

REGISTERING YOUR CLUB

To register an existing or new club, please visit:

http://volleyballengland.org/membership/membership_home

	£5 million Public Liability Insurance covering club activities
Club - for clubs competing in either the National Volleyball League, BUCS, AOC, Local or Regional leagues	Right to enter all official Volleyball England competitions and tournaments
	Click here
	New Hotel Offer & Discounts (International Hotel Group)
	Help with funding for your club
	Personal Coach Accident Cover of up to £5 million

Click here

This will take you to the brand new registration area. If you're registering a new club please go to page 2. If you are registering an existing club, please head to page 6 of this guidance document.



Please complete all of the details below. You may find that some of this data has already been completed. This information helps us learn more about your club, and you as a valued Volleyball England member, so please do complete as much as possible.

Complete the form below to register as a new user (all fields are required):

Email:

First name:

Surname:

Birth Date: DD: MM: YEAR:

Postcode:

Password:

Confirm Password:

Register a New Club

Participation

Highest participation level:

Participation frequency:

What is your favourite form of volleyball:

What other sports do you play:

How Often:

Disabilities

Do you suffer from a long term illness or health problem that limits activity*:

Do you suffer from a disability that restricts the sort of activity in which you participate*:

Please tick the boxes relevant to your club:

Junior under 18 section

Caters for disability

Suitable for beginners

Club is open to public

Junior only club

Number of club members:

51-100

100+

Register a New Club

About you

First Name*:

Surname*:

Address Line 1*:

Address Line 2:

Address Line 3:

Town*:

County*:

Postcode*:

Please note you must enter at least one phone number

Telephone work:

Telephone home:

Mobile:

Occupation*:

Email*:

Age*:

Gender*:

City*:

Save & continue

Register a New Club

Please indicate the number of teams in your club:

	Male	Female	Mixed
National Volleyball League	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Regional League	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Local League	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Junior	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
Beach	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
School	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Recreational	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
BUCS	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
BCS	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Sitting Volleyball	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other, please specify:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please complete the information below. This will appear on the Volleyball England “Club Finder” page to help members of the public locate your volleyball club. This is a great way of attracting members, so do make sure the information is accurate and up to date!

Register a New Club	
About the club	
Public telephone:	<input type="text" value="01509 227722"/>
Public email:	<input type="text" value="i.poynton@volleyballengland.org"/>
Public details entered here will be displayed on the Club and Event Finder and NVL team pages for club/NVL team secretaries and event organisers	
Club name:	<input type="text"/>
Club website:	<input type="text"/> <i>A link will be placed on the Volleyball web site</i>
Venue Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode:	<input type="text"/>
Venue County:	<input type="text" value="Avon"/> ▼
<input type="button" value="save & continue"/>	

When you reach the **Confirmation** and **Disclosure** page, you are ready to pay your affiliation fee. This is £40 for new clubs, and £89.50 for existing clubs.

We would like to know about each individual member at your club. (**Please note junior clubs are not required to provide this information. Also if you're a senior club and have juniors, it is at your discretion if you want to tell us about them.**)



We would like to know this because as your National Governing Body, Volleyball England, should and would have the ability to proudly state how many people play Volleyball. We would also like to know this information as we want to communicate with individuals, tailoring products and services, which are relevant to them. When you provide an e-mail address the individual club member will be given access to the member services area of the Volleyball England website and will be able to maintain their own data and access additional information and facilities including the purchase of discounted products from the shop. There are two methods in which you can do this;

1) Manually enter your member details.

You can manually enter member/player details, as per the below. A minimum of six have to be entered.

Club Secretary Add New Member

Please Note that the registration for this club is **not complete** until you have added the club members. You can do this below on this page.

As a requirement of Sport England grant funding the English Volleyball Association is required to collect data on individual club members. Could you please complete the following form for every member of your club (once an individual club member has been submitted the form will revert to a blank copy ready to enter the next club member). Please answer as many questions as possible. If an e-mail address is provided the individual club member will be given access to the member services area of the English Volleyball Association website and will be able to maintain their own data and access additional information and facilities including the purchase of discounted products from the shop.

