

# Nottingham Rockets Club Handbook



This handbook is designed to give all club volunteers, club members, parents and those wishing to join the club all the information you need to know about Nottingham Rockets Volleyball Club!

## Contact us:

Website: [www.nottinghamrocketsvolleyball.co.uk](http://www.nottinghamrocketsvolleyball.co.uk)

Email: [nottinghamrockets@hotmail.co.uk](mailto:nottinghamrockets@hotmail.co.uk)

[Join us](#) on Facebook!

# **Contents Page**

---

## **1 Introduction to Club Handbook**

---

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

## **2 Mission Statement**

---

Nottingham Rockets 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 and that of their community.
- 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 Nottingham, the East Midlands region and nationally.
- Nottingham Rockets 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 Playing Programme

---

### 3.1 Training Sessions

Training sessions run from the first week of September until the last week of June. These are organised into three sessions.

Training Session	Day	Time	Venue
Beginners	Monday	19.00 – 20.00	Southglade Leisure Centre
NVL Men	Monday	20.00 – 22.00	Southglade Leisure Centre
Juniors	Thursday	18.30 – 20.00	Southglade Leisure Centre
Senior Women & Men	Thursday	20.00 – 22.00	Southglade Leisure Centre

### 3.2 Teams and Competitions

For the season 2010/2011 Rockets will have 4 senior teams and junior teams competing at all three age groups.

Team	Description	Competitions
Men 1	Men's Advanced	<ul style="list-style-type: none"><li>National League Division 2N</li><li>National KO Cup</li></ul>
Men 2	Men's Advanced and Development	<ul style="list-style-type: none"><li>National League Division 3N</li></ul>
Men 3	Men's Development and Social	<ul style="list-style-type: none"><li>East Midlands League</li></ul>
Women 1	Women's Advanced	<ul style="list-style-type: none"><li>National League Division 3N</li></ul>
Women 2	Women's Development and Social	<ul style="list-style-type: none"><li>Women's East Midlands League</li></ul>
Junior Teams	U18 Male and Female Players	<ul style="list-style-type: none"><li>U18, U16, U15, U13 &amp; U11 competitions</li></ul>

Participation in teams is open to every member of the club. Each team will have a captain nominated by the coach. Fixtures will be communicated by the team secretary and will also be available on the club calendar: [www.nottinghamrocketsvolleyball.co.uk/fixtures-1](http://www.nottinghamrocketsvolleyball.co.uk/fixtures-1)

### 3.3 Venue

Nottingham Rockets Volleyball Club trains and plays matches at Southglade Leisure Centre, Southglade Road, Bestwood, Nottingham, NG5 5GU.

A number of National League matches in the 2011/2012 season will also be held at Jubilee Sports Centre, Jubilee Campus, University of Nottingham, Triumph Road, Nottingham, NG8 1BB

## 4 Fees

---

If you are new to our club, then the first session is free in order to give you a chance to decide whether the sport or our club are for you. From the second session you will be asked to become a member.

If you are, or decide to become a member, then you will need to commit to a monthly fee which is as follows.

Fee Category	Monthly Full Rate	Annual Fees (10% discount for annual upfront payment)
Adult	£25	£225
Adult Reduced Rate **	£19	£171
Beginners	£12	£108
Junior (NVL player)	£19	£171
Junior	£12	£108

\*\* Reduced rate applies to student and unemployed players and those players whose work patterns prevent them from attending more than 2 training sessions a month.

### Family friendly policies!

- Married couples who are both members of Nottingham Rockets both pay the adult reduced rate.
- Each adult paying member is entitled to a free junior place.

### Paying your fees

The prompt payment of fees is important to the successful running and ongoing development of the club. Fees include all training, matches and officials costs.

Payment should be set up to the following bank account:

*Bank: Lloyds TSB*

*Account Name: Nottingham Rockets Volleyball Club*

*Account number: 21219868*

*Sort code: 77-08-07*

Please make sure that you set **your name as the reference** and **payments are made for the current month**.

