



Volley 123 Accreditation:

## Welcome to Volleyball England's Volley 123 Assessment and Support Pack!


### What is the Volley 123 scheme?

Volley 123 is Volleyball England's national club accreditation programme. Volley 123 is designed to recognise and reward junior volleyball clubs that stand apart from the rest in terms of good practice.

**Volley 123** is about making a difference to clubs regardless of their size. 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 young 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.

Volley 123 has three levels of accreditation **Volley 1, Volley 2 and Volley 3**.

 **Volley 1** is the first accreditation level for clubs with a junior section.

Volleyball England has worked with Sport England to integrate Volley 1 accreditation with the Sport England Clubmark scheme, the only national cross sports quality accreditation scheme for clubs with junior sections. It is built around a set of core criteria which ensure that accredited clubs operate to a set of consistent, accepted and adopted minimum operating standards.

Once registered on the Volley 1 scheme, your club will have 12 months to complete and return your assessment file. Beyond this period, the support of the National Club Development Officer can no longer be guaranteed.

 **Volley 2 and Volley 3** are about demonstrating further quality across the four key areas required by Clubmark and with each award there is an increase in expectation. By the time your club has reached Volley 3 it will be a fully-fledged, self-sustaining club that is a major part of its local community. You must achieve Volley 1 before moving on to Volley 2 and Volley 3.

Please note, a minimum of 12 months must pass between the awarding of each accreditation level.






Volley 123 Accreditation:

## Why is Volley 123 good for your club?


- **Club development:** Going through Volley 123 will support your club in planning for the future, increasing your membership and developing strong links with a local school or youth group. Clubmark clubs can access funding more easily and may benefit from local authority discounts and schemes.
- **Increased membership:** Addressing issues like equity and child protection gives parents confidence when choosing a club for their children.
- **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 Clubmark accredited, clubs will be highlighted on the Volleyball England website, Clubmark national database and in other directories which will help you to promote your club. At Volleyball England we recognise the achievements of our Volley 123 clubs and aim to support them financially in their continued development.

## Rewards and Recognition from Volleyball England

At **Volleyball England** we recognise the achievements of our Volley 123 clubs and aim to support them financially in their continued development.

 Volley 1: All clubs who are awarded with Volley 1 benefit from the Set Up & Play Equipment Franchise scheme. Clubs are given £750 worth of outdoor volleyball equipment to use over the spring/summer months.

 Volley 2: Upon accreditation clubs are eligible to apply for a development grant of up to £250

 Volley 3: Upon accreditation clubs are eligible to apply for a development grant of up to £500.

As well as the above, Volleyball England offers additional benefits and developmental support from our Head Office team that increase as your club moves up the accreditation ladder. See the Volley 123 pages on the Volleyball England website for more details.

**“ Working towards and achieving Volley 1 generated a positive attitude towards the continued development of the club and was a great stepping stone to a range of opportunities. We have been working closely with York Council, have accessed Sport Unlimited funding and several of the junior players from our school-club links are now amongst our keenest players and volunteers! ”**

*Tim Godson, Chairman of York Volleyball Club.*



Volley 123 Accreditation:


## How do you use the Volley 123 folder?

The Volley 123 folder is in 4 main sections;

- 1 Club Management**
- 2 The Playing Programme**
- 3 Duty of Care and Child Protection**
- 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 at the end of each section to help you meet the Volley 123 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 Volley 123 memory stick to help you with completing your file. You will also find all the templates and resources online in the Volley 123 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.

## 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](mailto:clubs@volleyballengland.org).

The Memory stick enclosed with your Volley 123 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](http://www.volleyballengland.org).



Volley 123 Accreditation:

# How do you become accredited?

## A Step by Step Guide to the Volley 123 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.

### Step 2

#### **Working towards Volley 1, 2 or 3**

The National Club Development Officer will send a Volley 123 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 NCDO 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 Clubmark assessors.

### Step 4

#### **Achieve Volley 1, 2 or 3 accreditation**

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

### Step 5

#### **Annual Health Check and Club Visit**

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 Clubmark requirements and a small number of clubs will be selected at random to submit theirs to Volleyball England. Your club will also be visited during the four year period that your Clubmark status is valid; you will be informed in advance of the date.

### Step 6

#### **Move to the next level of Volley 123**

Once you've achieved Volley 1, 2 or 3 your club will be eligible to apply for the next step of Volley 123. Higher levels of accreditation help continue to drive the development of your club and come with increased Volleyball England benefits.