Club Name: WW

First Name*:

Surname*:

Email Address*:

Postcode:

Remove	Name/Email	Chair	Secretary	Treasurer	Welfare Officer	Player	Coach	Referee	Volunteer
<input type="checkbox"/>	Ian Poynton i.poynton@volleyballengland.org	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note you can not delete members who are assigned the Chair, Secretary, Treasurer or Welfare role. If you need to delete these members, assign their role to somebody else first.



- When doing this please also select your Club Chairperson, Club Secretary, Treasurer and **Safeguarding Officer** – please go to page 9 for important information about the Safeguarding role.
- When you have done this your registration is complete – thank-you.

2) Use your own Excel file

- Use your own Excel spreadsheet to drag and drop member's details into the system. Please make sure that the spreadsheet contains at least 6 members with their first name, surname, gender and email address. Please also indicate who is the club secretary, chair, treasurer and **Safeguarding Officer**. Please go to page 9 for important information about the Safeguarding role.

Members File Upload

You can also add your club members by uploading a spreadsheet detailing your club members using the upload facility below. Please ensure that your spreadsheet contains the following columns: First Name, Surname, Gender, Email Address and Date of Birth. When received the membership team will analyse and upload your club members to the system, once complete you will be notified that your club affiliation is complete by email, this may take between 7-10 days during busy periods.

If you would prefer to send Volleyball England a single file, you can drop an Excel or CSV file here for us to Process.

Acceptable formats are: xls,xlsx,csv

Uploaded files

- Once you have uploaded your file it will be sent to the Membership team - you can now exit the registration system. Once we have reviewed the spreadsheet (to ensure the details submitted are correct) we will email you to say that your club registration is complete.




EXISTING CLUBS

For existing clubs, please log in to your Volleyball England Membership area. You can keep track of your affiliation here and see when renewals are due. Please click **PAY ONLINE** to begin the process.

Member Registration Fees	
2014-2015 Club Affiliation Whitwick Warriors	Due: Immediately pay online

Check and verify your personal details, and club details.

Update member profile		save details
	Upload a profile picture	<input type="button" value="Browse..."/>
<small>minimum size 140px wide by 172px high</small>		
Email Address:	<input type="text" value="i.poynton@volleyballengland.org"/>	
First name:	<input type="text" value="Ian"/>	
Surname:	<input type="text" value="Poynton"/>	
Public Email:	<input type="text" value="i.poynton@volleyballengland.org"/>	
Public Number:	<input type="text" value="01509 227722"/>	
<small>Public details entered here will be displayed on the Club and Event Finder and NVL to and event organisers</small>		

Club Details		edit details
General Information		
Affiliation No.:	5042	
Club Name:	Whitwick Warriors	
Club Type:	- Please Select -	
Website:		
Disclose Information to Public Enquirers:		
Main Club Venue		
Welfare Officer		
Team Types		
Leave Club		



We would like to know about each individual member at your club. If you've previously uploaded member/player details you will not have to do this again. **(Please note junior clubs are not required to provide this information. If you're a senior club with junior members then it is at your discretion if you want to tell us about these)**

We would like to know about the above, because as your National Governing Body, Volleyball England, should and would have the ability to proudly state how many people play Volleyball. We would also like to know this information as we want to communicate with individuals, tailoring products and services, which are relevant to them. When you provide an e-mail address the individual club member will be given access to the member services area of the English Volleyball Association website and will be able to maintain their own data and access additional information and facilities including the purchase of discounted products from the shop.

There are two methods as to how you can communicate this to us

1) Manually enter details.

You can manually enter members and players details, as per the below. A minimum of six have to be entered.

Club Secretary Add New Member

Please Note that the registration for this club is **not complete** until you have added the club members. You can do this below on this page.

As a requirement of Sport England grant funding the English Volleyball Association is required to collect data on individual club members. Could you please complete the following form for every member of your club (once an individual club member has been submitted the form will revert to a blank copy ready to enter the next club member). Please answer as many questions as possible. If an e-mail address is provided the individual club member will be given access to the member services area of the English Volleyball Association website and will be able to maintain their own data and access additional information and facilities including the purchase of discounted products from the shop.

Club Name:	WW
First Name*:	<input type="text"/>
Surname*:	<input type="text"/>
Email Address*:	<input type="text"/>
Postcode:	<input type="text"/>

Remove	Name/Email	Chair	Secretary	Treasurer	Welfare Officer	Player	Coach	Referee	Volunteer
<input type="checkbox"/>	Ian Poynton i.poynton@volleyballengland.org	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note you can not delete members who are assigned the Chair, Secretary, Treasurer or Welfare role. If you need to delete these members, assign their role to somebody else first.



