



Member Handbook

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1. Introduction

Welcome to Guildford International Volleyball Club.

2. Mission Statement

Ever since the very early days of the club it has been enshrined in the Clubs constitution that the club will: -

“Provide the sport of volleyball in Guildford as a competitive sport and leisure activity”

Furthermore we adhere to the following principles: -

- *We are a welcoming club that encourages participation at all levels.*
- *We participate fully in the wider volleyball and local sports community.*
- *We recognise the value of having qualified coaches who provide a structured training environment.*

3. Equality 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 English Volleyball Association's definition of sports equity:

The English Volleyball Association (EVA) supports the principle of equal opportunities for all participants, member, representatives and employees whilst working for, or on behalf of the EVA. 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.

4. Code of Conduct

4.1 Code of Conduct for players

The essence of good ethical conduct and practice is summarised below. In addition we encourage all club members to take an active role in the life of the club:

- *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 matches and club* training sessions and if unable to attend inform the coach and/or team organiser with as much notice as possible.*
- *Pay all due fees in a timely manner.*
- *Be willing to assist with club activities.*
- *Resist any temptation to take prohibited substances or use prohibited techniques.*

(*) Club training sessions are the mid-week sessions

4.2 Code of Conduct for club officials and coaches

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

4.3 Code of Conduct for Parents and Guardians

The essence of good ethical conduct and practice is summarised below. We ask that all 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

5. Committee and Officer Roles and Responsibilities

Role	Post Holder	Responsibilities
Chair Person	John Biddiscombe	<ul style="list-style-type: none"> Responsible for managing the affairs of Guildford International Volleyball Club Chair and control the meetings of the management committee and AGM Be familiar with the constitution of Guildford International 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 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 Represent the club on external committees and forums as appropriate. Act as a club signatory for club cheques.
Secretary	Wendy Bacon	<ul style="list-style-type: none"> 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 day running of the club To respond to any correspondence as appropriate To pass on any information received to

		<p>relevant parties/persons</p> <ul style="list-style-type: none"> • Act as the initial point of contact for the club • Maintain contact details for all club members and associates • Maintain email distribution group for active club members.
Treasurer	Karolina Molenda	<ul style="list-style-type: none"> • Responsible for all club finances • Produces an annual budget and monitor expenditure • Responsible for payment of any monies to and from the club; providing receipts and keeping an up to date record of transactions • Oversee the collection of membership fees, standing orders payments & session fees • Produce an end of year financial report for the AGM • Provides regular reports to the committee on the financial position of the club • Act as a signatory for club cheques.
Fixtures Secretary	Dave Sanderson	<ul style="list-style-type: none"> • Responsible for arranging local league fixtures. • Oversee the booking of venues for fixtures. • Communicate match details with fixture secretaries from other clubs and Team Organisers within Guildford.
NVL Secretary	<p>Karen Rossi (WNVL)</p> <p>Mike Richardson (MNVL)</p>	<ul style="list-style-type: none"> • Responsible for arranging National league fixtures. • Communicate match details with fixture secretaries from other clubs and match officials in line with NVL rules. • Communicate match results to Volleyball England in line with NVL rules. • Acts as a point of contact between Volleyball England and the club on matters related

		to the National League.
Coaching Coordinator	Nikos Epiphaniou	<ul style="list-style-type: none"> Ensures that there is a coach present at each club session. Chair meetings of the Selection Committee Work with other club coaches to develop the general playing standard.
Social Secretary	Marika Katzourakis	<ul style="list-style-type: none"> Arranges a program of social events for club members.
Volunteer Coordinator and New Member Secretary	Clive Cooper	<ul style="list-style-type: none"> Respond to new player enquiries to the club, primarily from the web site. (contact@guildfordvolleyball.org.uk) Maintain the club Welcome pack and New members leaflet. Act as a “welcoming face” for new members.
Welfare Officer	Deb Pickens	
Junior Development Officer	Bob Pickens	
Press and Publicity Officer	Bob Pickens	

6. Playing programme

We operate throughout the year; during the season (September to May) we provide 8 hours a week of fully coached training sessions, our matches are always booked in addition to these sessions.

