



Side-Out Accreditation:

Welcome to Volleyball England's Side-Out Accreditation Assessment and Support Pack!

What is Side-Out accreditation?

Side-Out is Volleyball England's accreditation scheme for clubs with adult-only membership. It is designed to recognise and reward adult volleyball clubs that stand apart from the rest in terms of good practice.

Side-Out is about making a difference to clubs regardless of their size and is a great development tool for adult and university clubs without junior membership. It is about recognising that clubs have one of the most important roles in volleyball in this country and ensuring we work together to get more people into the game and offer a quality experience for players of all ages and abilities.

"A modern network of sports clubs will be the centerpiece of people's sporting experience."
Volleyball England Strategic Plan 2009-2013.

If your club has, or would like to develop a junior section then the **Volley 123** programme may be a more suitable route of accreditation. Working through the programme will support you to create a safe, active and accessible environment for your young members.

Volley 123 is Volleyball England's national club accreditation programme for junior volleyball clubs and is aligned to the Sport England Clubmark scheme, the only national cross sport quality accreditation scheme for clubs with junior sections. Volley 123 clubs can also access a range of Volleyball England and Clubmark benefits.

For more information, please contact the National Club Development Officer at clubs@volleyballengland.org.

Why is Side-Out good for your club?

- **Club development:** Going through Side-Out will support your club in planning for the future, increasing your membership and retaining the members you already have.
- **Increased membership:** Addressing issues like equity, club communication and fees gives people confidence when choosing a club.
- **Developing coaches, referees and volunteers:** As part of the accreditation process your club will establish ways in which to develop and retain your core people.
- **Raised profile:** Once Side-Out accredited, clubs will be highlighted on the Volleyball England website which will help you to promote your club.



Side-Out Accreditation:


How do you use the Side-Out folder?

The Side-Out folder is in 4 main sections;

- 1 Club Management**
- 2 The Playing Programme**
- 3 Duty of Care**
- 4 Knowing your club and its community**

The different sections are designed to ensure that clubs meet standards across all areas of club development with emphasis on ensuring clubs are active, safe and accessible.

As a club you need to complete the assessment form and provide all the evidence listed in the checklist at the beginning of each section. Guidance notes are provided on your Side-Out memory stick to help you meet the Side-Out criteria, for example how you can access required courses.

Where you see the  sign, this indicates that there is a template or an example on the Side-Out memory stick to help you with completing your file. You will also find all the templates and resources online in the Side-Out section of the Volleyball England website. These templates can be downloaded and adapted with your own club details and logo.

Once the folder is complete, please post it back to the National Club Development Officer at Volleyball England. Your club has 12 months to complete the file; after this period the support of the National Club Development Officer can no longer be guaranteed.

What support is available?

Support is available from the National Club Development Officer who will be able to assist you with completing the assessment file. To get in touch, email clubs@volleyballengland.org.

The Memory stick enclosed with your Side-Out pack also contains electronic templates, resources and promotional photographs for your club to use.

Your local County Sports Partnership or Borough Council may also be able to offer support in your area.

For more information, contact details for your local sports partnerships and online resources, please see the clubs' section of the Volleyball England website: www.volleyballengland.org



Side-Out Accreditation:

How do you become accredited?

A Step by Step Guide to the Side-Out Process.

Step 1

Registration

Your club submits the Volley 123 application form, available online from Volleyball England or from the National Club Development Officer (NCDO). The NCDO will check the form and advise your club on an appropriate pathway; either Side-Out or Volley 1 (Volley 1 is for clubs with a junior section only).

Step 2

Working towards Side-Out

The National Club Development Officer will send a Side-Out assessment and support pack out to your club so that you can begin to work towards accreditation. Your pack will contain all the resources and guidance you will need to develop structures and collect all the evidence required. The NDCO will assist your club as you work through the pack and will be in regular contact to offer support.

Step 3

Submission of file

Once the club is happy that your file is complete, please submit it to National Club Development Officer at the Volleyball England Head Office. The NCDO will let you know if there is anything you need to add before your folder is assessed by trained assessors.

