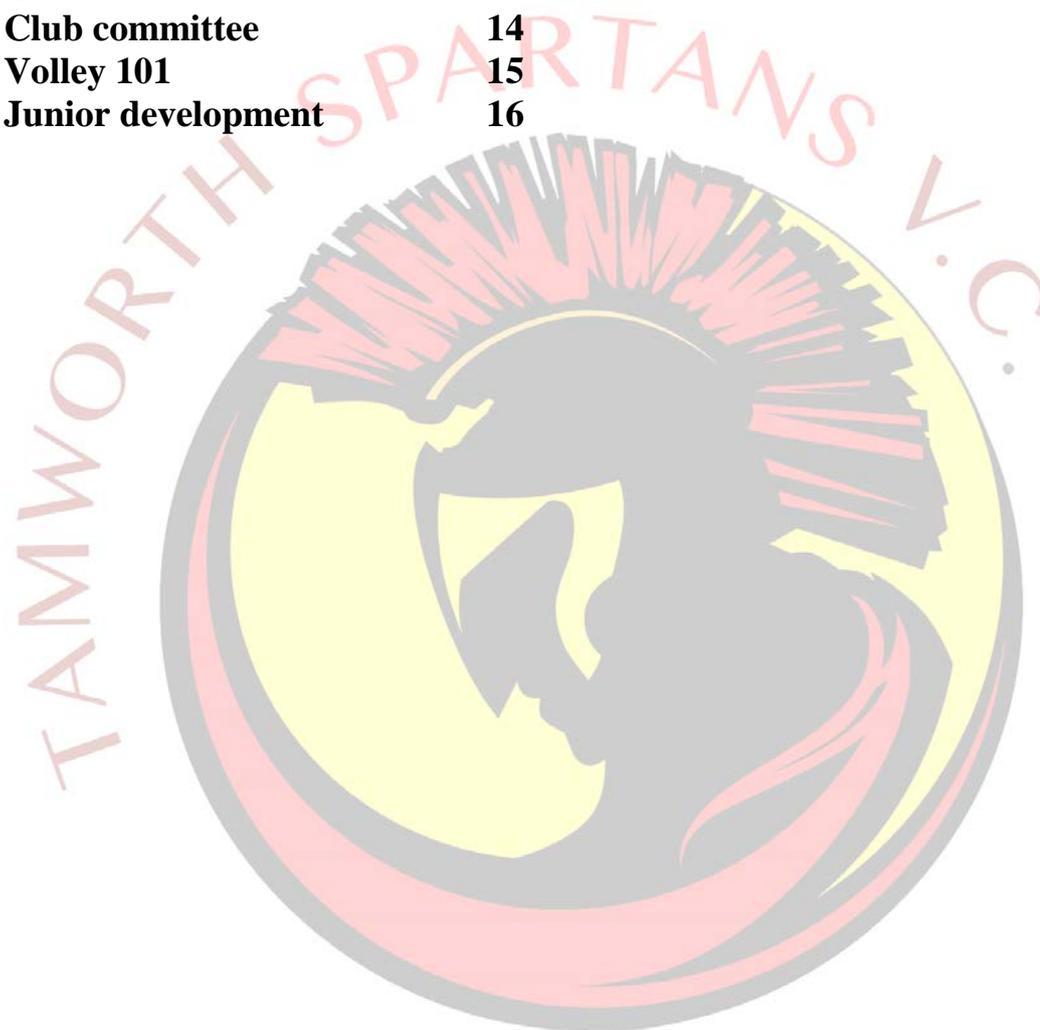




**Tamworth Spartans Volleyball Club
Club Handbook 2019/20**

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Tamworth Volleyball Club Constitution

NAME

For commercial purposes, the club shall trade as Tamworth Volleyball Club unless a sponsor's name is incorporated at an EGM or AGM.

The club shall however be branded as Tamworth Spartans Volleyball Club.

RULES & REGULATIONS

Games played by all club teams will be in accordance with current FIVB rules.

OBJECTIVES

- To promote and encourage the development of volleyball within all areas of the community in the Tamworth and surrounding area;
- To assist the relevant local, regional and national bodies with the promotion of sport and volleyball;
- 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.

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.

Membership of the club is open to anyone who subscribes to the above objectives. There are three classes of membership;

Adult - £25.00 per month by standing order.