### Step 7

#### **Volley 123 Re-accreditation**

Every four years Volley 123 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, your four years will start from that date as an increase in level is seen as resubmission.*



Volley 123 Accreditation:

## Volley 123 scheme: CONTACT DETAILS

**National Club Development Officer:** [clubs@volleyballengland.org](mailto: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	

### Volley 123 contact details:

Name	
Address	
	Postcode:
Telephone / Mobile	
Email address	

### Club declaration

I declare that the information given in this Volley 123 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 Volley 123 assessment file.**



Volley 2 Accreditation:

## CLUB MANAGEMENT

Volley 2 is for well run clubs who go the extra mile to promote their club to the wider community, engage with multiple local partners and are forward thinking when developing their volunteer base.





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

- A strong committee and a club handbook for all members which conveys the club ethos and all the essential membership information.
- Regular communication with members and the local community to promote the club in innovative ways.
- A strong partnership with multiple local partners in order to increase membership from your local community, share mutual benefits and create volunteering opportunities for young people.
- An extended development plan that is realistic, achievable and directly reflects the needs of your club.
- Leadership opportunities for young people to develop the 'whole' player into the volunteers of the future.

### Evidence checklist




Please ensure that you have provided the evidence below within your Volley 2 file. When the evidence is in your file tick the box to show that it is present.

A copy of the Club Handbook 	<input type="checkbox"/>
Copy of communication with parents/guardians of junior players 	<input type="checkbox"/>
Copy of communication with club members and supporters	<input type="checkbox"/>
Copy of promotional material or events targeted at the local community	<input type="checkbox"/>
A copy of the club's three year development plan 	<input type="checkbox"/>
Signed School-Club Link agreement  for a primary and a secondary school	<input type="checkbox"/>
Copy of a local sports directory featuring club's contact details	<input type="checkbox"/>
Evidence of outreach work as part of the clubs junior development scheme	<input type="checkbox"/>
Evidence to show how the club recognises its volunteers on at least an annual basis	<input type="checkbox"/>
A one year volunteer action plan	<input type="checkbox"/>
All sections of the club management assessment form have been filled in.	<input type="checkbox"/>



Volley 2 Accreditation:

# Club Management ASSESSMENT FORM

Please complete the requirements for the criteria below. Guidance notes are supplied with your Volley 123 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 and has achieved Volley 1.

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		
Club Welfare Officer		
Junior Development Officer		
Volunteer Coordinator		

## 1.3 The club has a membership category and pricing policy for all members, with a distinct policy for children and young people






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



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## 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, Parents 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.	

## 1.5 The club communicates regularly with parents/guardians.

a) Copy of communication with parents, e.g. welcome letter, newsletter or information sheet. 


## 1.6 The club communicates regularly (at least quarterly) 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.

## 1.7 The club actively promotes itself within the community.

a) Example of how the club promotes itself locally, e.g. flyer, attendance at community events.

## 1.8 The club is committed to further development.

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



- Junior Development Scheme: to recruit and retain more junior players
- Club Management, including CPD for committee members
- The Playing Programme, including coach and referee development
- Duty of Care and Child Protection





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**1.9** The club has links with at least one primary school and one secondary school/ youth group.

- a) A copy of a signed School- Club Link Agreement  with the names and details of the primary school.
- b) A copy of a signed School- Club Link Agreement  with the names and details of the secondary school/youth group.

**1.10** The club is actively engaged in outreach work as part of its junior development scheme.

- a) A copy of a local sports directory to show the clubs contact details.
- b) Evidence of outreach work, e.g. sessions run in schools, tournaments organised, flyers handed out to local schools.

**1.11** The club has the following local support contacts;

Local Authority Sports Development team (if one exists)

Contact Name	
Position	
Address	
Postcode	
Contact Number	
Email	

County Sports Partnership (CSP)

Contact Name	
Position	
Address	
Postcode	
Contact Number	
Email	



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### 1.12 The club has run a Young Volleyball Leaders Award.

a) Once you have run your Young Volleyball Leaders Award please return the details of attendees with either form YLC1 (if you would like to purchase the award packs) or YLC2 (if you would not like to purchase award packs) to the Volleyball England Head Office. Both forms come with the tutor pack and more can be requested if necessary.

To help us track that you have done so, please enter the tutor pack reference number in the table below.

Young Leader Tutor Pack Reference Number	
Submission confirmed by Volleyball England (office use only)	

### 1.13 The club's volunteer coordinator has contacted the National Volunteer Development Officer at Volleyball England.