Step 4

Achieve Side-Out

The National Club Development Officer will let you know as soon as your application has been successful!

Step 5

Annual Health Check

Each year after accreditation, your club will be sent an Annual Health Check to complete. This is a self-assessment to check you are still meeting Side-Out requirements and a small number of clubs will be selected at random to submit theirs to Volleyball England.

Step 6

Move onto Volley 123 accreditation

Once you've achieved Side-Out, your club will be well positioned to begin developing a junior section and may apply for Volley 1. Higher levels of accreditation help continue to drive the development of your club and come with increased Volleyball England benefits.

Step 7

Side-Out Re-accreditation

Every four years Side-Out clubs must re-accredit. This involves resubmitting an up-to-date version of the assessment file.

*** If your club has moved to another accreditation level (Volley 1, 2 or 3), your four years will start from that date as an increase in level is seen as resubmission.*



Side-Out Accreditation:

Side-Out Accreditation scheme: CONTACT DETAILS

National Club Development Officer: clubs@volleyballengland.org.

Please fill in the details below before submitting your file.

Volleyball Club details:

Club name	
Club training ground address	
	Postcode:
Club website address	

Side-Out contact details:

Name	
Address	
	Postcode:
Telephone / Mobile	
Email address	

Club declaration

I declare that the information given in this Side-Out assessment file is to the best of my knowledge true and correct.

Name:

Position in club:

Signed:

Date: / /

Thank you for your commitment to developing your volleyball club and we look forward to receiving your Side-Out assessment file.



Side-Out Accreditation:

CLUB MANAGEMENT

A well-run club that communicates with all its members and supporters and develops mutually beneficial partnerships is very likely to be successful.


In this section your club will be asked to develop and evidence;

- A strong committee with well defined roles and responsibilities that are communicated to the club members.
- A comprehensive club handbook for all members which conveys the club ethos and all the essential membership information.
- Regular communication with members and the local community.
- A development plan that is realistic, achievable and directly reflects the needs of your club. This plan will support your club to focus its activity and structure the continued development of your key volunteers.


Evidence checklist



Please ensure that you have provided the evidence below within your Side Out file. When the evidence is in your file tick the box to show that it is present.

A copy of the Club Handbook 

Copy of communication with club members and supporters

A copy of the club's one year development plan 

All sections of the club management assessment form have been filled in.



Club Management ASSESSMENT FORM

Please complete the requirements for the criteria below. Guidance notes are supplied with your Side Out memory stick to help you with what is required. All information supplied must be for the current season in progress. Please note: Templates are available where you see this symbol.

1.1 The club is affiliated to Volleyball England for the current season.

Club Affiliation Number	Current registration confirmed (office use only)

1.2 The club has a management committee that includes a minimum of the following roles;

Role	Name	Email Address
Chairperson		
Secretary		
Treasurer		

1.3 The club has a membership category and pricing policy for all members.

- a) A copy of the club membership category and pricing policy to be included in the Club Handbook.

1.4 The club has a club handbook for all its members

- a) Copy of the Club Handbook , to include.

	Tick when present
Roles and responsibilities of all committee members	
Roles and responsibilities of coaches.	
Mission Statement	
Equity Policy Statement	
Codes of Conduct for Players and Club Officials	
Membership categories and pricing policy	
Training programme and venues	
Details of competitions and leagues entered	
Details of how the club communicates with its members.	




Side-Out Accreditation:

1.5 The club communicates regularly with all club members and supporters

a) Copies of emails OR newsletters OR the news section of a club website OR updates on a social networking site.

1.6 The club is committed to further development

a) One-year club development plan  to include detailed information on planned actions and a scheduled review date, covering;

- **Club Management**
- **The Playing Programme, including coach development**
- **Volunteering**



THE PLAYING PROGRAMME

The playing programme is focussed on the delivery of quality volleyball training and coaching.

In this section your club will be asked to develop and evidence;

- A regular, structured and safe competition programme that is appropriate to the level of your members.
- A quality coaching experience for club members and active development of the club's coaching team.
- A qualified referee to support the competitive element of club activity.