- When doing this please also indicate who is your Club Chairperson, Secretary, Treasurer and **Safeguarding Officer** – please go to page 9 for important about the Safeguarding role
- When you have done this your registration is complete – thank-you

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If you would prefer to send Volleyball England a single file, you can drop an Excel or CSV file here for us to Process.

Acceptable formats are: xls,xlsx,csv

Uploaded files

- Once you have uploaded your file it will be sent to Volleyball England and you can exit the registration system. Once we have reviewed the spreadsheet (just to ensure details are correct etc) we will email you to say that your club registration is complete – thank-you.



SAFEGUARDING & PROTECTING CHILDREN

Why have we been asked to provide a Safeguarding Officer?

In line with [Government Guidance](#) and the NSPCC Children Protection in Sport Unit (CPSU) at the start of the 2015-2016 season all clubs (catering for junior and senior teams) will require a designated Safeguarding Officer. If you don't currently have a Safeguarding Officer in place for the 2015-2016 season then don't worry you can nominate a volunteer in the club to be the representative.

In order to ensure each club creates a safe and fun environment for young people (under 18 years) Safeguarding Officers will need to attend the following courses by the start of 2016-17 season:

- Sports Coach UK Safeguarding and Protecting Children workshop ([LINK HERE](#))
- CPSU - Time to Listen Course. For more information click here ([LINK HERE](#))

Courses will be run regionally and locally to ensure they are as accessible as possible across the country.



Why have we been asked to provide a Safeguarding Officer?

As an appointed welfare officer you are required to undertake training to ensure that you understand and can apply safeguarding procedures within your club. While it is appreciated that some Welfare Officers will be trained and experienced in child protection issues, the Time to Listen programme provides the opportunity to consider the role and responsibilities of CWOs and the action required should any incidents occur. Please note all participants need to have attended a Safeguarding and Protecting Children workshop prior to attending Time to Listen (details below).

Below is a diagram demonstrating timescales for enrolment as a welfare officer and training throughout the 2015-16 season.



(AUGUST 2015)
All Clubs to appoint a Welfare Officer during the affiliation process

- The club secretary will designate a Welfare Officer for their club.
- The nominated Welfare Officer will receive an email, confirming their appointment.
- As the Welfare Officer you then...
- Log into the Members area with your log-in.
- Confirm your details and which workshops attended, then either:
 - **A)** If you have attended one/both workshops you are required to upload evidence.
 - **B)** If you are yet to attend one/both workshops during 2015-16 season see below.

Welfare officer to attend the Sports Coach UK Safeguarding and Protecting Children Workshop

- Name - Sports Coach UK Safeguarding and Protecting Children Workshop
- For who? Welfare Officers and Coaches over 16 years.
- Cost - Approximately £30 per learner
- Duration - 3 hours (typically a week day evening)
- How to access - Visit www.sportscoachuk.org/workshops
- Course content This workshop will raise your awareness of the tell-tale signs of abuse, and give you the tools and confidence you need to deal with any issues sensitively, appropriately and effectively should the need ever arise in your club.

Welfare Officers to attend a CPSU Time to Listen Safeguarding Training

- Name - CPSU Time to Listen Safeguarding Training
- For who? Club Welfare Officers
- Cost TBC per
- Duration 3 hours (Courses will run in each region throughout 2015-16)
- How to access - Volleyball England will communicate courses once confirmed, they will be accessible on www.volleyballengland.org/courses.
- Course content - Learners will be able to:
 1. Identify the roles and responsibilities of a Welfare Officer.
 2. Describe how the Club Welfare Officer contributes to a positive environment for children and young people.
 3. Explain how the Club Welfare Officer role fits into the wider safeguarding environment.
 4. Apply learning to case studies including sharing good safeguarding practice.



(AUGUST 2016)

**All Clubs to affiliate for
2016-17 season with
trained Welfare Officer**

- Requirements;
- Welfare Officers will need to provide evidence of attendance on the courses above.
- Log onto the Welfare Officer profile Member Login.
- Tick box to confirm attendance on workshops.
- Upload certificates onto relevant page.
- Input expiry dates for workshops.