Under-21 - £20.00 per month by standing order.

Unwaged - £13.00 per month by standing order.

All rates increase by £2 per month for members paying by cash or cheque (unless a full year's fees are paid in advance).

Pay-as-you-play rates are also available for adults (£5 per session) and juniors (£3 per session) but such players are ineligible for the club's competitive teams.

For those members who wish to pay National Volleyball League volleyball for the Club, an extra fee will apply – to be determined by the executive committee each season. Any paid-up member of a fellow West Midlands Volleyball Association club shall be able to

play NVL volleyball for the Club for the same 'top-up' fee. This does not enable them to play regional volleyball or train at non-NVL sessions without paying the appropriate fee.

An individual player's NVL registration with Volleyball England remains the responsibility of the player.

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

Associate memberships shall be awarded annually to non-playing members who retain a volunteering role within the club. These memberships are free of charge and entitle the member to a vote at the AGM.

ELECTED OFFICERS

There shall be two groups of elected officers within the club;

Seven executive officers (Chairman, Vice Chairman, General & Competition Secretary, Treasurer, Club Coach, Junior Development Officer and Club Welfare Officer);

Three non-executive officers (Social Secretary, Community and Communications Officer and Volunteer Coordinator). All officers shall retire annually but are eligible for re-election.

MANAGEMENT COMMITTEE

The affairs of the club shall be conducted by the executive officers and any other members co-opted by the committee for special purposes. Only the executive posts will have the right to vote at meetings of the Management Committee.

A quorum for the transaction of business at any management committee meeting shall be three executive members. There should be a minimum of three committee meetings a year, not including the AGM, which are the responsibility of the Chairperson to arrange.

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.

AUTHORITY OF THE MANAGEMENT COMMITTEE

The Management Committee shall have the power to;

- Invite suitable non-voting delegates to meetings;
- Delegate any of its duties to sub-committees who cannot co-opt without the approval of the Management Committee;
- Administrate this constitution;
- Decide on any question or matter not provided for by this constitution which shall be final;

- To waive the vote of any officer who has a personal interest in any matter being debated by the Executive Committee;
- Refuse any application for membership.
- Be responsible for disciplinary hearings of members who infringe the club rules, regulations or constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

FINANCE

The financial year of the club shall end on the 31st of May and an audited statement of accounts up to and including this date shall be presented at the AGM. The funds of the club shall be lodged with a reputable bank and all cheques shall be signed by two Executive Committee members.

The Club Treasurer will be responsible for the finances of the club and an auditor shall be appointed by the Executive Committee.

The funds of the club shall be used towards the furtherance of the organisation's objectives. In the event of dissolution, any remaining funds shall be put into trust for the use of a newly elected Management Committee of a reformed Tamworth Volleyball Club (see below).

ANNUAL GENERAL MEETING (AGM)

Not more than 14 months should elapse between club AGMs which should be targeted to take place in June or July each year.

At least 14 days notice shall be given to all members of the club clearly stating the date, time and venue. An agenda should also be issued and a copy posted on the club notice board.

- All paid up members are entitled to one vote each;
- All associate members are entitled to one vote each;
- National Volleyball League players who only pay the 'top-up' NVL fee shall be entitled to attend but only to vote on matters which pertain to NVL participation;
- A quorum for the transaction of business at an AGM shall be eight persons;
- All matters shall be decided by a secret ballot or show of hands at the discretion of the Chairperson;
- With the exception of changes to the constitution, all resolutions shall be decided by a simple majority;
- Alterations to the constitution may only occur by a two thirds majority vote at an AGM or EGM;
- Elections of officers are to take place at the AGM.

EXTRAORDINARY GENERAL MEETING (EGM)

An EGM of the club shall be convened on a resolution of the Management Committee or within one month of a request signed by at least 12 club members. The voting provisions and procedures for club AGMs shall apply.

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 21 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 14 days of the Secretary receiving the appeal.

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 West Midlands Volleyball Association to hold in trust for the use of a newly elected Management Committee of a reformed Tamworth Volleyball Club.

AMENDMENTS TO THE CONSTITUTION

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

TAMWORTH SPARTANS VOLLEYBALL CLUB CODES OF CONDUCT

The essence of good ethical conduct and practice is summarised below for players, club officials, volunteers, parents and guardians.