Evidence checklist



Please ensure that you have provided the evidence below within your Side Out assessment file. When the evidence is in your file tick the box to show that it is present.

A copy of the club's training schedule

Copies of league tables and/or entry forms


Roles and responsibilities of coaches to be included in club handbook 

The continued development of coaches to be included in club development plan

All sections of the playing programme assessment form have been filled in.



The Playing Programme ASSESSMENT FORM

Please complete the requirements for the criteria below. Guidance notes are supplied with your Side Out memory stick to help you with what is required. All information supplied must be for the current season in progress. Please note: Templates are available where you see this symbol. 

2.1 The club provides a regular and structured training programme of at least two hours per week during the season.

a) Copy of the club's training schedule.

2.2 The ratio of coach to participants is ideally 1:12, 1:15 maximum.

	e.g. Women's NVL training			
Lead Coach (Write name)	Joe Bloggs			
Assistant Coach (Write name)	John Smith			
Number of qualified coaches present	2			
Number of players	20			

2.3 The club has a minimum of one Level One coach who must be registered with Volleyball England.

Level One Coach (or above)


Coaching Award	
Coach Registration Number	
Award	



2.4 Any other coaches who coach alone must also register with Volleyball England

Coach Name	Coach Registration Number	Confirmed by Volleyball England (office use only)

2.5 The coaches' roles and responsibilities are communicated with club members

- a) Roles and responsibilities of coaches to be included in club handbook. 

2.6 The club is actively developing its coaches

- a) Planning for the continued professional development of the club's coaches to be included in the club's development plan. (1.6)

2.7 The club has a minimum of one Grade 4R referee, who has registered with Volleyball England.

Referee Name	Referee Registration Number	Confirmed by Volleyball England (office use only)

** Please note, the named referee should be a member of your club. This contact may not appear again as the named referee for another club's Side Out or Volley123 application unless Volleyball England is advised of a club transfer.

2.8 The club provides competitive opportunities for all club members who would like to compete

- a) Copies of league tables and/or entry forms.



DUTY OF CARE

Clubs must take all reasonable steps to ensure that participants, visitors and volunteers can enjoy the Volleyball on offer in a safe environment.


In this section your club will be asked to develop and evidence;


- Clear emergency procedures and access to first aid equipment at all times.
- Good practice in collecting contact details and medical information for all members.
- Safe training and match venues.


Evidence checklist





Please ensure that you have provided the evidence below within your Side Out assessment file. When the evidence is in your file tick the box to show that it is present.

A copy of the club's emergency procedures/ guidelines 

A copy of the club's accident/incident report form 

An example of a blank player registration form including emergency contacts and medical details 


Completed risk assessment form for all match and training venues 

Copies of codes of conduct for players and volunteers/officials to be included in the club handbook 

All sections of the duty of care assessment form have been filled in





Duty of Care **ASSESSMENT FORM**

Please complete the requirements for the criteria below. Guidance notes are supplied with your Side Out memory stick to help you with what is required. All information supplied must be for the current season in progress. Please note: Templates are available where you see this symbol. 

3.1 The club has access to first aid equipment at all training sessions and competitions.


Location of first aid kit	
Person responsible for bringing first aid kit	

3.2 The club has emergency procedures for dealing with serious injuries/accidents including the telephone number of local emergency services. The emergency procedures should also include a process for recording incidents and actions taken.

- a) A copy of the club’s emergency procedure to include local emergency service contacts. 
- b) A copy of the club’s accident/incident report form. 

How are the club’s emergency procedures communicated to members?

3.3 The club collects the contact details, emergency/alternative contacts and medical details for all its members.

- a) An example of a blank player registration form including emergency contacts and medical details. 

3.4 A telephone is accessible at every training session or match.

- a) Location of a telephone OR a person responsible for bringing a mobile phone.

Location of telephone	
Person responsible for bringing a mobile phone.	



