

# Membership Handbook

**VOLLEYBALL  
ENGLAND**



## Thank you for registering your club with Volleyball England.

By joining us, you are entitled to a number of benefits, which we want to outline below. Not only are you covered by our comprehensive public liability insurance, and endorsed by Volleyball England, you now have access to benefits and club development support. On top of that, by registering, you are helping the sport we love to grow and develop further.

### Contents





## Insurance

# SPORTS INSURE

**Your club is now protected with our £5,000,000 Public Liability Insurance**

### **Key information on the insurance**

Volleyball England have teamed up with Sports Insure to provide a more comprehensive Insurance service for clubs, players, coaches and officials. Sports Insure have created a member portal which includes everything you need to know with regards to your cover. This includes:

- An insurance cover note for all members,
- Personal accident insurance,
- Specific breakdown of cover for players, club committee, coaches and officials,
- Instant access to reporting an incident and making a claim,
- Advise on risk assessments when running your club,
- FAQs.

Specific insurance information will be communicated to you when affiliated.

You can also visit the [Insurance home page](#) to find out more.

### **Contact information**

The contact details for our insurance provider can be found below:

**Name** - Chris Rhodes (Account Manager)

**Phone** - 0161 7907000

**Email** - [Chris.Rhodes@sports-insure.co.uk](mailto:Chris.Rhodes@sports-insure.co.uk)



# Club Visibility

All registered clubs appear on the Volleyball England's [online club search](#)

This is an excellent tool for helping both new and existing members find a club nearby to join and take part in our great sport.

The club finder enables VE to advertise your club name, venue location, key contacts and provides a link to your club's website.

The screenshot shows the 'Club Finder' section of the Volleyball England website. At the top, there is a navigation bar with links: 'Get into Volleyball', 'Competitions', 'Performance', 'About Us', 'Membership', and 'Shop'. Below this is a banner image of a volleyball player with the text 'CLUB FINDER'. A breadcrumb trail reads 'YOU ARE HERE: HOME > CLUB FINDER'. The main content area is titled 'Find Clubs / Events' and includes a search box with 'LE11' entered, a dropdown menu for 'Any Type', and a '15 Results' indicator. A list of results is shown on the left, including 'Loughborough Students : 0.2 Miles', 'Loughborough College : 0.5 Miles', 'Melton Lions : 1.0 Miles', 'Hermitage Volleyball Club : 5.9 Miles', 'Brooksbys Melton College : 9.6 Miles', 'Leicester Athena : 9.8 Miles', 'Nottingham Trent University : 9.9 Miles', and 'De Montfort University Leics : 10.2 Miles'. On the right, a map displays various locations marked with pins, with a legend for 'Club Venue', 'Event Venue', and 'Big Weekend Event'. The map shows locations like Leek, Marlock, Sutton-in-Ashfield, Newark-on-Trent, Grantham, Loughborough, and Melton Mowbray.





## E-Newsletter

Be sure to sign up to our monthly *Time Out* Volleyball England [e-newsletter](#) and receive it straight to your inbox!

The newsletter allows members to keep up to date with all the latest news associated with our great sport.



Please ensure that you subscribe to the newsletter by visiting the homepage on the Volleyball England website, select the Time Out newsletter block towards the bottom of the page and hit the **subscribe now** button!



## Funding support

The HUB team at Volleyball England know that applying for funding for a club or project can seem daunting. That's why we have created the [Funding Guide](#) which will help you find who to apply to, put your grant application together and provide you with fundraising/sponsorship ideas.

**The HUB team have also provided clubs with:**

1. [Project Plan](#)- This document will help you organise and plan your bid. Use it alongside the funding support guide and flow chart.
2. [Flow Chart](#)- This is a step by step process of applying for funding and how we can help you.



### Funding success



Volleyball England were approached to provide support with a funding application for Newcastle Panthers Volleyball Club by club secretary Sue Sowden during the 2018-2019 season. The application was made to Sport England for a small grant of £9,125.

To read more on Newcastle Panthers VC funding success please visit the [Club Funding](#) page on the Volleyball England website.