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 manner;
- Respect and look after all training and playing areas at all times, leaving venues the way they were found;
- Abide by the instructions of their coach and officials, provided that they do not contradict the spirit of the 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;
- Undertake their fair share of officiating duties throughout the course of the season;
- Resist any temptation to take prohibited substances or use prohibited techniques;
- Play their part in the safeguarding of young people in the club;
- Abide by the safeguarding, e-safety and transportation policies.

All club officials and volunteers must:

- Consider the well-being and safety of participants before the development of performance;
- Develop an appropriate working relationship with participants, 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 Volleyball England and the club;
- Hold the appropriate valid qualifications and insurance cover;
- Never exert undue influence over participants to obtain personal benefit or reward;
- Never condone rule violations, rough play or the use of prohibited substances;
- Encourage participants to value their performances and not just their results;
- Ensure the safeguarding of junior players within the club.

All parents and guardians must:

- Encourage your child to learn the rules and to 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.



Mission statement

Tamworth Volleyball Club aims to provide opportunities for players of all ages and abilities to train and develop their skills with regard to playing, coaching and officiating.

The club also aims to raise the standard and profile of the sport in and around our immediate geographic area.

Our Spartan-inspired brand values are such that we strive for sporting excellence; acting with honour and integrity in everything we do in pursuit of physical fitness, honest competition and comradeship.



Equity policy

Tamworth Volleyball Club will not discriminate against any potential or existing member on the following grounds:

- Gender;
- Race;
- Disability;
- Colour;
- Nationality;
- Marital status;
- Sexual orientations;
- Religion;
- Age.

The committee will review these criteria as often as required.



Training programme and venues

The club plans to operate from three venues during 2019/20:

- Tuesday nights, 20:00 – 22:00: Club training from September to July, including competitive home matches from October to May, at Wilnecote Leisure Centre, Tinkers Green Road, Tamworth B77 5LF.
- Thursday nights, 20:00-21:30: Training for the National League teams at Rawlett Sports & Community College, Comberford Road, Tamworth B79 9AA
- Sunday nights, 17:30 – 21:30: Ladies' squad training (from 17:30) and men's squad training (from 19:30) at Rawlett Sports & Community College, Comberford Road, Tamworth B79 9AA.
- Tuesday nights, 19:00 – 20:00: Junior Academy training at Wilnecote Leisure Centre, Tinkers Green Road, Tamworth B77 5LF.