3.5 All coaching and matches take place with equipment and at facilities that have been subject to a risk assessment within the last 6 months.

- a) Completed risk assessment form for each training or match facility. 📄

3.6 The club has separate codes of conducts for players and volunteers/officials.

- a) Copies of codes of conduct for both categories to be included in club handbook. 📄



Side-Out Accreditation:

KNOWING YOUR CLUB AND ITS COMMUNITY

Clubs need to be committed to ensuring that they are friendly, equitable and accessible, making opportunities available (as players, volunteers, officials or coaches) to all members of the community.


In this section your club will be asked to develop and evidence;


- A clear mission statement that communicates the ethos and values of the club to current and potential members.
- An equitable club environment where all members have equal status and opportunities.
- Opportunities for everyone involved with the club to give feedback.


Evidence checklist



Please ensure that you have provided the evidence below within your Side Out assessment file. When the evidence is in your file tick the box to show that it is present.


A copy of the club's mission statement to be included in the club handbook 


A signed copy of the club's open constitution 

Copy of the club's Equity Statement to be included in the club handbook 

Copy of the club's Equity Action Plan

A copy of the certificate of attendance at the sports coach UK Equity in Your Coaching workshop for one coach OR a copy of the certificate of attendance at the running sports A Club for All workshop OR examples of completed equity tasks from each coach named in 2.3 or 2.4.

A completed DDA self- assessment 


A blank copy of the club members and supporters' feedback form 

All sections of the Knowing your club and its community assessment form have been filled in.




Knowing your club and its community


ASSESSMENT FORM

Please complete the requirements for the criteria below. Guidance notes are supplied with your Side Out memory stick to help you with what is required. All information supplied must be for the current season in progress. Please note: Templates are available where you see this symbol. 


4.1 The club has a mission statement which is shared with its members.

a) A copy of the club's mission statement to be included in the club handbook. 


4.2 The club has an open / non discriminatory constitution signed by the chairperson and the club secretary.

a) A signed copy of the club's constitution. 

4.3 The club has adopted the Volleyball England Equity policy OR has its own statement.

a) A copy of the club's Equity Policy to be included in the club handbook. 

4.4 The club has an up-to-date Equity Action Plan identifying how it can recruit and retain members from its locality.


a) A dated copy of the club's Equity Action Plan. 

To support this it is recommended that a club member attends the running sports A Club for All workshop which can be accessed in person or online via: www.runningsports.org

4.5 One club member has attended a sports coach UK Equity in Your Coaching workshop OR one club member has attended the running sports A Club for All workshop OR each coach has successfully completed an equity task.

a) A copy of a certificate of attendance at a sports coach UK Equity in Your Coaching workshop within the last three years OR

b) A copy of a certificate of attendance at a running sports A Club for All workshop within the last three years OR

b) Examples of completed equity tasks from each coach (any coach named in 2.3 or 2.4) 



Side-Out Accreditation:

4.6 The club has a regular feedback facility for all club members and supporters

a) Copy of a blank feedback form

Please describe how your club ensures feedback is collected regularly.


4.7 The club is aware of the Disability Discrimination Act (DDA) and has completed a self-assessment exercise.

a) Completed DDA Self-Assessment. 



Side-Out Accreditation:

Side-Out GUIDANCE NOTES

Wherever you see a  in the Side Out assessment form then there are templates and examples with your Side Out memory stick to help you to complete these requirements.

Templates are also available in the club accreditation section of the Volleyball England website. Your login will be provided with your Side Out support and assessment pack.

If your question is not answered below or you require further support, please contact the National Club Development Officer at clubs@volleyballengland.org.

CLUB MANAGEMENT

1.1 The club is affiliated to Volleyball England for the current season.

Why is it important for our club to affiliate to Volleyball England?

By affiliating to Volleyball England, your club ensures that it has adequate public liability insurance cover. For more information on how to affiliate your club and the benefits of affiliating to Volleyball England please see the Membership section of our website.

If your club is already affiliated, then you will be able to find your affiliation number on your Volleyball England affiliation certificate or by contacting info@volleyballengland.org.