Actions after contacting National Volunteer Development Officer

### 1.14 The club has a volunteer recognition scheme in place that recognises volunteers at least annually OR regularly nominates volunteers for local and/or national awards.

a) Evidence of how the club recognises their volunteers, e.g. a 'Volunteer of the Month' scheme OR photographs of an annual event.

To support the Volunteer Co-ordinator in their role, the running sports workshop Valuing your Sports Volunteers is recommended.

### 1.15 The club should have a one year volunteer action plan.

a) One year volunteer action plan  to include;

- Recruiting volunteers
- Retaining volunteers
- Providing training for your volunteers
- Rewarding your volunteers



Volley 2 Accreditation:

## THE PLAYING PROGRAMME

For Volley 2 accreditation, clubs will be asked to demonstrate a higher quality of playing and training opportunities for club members. The club should also be pro actively developing club coaches and officials.

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

- A regular, structured and safe training and 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.
- Structured training programmes for junior players using available Volleyball England resources.
- Awareness of the Volleyball England player pathway.


### *Evidence checklist*



**Please ensure that you have provided the evidence below within your Volley 2 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 the club handbook 

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

The continued development of referees to be included in the club development plan


An example of two session plans that are used with junior players which show the use of the 'Let's Play Volleyball' programme resources 

Copy of club communications which signpost potential players to the nearest National Sitting Volleyball Centre

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 Volley 123 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 four hours per week during the season. This should include provision for juniors.

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 and two Level Two coaches, all of whom must be registered with Volleyball England.

**Level One Coach (or above)**

Name
Coaching Award
Coach Registration Number
Confirmed by VE (office use only)

**Level Two Coach (or above)**

Name
Coaching Award
Coach Registration Number
Confirmed by VE (office use only)

**Level Two Coach (or above)**

Name
Coaching Award
Coach Registration Number
Confirmed by VE (office use only)




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## 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. (1.8)

## 2.7 The club has a minimum of one Grade 3R 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 Volley 123 application unless Volleyball England is advised of a club transfer.

## 2.8 The club is actively developing its referees.

a) Planning for the continued professional development of the club's referees to be included in the club's development plan.

## 2.9 The club has run a Scorers Award.

Please insert the details of the Scorers Award in the table below.

Course Number	
Course Date	
Confirmed by Volleyball England (office use only)	




Volley 2 Accreditation:

**2.10** The club provides competitive opportunities for juniors and adults (if adult members in club) at a minimum of regional level.

- a) Copies of league tables and/or entry forms for both junior and adult members.

**2.11** The club works within the guidelines of the ‘Lets Play Volleyball’ Programme using at least the Volley Sport cards and award scheme.

- a) An example of two session plans that are used with junior players which show the use of the ‘Let’s Play Volleyball’ programme resources. 

**2.12** The club has the details of the key Regional Talent Development Programme (RDTP) contact for your area and is actively identifying talented young players to attend regional training sessions.

Region	
Contact Name	
Email address	

**2.13** The club has investigated the possibility of introducing Sitting Volleyball to their club programme and actively directs potential players to the nearest National Sitting Volleyball Centre.

- a) A member of the club has made contact with the Sitting Volleyball Development Manager.

Actions after contacting Sitting Volleyball Development Manager

- b) Copy of club communications that signpost the nearest Volleyball England National Sitting Volleyball Centre.



# DUTY OF CARE & CHILD PROTECTION







Clubs must take all reasonable steps to ensure that participants, visitors and volunteers can enjoy the Volleyball on offer in a safe environment. This is particularly important with regard to the welfare of young Volleyball players. Volley 2 clubs should have their own qualified first aider and are expected to offer increased child protection training for the Child Welfare Officer as well as other club members.

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.
- An awareness of child protection issues and adoption of recommended working practices.

## Evidence checklist


Please ensure that you have provided the evidence below within your Volley 2 assessment file. When the evidence is in your file tick the box to show that it is present.

- Valid first aid certificate for one club member
- A copy of the club's emergency procedures/ guidelines 
- A copy of the club's accident report form 
- An example of a blank player registration form which includes spaces for emergency contacts and medical details 
- Completed risk assessment form for all match and training venues 
- Copy of the club's Child Protection policy/statement 
- Copy of an attendance certificate for the scUK workshop Safeguarding and Protecting Children OR other recognised Child Protection training for the Child Welfare Officer.
- A copy of the course attendance certificate for the Safeguarding and Protecting Children 2: Reflecting on Practice workshop for the Child Welfare Officer.
- Copy of attendance certificates for two other club members (one of whom must be a coach) for the scUK workshop Safeguarding and Protecting Children workshop OR other recognised Child Protection training.
- Copies of codes of conduct for parents/carers, players and volunteers/officials to be included in the club handbook 
- All sections of the duty of care and child protection assessment form have been filled in.