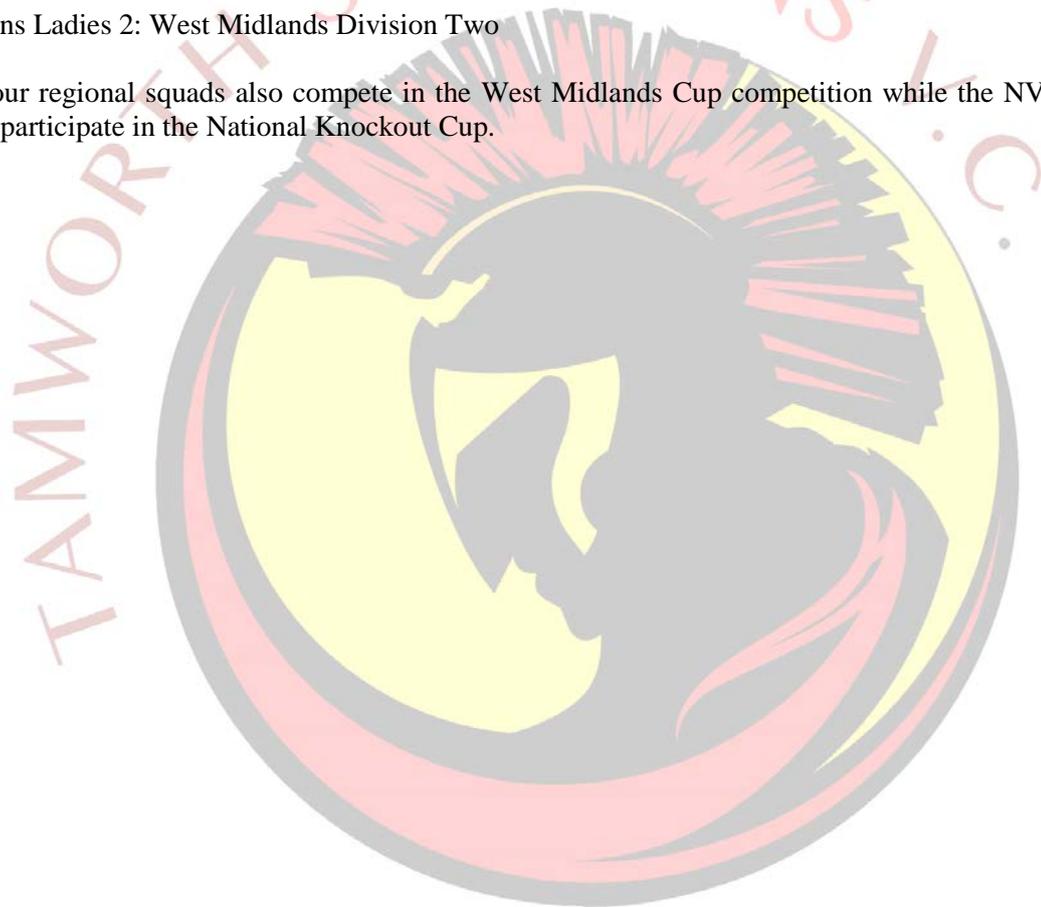


Competitions and leagues

The club currently operates six squads, all of which play as Tamworth Spartans. For the 2019/20 season, they are as follows:

- Spartans NVL Ladies: National Volleyball League Division 3 (Central)
- Spartans NVL Men: National Volleyball League Division 2 (North)
- Spartans Men 1: West Midlands Division One
- Spartans Men 2: West Midlands Division One
- Spartans Ladies 1: West Midlands Division One
- Spartans Ladies 2: West Midlands Division Two

The four regional squads also compete in the West Midlands Cup competition while the NVL teams participate in the National Knockout Cup.



Club Communication

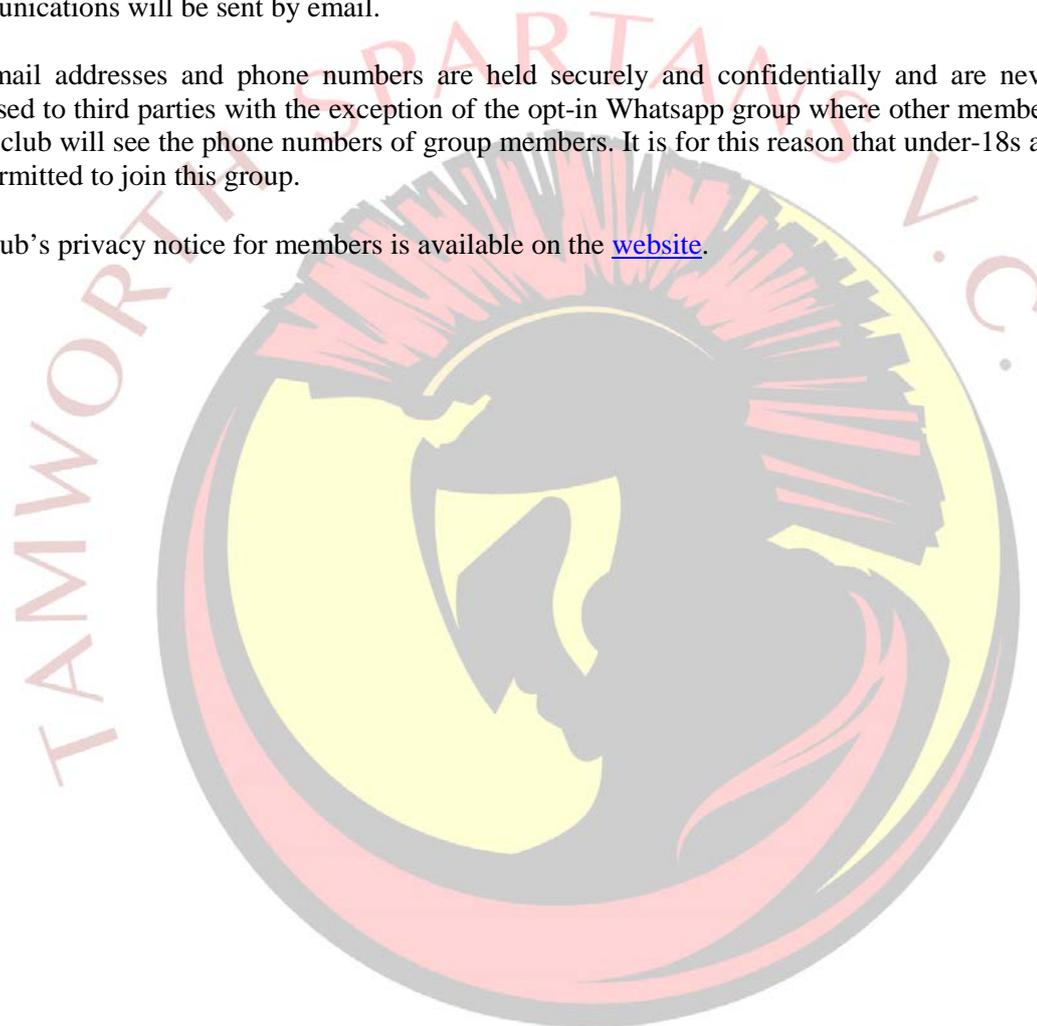
The club website, www.tamworthspartans.com, is the key point of contact with club members and contains details on fixtures, training, squads and all other club info.