We offer a variety of playing opportunities in one of our six teams ranging from foundation level local league up to national league.

During the summer we offer recreational outdoor sessions at a variety of locations around Guildford and also compete in many outdoor tournaments.

6.1 Training Session

We run a full training programme during the season

Training Session	Day and Time	Location
Open Club session Members and non-members, mixed coached session suitable for all levels of play especially beginners.	Sunday (7 - 9pm) September - May	Surrey Sports Park
Club Session Members only	Tuesday (8 – 10pm) All year	Guildford Spectrum
Women Advanced By coaches invitation only	Wednesday (9 – 11pm) August – April or May	Guildford Spectrum
Men Advanced By coaches invitation only	Thursday (8 – 10pm) August – April or May	Guildford Spectrum

6.2 Coaching

As a club we recognise the benefits of a structured and progressive training programme and we are very fortunate to be able to call on the services of several well qualified and highly experienced coaches.

All of the training sessions are run under the watchful eye of one of our club coaches who aim to develop the technical and tactical skills necessary to progress in the sport.

6.3 Teams and Matches

We run six teams of varying levels so it is very likely that members will find a team at a level to suit them. Players are welcomed into teams appropriate to their level and the initial placing of players into teams is overseen by an annually elected selection committee.

Team	Competition	Description / Details
Guildford Men NVL	National League Division 2 South	<p>The top level of play for men within the club.</p> <p>Players are expected to regularly attend NVL training sessions.</p> <p>Season runs September to April</p> <p>Between 16 – 20 matches per season</p> <p>Matches usually on Saturdays & always at weekends</p>
Guildford Women NVL	National League Division 2 South	<p>The top level of play for women within the club.</p> <p>Players are expected to regularly attend NVL training sessions.</p> <p>Season runs September to April</p> <p>Between 16 – 20 matches per season</p> <p>Matches usually on Sundays & always at weekends</p>
Guildford Tsunami	Surrey League Division 1	<p>Upper Intermediate level, with many of the teams in Surrey League Division 1 fielding National League players.</p> <p>The top two teams in the league represent Surrey at the South East tournament, with the winner of that tournament taking part in the Regional</p>

		<p>Champions Trophy.</p> <p>Home matches are held at weekends; while away matches depend on which day the opposition play their matches.</p>
Guildford Storm	Surrey League Division 2	<p>Intermediate level of play.</p> <p>Home matches are held at weekends; while away matches depend on which day the opposition play their matches.</p>
Guildford Cyclone	Surrey League Division 3	<p>Foundation level of play.</p> <p>The implementation of the league rules is less strictly applied, while the matches remain enjoyably competitive.</p> <p>Home matches are held at weekends; while away matches depend on which day the opposition play their matches</p>
Guildford Mistral	Surrey League Division 1	<p>Upper Intermediate level, with some of the teams fielding National League level players.</p> <p>The top two teams in the league represent Surrey at the South East tournament, with the winner of that tournament taking part in the Regional Champions Trophy.</p> <p>Home matches are held at weekends; while away matches depend on which day the opposition play their matches.</p>

Teams are expected to officiate for the other teams and with this in mind, matches are usually organised in pairs to facilitate this.

The club will assist with funding the cost of attending a referee course and the registration fees for members who wish to develop in this important area of the game.

6.4 Venues

We are fortunate to be blessed with some excellent venues in the Guildford area which we use for training and matches. Unfortunately due to their popularity and the events that are held in them we have to relocate our training sessions from time to time. Details of these changes are posted onto the club website (www.givc.co.uk)

Venue	Address
Guildford Spectrum, www.guildfordspectrum.co.uk	Park Way Guildford GU1 1UP
Surrey Sports Park www.surreysportspark.co.uk	University of Surrey Richard Meyjes Road Guildford GU2 7AD
ACS Cobham International School www.acs-england.co.uk/acs-cobham.aspx	Heywood Portsmouth Rd, COBHAM, KT11 1BL
The Ashcombe School www.ashcombe.surrey.sch.uk	Ashcombe Road DORKING RH4 1LY
Ash Manor School Sports Centre www.guildfordspectrum.co.uk	Ash Manor Sports Centre Manor Road, Ash GU12 6QH

6.5 Off Season

During the summer months (June – August) the club maintains one indoor training session each week, usually Tuesday night.