## Competitions

Volleyball England provide a range of events that support the competitive performance playing structure for Volleyball. However it is not just limited to the competitive aspect of the game, as we also support junior events and mass participation events, in order to provide the enjoyment participants seek in one of the worlds most popular sports.

As a member your club will have access to official Volleyball England competitions and events. Volleyball England competitions and events generally run between September and May in line with the regular Volleyball season.

The latest Volleyball England competitions and events calendar can be found on the website by clicking on the [Competitions](#) tab.



## Annual Awards

The [Annual Awards](#) is a prestigious and long-standing date in the calendar that recognises those special individuals who go the extra mile to create a fantastic environment and experience for Volleyball in England, from grassroots to NVL level.

As a member you are eligible for nominations for Volleyball England annual awards, including the category, club of the year.

The winners of each category take centre stage each year at the National Cup Finals, where after being presented with their award in front of a packed crowd, they will play a key part in the medal ceremonies for the Men's and Women's Cup and Shield Finals.

Additionally, the NVL champions will be presented with their medals and trophies at the Super 8s Finals in May.





# Club Development

## **Starting a Volleyball Club**

When starting a Volleyball club, it's important to make sure that you have the right organisational structure in place and that your club is insured:

Volleyball England recommends that clubs:

- Create an effective club committee with a Chairperson, Secretary and Treasurer. Ideally these people should not be related to each other.
- Open a club bank account.
- Create a club constitution and a club mission statement.
- Create links with key partners in your community

*Supporting documents can be found in the Club Development section of the website under [Starting a Volleyball Club](#)*

## **Knowing Your Club and Community**

By being aware of your local community and their needs, your club will be seen as a more appealing proposition and in turn attract more members. To be a true community club, it's also important to be able to demonstrate to potential members that your club is open and accessible to all.

Member satisfaction is important for all Volleyball clubs, both to attract new members but also to retain those you already have. By actively seeking the views of your players, coaches, volunteers and parents/guardians, the club can gather information about how and where to make improvements or changes.

## **Club Management**

Club Management is about ensuring the smooth running of the club through organised club governance, administration and finances.

Strong club management is vital to ensure the smooth running of the club and to ensure sustainability in the future, both of club finances and player numbers. A good club management team also ensures that the club meets all its legal requirements, e.g. insurance and payments.

Volleyball England has created some useful downloadable templates that can be used to support you in creating vital documents such as a club handbook and an introductory letter to Parents.

*Supporting documents can be found in the Club Development section of the website under [Club Management](#)*



# Club Development

## Action Plan

Putting a development plan together does not need to be a complicated task. In fact, the simpler, the better. Complicated plans can be difficult to follow and therefore hard to achieve.

Good plans are short and concise. They should be realistic and achievable and should be relevant to the needs of the club; it is much more sensible to have five realistic objectives rather than twenty-five which are not.

### Benefits of producing a club development plan are:

- It sets out clearly what the club wishes to achieve,
- It keeps members informed of where the club is going,
- It can help to recruit new members,
- It is a good way of demonstrating the clubs commitment to improving its strength and structure,
- It focuses activity on key areas, so that energy is not diluted across too many areas,
- It is required by many local and national funding bodies to support applications for funding.

*Supporting documents can be found in the Club Development section of the website under [Action Planning](#)*

## Safeguarding and Club Welfare

Young people are the future of our sport, they participate in Volleyball in various ways, from playing to volunteering and should be able to do so in a safe and happy environment.

Safeguarding means promoting the safety and welfare of young people. Safeguarding is a term used to incorporate good practice and is wider than “Child Protection”. Child protection is still an essential element of this policy and is about acting on concerns about a young person or individual.

No matter what your role is within your club you have a part to play in Safeguarding. However It is important to ensure you have an established point of contact for such matters in the form of a Club Welfare Officer.

*Supporting documents, such as the Safeguarding Incident Referral Form can be found in the Club Development section of the website under [Safeguarding and Club Welfare Officers](#)*



# Club Development

Club Matters is Sport England's one stop shop for sports clubs. Club Matters provides free, convenient, practical resources to help you develop and run a sustainable club.