Volley 2 Accreditation:

## Duty of Care & Child Protection ASSESSMENT FORM

Please complete the requirements for the criteria below. Guidance notes are supplied with your Volley 123 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 One club member is a designated First Aid provider who has a recognised and valid first aid qualification.

- a) Valid first aid certificate for one club member.

### 3.3 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. 
- c) A statement outlining how these procedures are communicated to club members.

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

### 3.4 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. 

### 3.5 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.	





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

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

**3.7 The club has a Club Welfare Officer who has attended sport coach UK’s Safeguarding and Protecting Children workshop OR other recognised Child Protection training AND the Safeguarding and Protecting Children 2: Reflecting on Practice workshop.**

- a) Contact details of the Club Welfare Officer.

Name	
Contact telephone/ mobile number	
Email	

- b) A copy of the course attendance certificate for the Safeguarding and Protecting Children workshop.
- c) A copy of the course attendance certificate for the Safeguarding and Protecting Children 2: Reflecting on Practice workshop.

**3.8 Two other members of the club (one of whom must be a coach) have attended sports coach UK’s Safeguarding and Protecting Children workshop OR other recognised course within the last three years.**

- a) A copy of the course attendance certificate for two club members.

**3.9 All volunteers and coaches who work with young people under the age of 18 have undertaken a Volleyball England CRB check within the last three years.**

Name	Role	CRB Disclosure Number	Date Issued	Confirmed by Volleyball England (office use only)


Please continue onto a separate sheet if necessary.



Volley 2 Accreditation:


## Duty of Care & Child Protection **ASSESSMENT FORM *cont...***

**3.10** The club has adopted the Volleyball England Child Protection Policy and follows the Volleyball England guidelines.

- a) A statement to declare the club has adopted the Volleyball England Child Protection Policy showing the name of the Club Welfare Officer. 
- b) A statement of how this Child Protection Policy is made available for club members.

How is the club's Child Protection Policy statement communicated to club members? (e.g. on website, in the Club Handbook)

**3.11** The club has separate codes of conducts for parents/guardians, players and volunteers/officials.

- a) Copies of codes of conduct for each of the three categories to be included in club handbook. 



Volley 2 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. Volley 2 clubs should be offering additional equity training for their volunteers and actively seeking to include players with a disability into their club.


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 Volley 2 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 to be attended by a club coach or examples of completed equity tasks from each coach named in 2.3 or 2.4

A course attendance certificate from a scUK coach education workshop for one coach

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

A completed Disability Discrimination Act (DDA) self- assessment 


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




Volley 2 Accreditation:

## Knowing your club and its community ASSESSMENT FORM


Please complete the requirements for the criteria below. Guidance notes are supplied with your Volley 123 memory stick to help you with what is required. All information supplied must apply to 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 which is signed by both 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](http://www.runningsports.org)

### **4.5** One coach has attended a sports coach UK Equity in Your Coaching 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) Examples of completed equity tasks from each coach (any coach named in 2.3 or 2.4) 



Volley 2 Accreditation:

## Knowing your club and its community **ASSESSMENT FORM *cont...***

**4.6** One coach has attended an additional sports coach UK coach education workshop.

a) A copy of a certificate of attendance at a sports coach UK coach education workshop within the last three years.


**4.7** 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.

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**4.8** The club is aware of the Disability Discrimination Act (DDA) and has completed a self-assessment exercise. The club is actively seeking to address the gaps that it has identified.

a) Completed DDA Self-Assessment with any actions required filled in. 



Volley 2 Accreditation:

## Volley 2 GUIDANCE NOTES

Wherever you see a  in the Volley 2 assessment form then there are templates and examples with your Volley 123 memory stick to help you to complete these requirements.

Templates are also available in the Volley 123 section of the Volleyball England website. Your login will be provided with your Volley 123 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](mailto: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](mailto:info@volleyballengland.org).

#### **1.5** The club communicates regularly with parents/guardians.

For this point you should provide at least one example of how the club has communicated with parents/guardians over the current season. If you are providing emails or letters these should be addressed to the parents/guardians. A possible format could be an introductory letter for parents/guardians.