The club owns several sets of outdoor posts and court markings, so we head out doors to play during the summer. We run a “Turn Up and Play” Summer League at a prominent location, which we promote around to town to attract new members. We also have a more relaxed social session on a Sunday evening.

We enter several outdoor tournaments both in the UK and abroad where we encourage as many members as possible to play. The club runs an outdoor tournament, usually held on the 3rd Sunday in August as well as an indoor Fun Christmas Tournament in December.

Ad-hoc trips to play Beach Volleyball at Brighton and Portsmouth are arranged and on occasions we enter beach tournaments on the continent.

7. Fees and Funding

Annual membership fees are set at the club AGM, the fees go towards funding capital equipment (balls, outdoor nets and posts, scoreboards etc etc), coach and referee registration, funding for club officers to attend courses, Volleyball England affiliation and other costs which the club as a whole incurs.

The club offers a 33% discount on these rates for students and the unwaged and Under 18 year olds are exempt from the club membership fee.

A scale of monthly paid fees is in place which covers match and training costs for various playing and training options, we encourage members to setup a monthly standing order to pay these fees. This is fully detailed in Appendix A.

Club fees are set in line with the clubs principle of being a non-profit making organisation and as such none of the officers or coaches receives payment. However the club does recognise and highly values the contribution that volunteers make to the successful running of the club so all committee members and regular session coaches are exempt from membership fees.

The Treasurer and club committee continually explore ways in which fees can be kept to a minimum by negotiating to get the best rates possible from the venues we use and wherever possible combining fixtures.

The club has been successful in obtaining grants from the local sports council and has also secured sponsorship deals in the past.

8. Communication

The club maintains a website (www.guildfordvolleyball.org.uk also using www.givc.co.uk as an address) hosted by ClubBuzz, which provides details of training and matches, directions to the different venues, club news and reports as well as details of the club committee and useful forms that can be downloaded.

For social media the club also has a Facebook page where pictures and videos as well as general discussions are posted (<http://www.facebook.com/group.php?gid=9593331685>). There is also a Twitter feed.

Day to day club communication is done via a closed group via the ClubBuzz website (only available to club members) for emailing details of social events, notification of changes to sessions and general correspondence.

ClubBuzz is also used for storing member details with team and match management, where match notifications are sent via email and SMS text message and individuals are able to respond with their availability by replying to either message. It is also possible for individuals to log into the website to update their profiles, access member only areas and for the team organiser to manage invitations to the squad.

The Surrey Volleyball Association uses League Republic to manage their leagues, with teams responsible for inputting their own results.

9. Development and Recruitment

The club works with partner organisations to deliver various development initiatives, but at present doesn't run any dedicated junior development sessions, however juniors are encouraged to attend the open club sessions.

9.1 Junior Development

The club doesn't run any dedicated junior sessions, but is working with local schools both in setting up Change 4 Life clubs and also providing curriculum coaching sessions. Coaches from the club are involved with Volleyball Development Camps who run 2 day and weeklong camps for junior athletes.

The club provides outdoor equipment and referees for schools sports festivals held over the summer.

9.2 Student Development

The club runs a weekly session for students at Guildford College.

A club member has been appointed by Volleyball England as a Higher Education Volleyball Officer; the club also provides coaching at Surrey University and offers further training and competitive opportunities for students.

9.3 Recruitment

The most successful tool for recruiting new members is the clubs website; we have also invested using Google Ad-words to increase traffic to the site.

We run a summer league in a public park as a way of attracting people to play and also provide introductory offers at times throughout the year (eg try 4 sessions for free).

10. Affiliations and Links

The club is of course affiliated to Volleyball England and is active in both Surrey volleyball and also the South East region.

We are also members of Sport Guildford, the local sports council which distributes grants and represents the interests of local sports clubs. We have been awarded grants for purchasing additional outdoor equipment and redeveloping the club website.