There is also the option to pay the whole annual fee at the beginning of the season with a 10% discount. We accept payment in Cash or by Cheque. Cheques should be made payable to 'NOTTINGHAM ROCKETS VOLLEYBALL CLUB'.

## 5 Equity Statement

---

Nottingham Rockets Volleyball 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 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 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.**
- Nottingham Rockets Volleyball 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.
- Nottingham Rockets Volleyball 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.
- Nottingham Rockets Volleyball Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## 6 Club Welfare & Codes of Conduct

---

The welfare of all our players is extremely important to Nottingham Rockets Volleyball Club. All of our coaches are qualified and registered with Volleyball England for the 2011/2012 season. All club coaches and volunteers working with Under 18 players also hold a current Volleyball England CRB check.

Nottingham Rockets has a Club Welfare Officer, Marta Larraona Puy who has attended recognised Child Protection training. To contact Marta, please email [nottinghamrockets@hotmail.co.uk](mailto:nottinghamrockets@hotmail.co.uk) with FAO Club Welfare Officer in the Subject line.

We ask all players, coaches and parents to read and abide by the below codes of conduct.

### 6.1 Code of Conduct for Players

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 training and matches; representing the club in a positive way.
- Represent Nottingham Rockets Volleyball Club in a positive way at all times.
- Respect and look after training and playing areas at all time, leaving the 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 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 fees are paid promptly.

### 6.2 Code of Conduct for Coaches

Good ethical conduct and practice summarised below.

All volunteers and officials must;

- Consider the well being 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 and ability taking part.
- Promote the positive aspects of volleyball, e.g. fair play.
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines set down by 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.

### 6.3 **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 fees are paid promptly.

## 7 Roles and Responsibilities of Committee Members

Nottingham Rockets is run by a team of dedicated volunteers who ensure the smooth running of the club. If you are interested in volunteering please email [nottinghamrockets@hotmail.co.uk](mailto:nottinghamrockets@hotmail.co.uk).

<b>Club Chairperson</b>	Jeff Goulbourne
<ul style="list-style-type: none"> <li>- Responsible for managing affairs of club.</li> <li>- Organise and chair committee meetings and the annual AGM.</li> </ul>	
<b>Head Coach / Junior Welfare Officer</b>	Paul Lamb
<ul style="list-style-type: none"> <li>- Take full responsibility for club training sessions (Beginners, Juniors, Seniors and NVL)</li> <li>- To work with other club coaches in the preparation and running of each session.</li> <li>- To attend club meetings and report on progress and suggest improvements.</li> <li>- Take responsibility for CPD of all club coaches.</li> <li>- Register annually with Volleyball England and hold a current Volleyball England CRB check.</li> <li>- Represent junior club members on club committee.</li> <li>- Work with local schools to maintain club junior membership.</li> <li>- Coordinate entries to regional and national junior competitions.</li> </ul>	
<b>Club Secretary</b>	Nick Brown
<ul style="list-style-type: none"> <li>- Take and distribute minutes at all committee meetings and AGM.</li> <li>- Be the main contact for the club and respond to any queries to the club email address.</li> <li>- Book the main club training slots.</li> <li>- Pass on any information from Volleyball England to club members as relevant.</li> </ul>	
<b>Club Treasurer</b>	Alex Gockowiak
<ul style="list-style-type: none"> <li>- Responsible for all club finances, keeping an up-to-date record of transactions.</li> <li>- To produce an end of year financial report for the AGM.</li> <li>- Ensure all club members have paid membership fees owing.</li> <li>- Arrange payment to match and training venues.</li> <li>- Liaising with team secretaries make payments to match officials.</li> </ul>	
<b>Volunteer Coordinator</b>	Kate Rothery
<ul style="list-style-type: none"> <li>- Recruit new volunteers to the club.</li> <li>- Ensure all roles have role descriptions and these are updated where necessary.</li> <li>- Nominate volunteers for local and national awards.</li> </ul>	
<b>Club Welfare Officer</b>	Marta Larraona Puy
<ul style="list-style-type: none"> <li>- Ensure that the club follows the guidelines set down by the Volleyball England Child Protection Policy.</li> <li>- Ensure that Welfare is an item on committee meeting agendas.</li> <li>- Deal with all welfare concerns in a confidential manner, keeping any documentation records. Forward any concerns necessary to the Child Protection Officer at Volleyball England.</li> <li>- Ensure that all club members working with Under 18s hold a Volleyball England CRB check.</li> </ul>	