1.6 The club is committed to further development.

This vital document for any club should be driving the club forward. The template provided is ideal and where possible and appropriate should be used as the basis for each club's development plan.

What do we need to include in our plan?

- Club Management
- The Playing Programme, including coach development
- Volunteering

Please note, these are just the **minimum requirements**. You may also include other sections such as junior development that you feel to be relevant to your club or indeed extend the time frame to a 2 or 3 year plan. This will be particularly useful if your club is considering moving up to Volley 1.



Side-Out Accreditation:

PLAYING PROGRAMME

2.3-2.4 The club has a minimum of one Level One coach who must be registered with Volleyball England. Any other coaches who coach alone must also register with Volleyball England.

What coaching qualifications are approved by Volleyball England?

To achieve Side Out, you will need one Level One qualified coach. If you have a different qualification, perhaps an overseas award, please contact Volleyball England's head office to get your qualification translated.

How do coaches register with Volleyball England?

For more information on how to register as a coach with Volleyball England, please see the membership pages of our website or contact info@volleyballengland.org.

2.7 The club has a minimum of one Grade 4R referee, who has registered with Volleyball England.

For Side Out, your club will need to have a Grade 4R referee, who has attended a Grade 4 Volleyball England course, which can be booked through the Volleyball England website.

For more information on how to register as a referee with Volleyball England, please see the membership pages of our website or contact info@volleyballengland.org.

Please note, the named referee should be a member of your club. This contact may not appear again as the named referee for another club's Side Out application unless Volleyball England is advised of a club transfer.

2.8 The club provides competitive opportunities for club members.

Why are competitive opportunities important?

Developing a competition programme is vital as it is one reason why many people join a club in the first place. Competition opportunities need not necessarily be inter-club based; a club with a suitable level of membership may be able to cater for a significant proportion of this internally.

See the Volleyball England website for details of national competitions and visit your local volleyball association website for local and regional leagues.



DUTY OF CARE

3.5 All coaching and matches take place with equipment and at facilities that have been subject to a risk assessment within the last six months.

It is important that the club ensures that both the venue and the equipment it uses are fit for purpose and appropriate for the age groups and ability levels of the performers using them.

A copy of the venue risk assessment (completed within the last six months) should be completed for each venue used. A template is available on your Side Out memory stick.

3.6 The club has separate codes of conducts for players and volunteers/officials.

How do I know what to put in the codes of conduct?

Templates are provided on your Side Out memory stick and in the club accreditation section of the website to assist you with your codes of conduct. However, it is important that you consult with club members when developing them to create a sense of ownership. To ensure that members know about the club's codes of conduct, it is important that they are included in your club handbook.



KNOWING YOUR CLUB AND ITS COMMUNITY

4.2 The club has an open/non discriminatory constitution.

What is an open constitution and why do we have to include a copy?

In order for a club to be properly administered and regulated, it needs to have a club constitution. A club constitution can be a simple document that outlines the club's functions, meeting schedule, committee and so on. It is important that it does not exclude anyone from being a member of your club.

4.4 The club has an up-to-date Equity Action Plan identifying how it can recruit and retain members from its locality.

How do I know what to include in the Equity Action Plan?

There is a template on the Side Out memory stick and website to assist you with completing your action plan. This can be a separate plan or be part of the club's overall development plan.

4.5 One coach has attended a sports coach UK Equity in Your Coaching workshop OR each coach has successfully completed an equity task.

How do I find out when Equity in Your Coaching and A Club for All workshops are being run?

Your County Sports Partnership or local authority will be able to tell you when these courses are being run. You can also visit the sports coach UK website for details of workshop dates at www.sportscoachuk.org and the running sports website at www.runningsports.org.

Please note, all sports coach UK and running sports certificates are valid for three years. All certificates submitted must be valid; if they have expired, they will not count towards the Side Out assessment file.

What are the equity tasks?

Further information and guidance on the equity tasks are available on the Side Out memory stick and the club accreditation section of the Volleyball England website.