## Who is Club Matters for?

Club Matters resources are for you if you;

- run a sports club, whether large or small, formal or informal,
- are thinking about setting up a club,
- support, are undertaking or considering the Clubmark accreditation; or are active in sports development



## What are the benefits?

The Club Matters convenient and flexible resources;

- will help you attract and retain members,
- provide practical tips and guidance,
- offer tools to help you understand your club and members; and will improve and develop your skills

## Getting started

Club Matters support is split into the four topic areas below. Each section gives you access to content, interactive guidance, online modules, toolkits and templates, to start building a brighter future for your sports club.

- **Club Finances**—budgeting, generating income and funding
- **Club Management**—club structure, risk and policies
- **Club People**—volunteers, coaches and members
- **Club Marketing**—research, sponsorship and social media

Registration is **simple** and **free**. Get started with [Club Matters](#) today and build a brighter future for your club!

The Hub team at Volleyball England are often asked how clubs can generate more income. Club Matters can assign an expert mentor, who can provide expert support and advice in changing your clubs structure.



## Free DBS Check

email [info@volleyballengland.org](mailto:info@volleyballengland.org) with the following information:

- A short summary of how the DBS applicant meets the regulated activity requirement e.g. 'I coach team X once a week and there are three under 18s in the group'
- Full name of applicant
- Valid email address for applicant

*After this information has been received, if the requirements are met, then the applicant will receive a unique link via email from which they can complete their application at their own discretion.*



## Club Conference

The Volleyball England Club Conference held at SportPark in Loughborough, offers members the chance to attend a variety of workshops led by experts and professionals. The 2019 Club Conference was comprised of a number of workshops including;

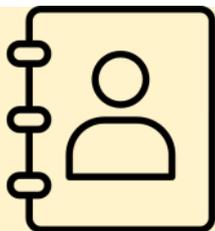
- Marketing your club,
- Venues,
- Funding,
- Developing junior sections,
- Your club website.



The event will offer a host of benefits to members including;

- Discounted entry fee,
- Wide range of workshops led by industry experts such as 2019's Volleyball England board member and owner of a PR agency, Simon Griffiths and Kara Griffiths, head of communications at a large higher education institution leading the 'marketing your club' workshop,
- Rated 8.5/10 by members in 2019,
- Networking within the Volleyball community.

To find out more about how Volleyball England's Club Conference could benefit you please click [here](#)



## Contact Information



**Rob Payne**  
**Core Market Coordinator**

**01509 227738**  
**[r.payne@volleyballengland.org](mailto:r.payne@volleyballengland.org)**

Rob is responsible for coordinating the delivery of Volleyball England's strategy in relation to our core market; providing support to the core market network of clubs, volunteers, officials and coaches.



**Nick Boyes**  
**Project Delivery Team Lead**

**01509 227731**  
**[n.boyes@volleyballengland.org](mailto:n.boyes@volleyballengland.org)**

Nick's role is to support the delivery of a wide range of projects and programs, including competition and event delivery, supporting the core market, income generation, marketing, business support, monitoring and evaluation.

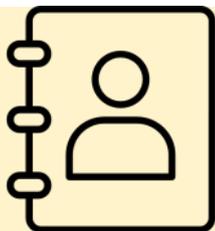


**Peter Collindridge**  
**Project Delivery Team Officer**

**01509 227725**  
**[p.collindridge@volleyballengland.org](mailto:p.collindridge@volleyballengland.org)**

Peter's role is to provide support for the membership team, answering members queries, updating documentation, monitoring transactions, overseeing membership website page and providing guidance on VolleyZone.

*Our [HUB team](#) work across a number of different projects and are always happy to assist with your queries.*



## Contact Information



[www.facebook.com/VolleyballEngland](http://www.facebook.com/VolleyballEngland)



[www.instagram.com/VolleyballEngland](http://www.instagram.com/VolleyballEngland)



[www.twitter.com/VballEngland](http://www.twitter.com/VballEngland)