- Hold a current Volleyball England CRB check.	
<b>Men 1 &amp; Men 3 Coach</b>	Paul Lamb
<b>Men 2 Coach</b>	Howard Tomlinson
<b>Women 1 &amp; 2 Coach</b>	Sian Lamb
<p><i>Within individual teams:</i></p> <ul style="list-style-type: none"> <li>- Run training every Monday / Thursday night.</li> <li>- Coach at matches where available, i.e. deciding on rotation, making substitutions, calling time outs and for East Midlands matches naming a MVP (Most Valued Player).</li> <li>- Inform captain in advance if unavailable for training or matches.</li> <li>- Bring balls to the matches, home and away.</li> <li>- Register annually with Volleyball England and hold a current Volleyball England CRB check.</li> </ul>	
<b>Men 1 Secretary</b>	Nick Brown
<b>Men 2 Secretary</b>	Chris Jackson
<b>Men 3 Secretary</b>	TBC
<b>Women 1 Secretary</b>	Kate Rothery
<b>Women 2 Secretary</b>	Klára Lovrics
<b>Junior Secretary</b>	Owen Lamb
<p><i>Within each individual team:</i></p> <ul style="list-style-type: none"> <li>- Handing out and collecting Emergency Contact forms, details to be passed to Club Secretary</li> <li>- Arranging and confirming all home and away fixtures with the opposition and officials.</li> <li>- Booking hall time for home fixtures.</li> <li>- Arranging all officials for home fixtures. (Referees, Scorers and Line Judges if required)</li> <li>- Putting fixture dates and results on the club website.</li> <li>- Sending all required results and paperwork through to Volleyball England or East Midlands Volleyball Association, including NVL player registrations and payments.</li> <li>- Coordinate ordering of team kit.</li> <li>- Collecting money from your team for the Rockets Christmas meal.</li> </ul>	
<b>Team Captains</b>	
<p><i>Within each individual team:</i></p> <ul style="list-style-type: none"> <li>- Representing the team as court captain during matches; taking the toss and communicating with referee on court.</li> <li>- Getting team availability for matches and communicating available players to the coach <b>before</b> the match.</li> <li>- With team mates, coordinating transport to away matches.</li> <li>- <b>NVL Captains only:</b> Arranging post match food (when playing at home) for opposition.</li> </ul> <p><i>In coach's absence</i></p> <ul style="list-style-type: none"> <li>- At training preceding a match, collecting enough balls from the coach to use in the warm up.</li> <li>- Naming starting rotations, calling time outs and substitutions.</li> <li>- <b>East Midlands Captains only:</b> Naming a MVP (Most Valued Player) for the match.</li> </ul>	

## 8. Club Communication

---

Nottingham Rockets Volleyball Club has a **club website**: [www.nottinghamrocketsvolleyball.co.uk](http://www.nottinghamrocketsvolleyball.co.uk)

Here you can find up-to-date information on fixtures, results, teams and latest club news.

We also have a **Facebook page** at : <http://www.facebook.com/#!/groups/2410798918/> Join the group to view and add photos and chat with other Rockets members!

The club committee will contact all members via email, please make sure that you have submitted your contact details form (available online) when you join the club.

If you would like to be added to the Nottingham Rockets mailing list, please email [nottinghamrockets@hotmail.co.uk](mailto:nottinghamrockets@hotmail.co.uk)