Weekly email updates are issued from the club chairman to provide reports on the past week's activities and a snapshot of the forthcoming week's activity.

The club operates a Whatsapp chat group, used for club communications, match updates and general club gossip, which members can choose to opt into. No official club communications will be sent via Whatsapp so as not to disadvantage those who do not use the function. Official communications will be sent by email.

All email addresses and phone numbers are held securely and confidentially and are never disclosed to third parties with the exception of the opt-in Whatsapp group where other members of the club will see the phone numbers of group members. It is for this reason that under-18s are not permitted to join this group.

The club's privacy notice for members is available on the [website](#).



Club committee

As of the start of the 2019/20 season, the TVC Executive Committee is as follows:

Chairman – Simon Griffiths

Vice-chairman – Malcolm Marrs

Treasurer – Seb Struski

Secretary (Club & Fixture) – Kara Griffiths

Club coach – Bob Fordi

Junior Development – Cindy Perkins

Club Welfare Officer – Marta Ophide

The Executive Committee is supported by the following Non-Executive members:

Volunteering Coordinator – Malcolm Marrs

Publicity Secretary – Kara Griffiths

Social Secretary – Sasha Bloomfield



Volleyball 101

In 2012, Tamworth Spartans established the Volleyball 101 course, aimed at people who are new to volleyball, and would like to learn how to play the sport and hopefully join one of our four teams.

Volleyball 101 is intended to be an all-round developmental package for adults who want to learn to play volleyball but have either never picked up a volleyball before or only have had a limited exposure to the sport.

The course, which runs over ten weeks and costs £35, will teach beginners the basic skills they will need to play volleyball, including the volley, the dig, the serve, the spike and the block. The course will also look at the basic rules and, crucially, how the game is actually played – positions, positional discipline and the Tamworth Spartans club system, which is used in all mixed training sessions.

The idea of the ten week programme is that at the end of the course, players will feel confident enough in their skills and knowledge of the game to join either men's or women's squad training, and to hopefully be selected for one of the club's competitive squads.

There will be a twin emphasis on learning the game and having fun. By taking part in a course, rather than ad hoc sessions, all participants should progress at a roughly equal rate, making the sessions more fun for all.

The course curriculum covers: Individual skills, positions, positional discipline, basic rules and terminology, how a volleyball team operates and game-play situations.

The course will be staffed by fully qualified (level 2) coaches, who will focus on a specific aspect of the game each week, building on these foundations week by week, until, by the latter third of the course, players are comfortable with their skills and how to use them on court, in a game situation.

Junior Development

The club is committed to providing regular volleyball training sessions for juniors, where they can learn basic volleyball skills and tactics within a fun but competitive environment. This is intended to provide a clear path of progression from junior to senior training, with playing for the Tamworth first team (both boys and girls) as the ultimate goal.

En route to achieving this goal, we aim to provide our juniors with a sound grounding in the basics of volleyball as well as providing competitive playing opportunities when appropriate.

Staffed by fully accredited (and CRB cleared) coaches and volunteers, our weekly sessions aim to engender a passion for the game and to build a team which our juniors can call their own. We also recognise the vitally important role that parents play and look to involve them in our activities as much as possible.