#### **1.8** 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?*

- Junior Development Scheme: to recruit and retain more junior players
- Club Management, including CPD for committee members
- The Playing Programme, including coach and referee development
- Duty of Care and Child Protection

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



Volley 2 Accreditation:

## **1.9** The club has links with at least one primary school and one secondary school/ youth group.

A template of the school-club link form can be found on your Volley 123 memory stick. This form needs to be signed by a representative of the club and a representative of the school/youth group.

More information and case studies about setting up a successful school- club link can be found on the Schools and Youth section of the Volleyball England website.

## **1.11** The club has the following local support contacts;

*Why does our club need to have these contact details?*

Local support contacts can be very useful to your club both as you work towards any accreditation level but also in the future development of the club. They will be able to advise on courses in your area, local funding opportunities and help you promote your club to your local community.

For details of your local authority sports development team, contact your local council or visit their website. To find out which County Sports Partnership covers your local area visit the CSP network website at [www.cspnetwork.org](http://www.cspnetwork.org).

## **1.12** The club has run a Young Volleyball Leaders Award.

*What is the Young Volleyball Leaders Award?*

The award has been designed for 14 to 19 year olds to provide potential young leaders with a basic knowledge of volleyball, and developing the skills and confidence to introduce and develop aspects of the game safely. The ability to officiate and organise small-sided games, events and tournaments is also recognised as an essential element of sports leadership that needs to be developed in young people. The award forms an integral part of the Volleyball England's 'Lets Play Volleyball' National Youth Initiative and complements other opportunities including officiating, festivals, camps, teacher training and skills awards.

*Who can run a Young Volleyball Leaders Award?*

Ideally, the Young Volleyball Leaders Award should be run by a Level 2 qualified volleyball coach or a qualified teacher.

*How can we obtain a tutor resource pack?*

To purchase the Young Volleyball Leaders Award pack, please visit the Volleyball England online shop. One tutor resource pack may be used for multiple Young Volleyball Leaders courses.

Should you wish to purchase award packs for the successful candidates please complete the YLC1 form with the tutor resource pack and return to Volleyball England Head Office. There will a small charge per Young Leader and they will receive a certificate, branded Volleyball England stationery and a drawstring bag.



Volley 2 Accreditation:

### **1.13** The club's volunteer coordinator has contacted the National Volunteer Development Officer at Volleyball England.

The co-ordination of the volunteers is vital to ensure the smooth running of your club and its future success. The volunteer coordinator is a very important position on your committee as without volunteers very few clubs would exist!

Volleyball England has several opportunities to support club volunteer coordinators and club volunteers in their roles. To contact the National Volunteer Development Officer and find out more about these opportunities email [info@volleyballengland.org](mailto:info@volleyballengland.org) or contact the Volleyball England Head Office.

### **1.14** The club has a volunteer recognition scheme in place that recognises volunteers at least annually OR regularly nominates volunteers for local and/or national awards.

The National Volunteer Development Officer will be able to advise you on how you can set up a volunteer recognition scheme for your club. Possible ideas include an annual club awards evening or a 'volunteer of the month' on your website. Examples from other clubs can also be found on your Volley 123 memory stick.

Your local council and County Sports Partnership may have awards to recognise sports volunteers in the local area. To find the CSP for your area, visit [www.cspnetwork.org](http://www.cspnetwork.org).

Volleyball England also has an annual awards evening every summer and we encourage all clubs to nominate their volunteers for the different categories. For more information, please see the volunteers section of the Volleyball England website.

### **1.15** The club should have a one year volunteer action plan.

To help you write your volunteer plan, guidance from running sports, templates and examples are on your Volley 123 memory stick.

You can write a separate volunteer action plan or if you wish, you can include the plan in your overall club development plan.





Volley 2 Accreditation:

## PLAYING PROGRAMME

**2.3-2.4** The club has a minimum of one Level One coach and two Level Two coaches, all of whom 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 Volley 2, you will need one Level One qualified coach and two Level 2 Volleyball England qualified coaches. 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](mailto:info@volleyballengland.org).

**2.7** The club has a minimum of one Grade 3R referee, who has registered with Volleyball England.

For Volley 2, your club will need to have a Grade 3R referee, who has attended a Grade 4 Volleyball England course, which can be booked through the Volleyball England website and then completed the practical assessment.

*How can I arrange for a practical assessment in order to upgrade to Grade 3R?*

In order to arrange a practical assessment, please see the refereeing section of the Volleyball England website for a list of staff referees in your area. The staff referee will then come to watch you officiate at a match and, if satisfied by your level, will upgrade you to a Grade 3R referee. Upgrading clinics are also available to support you as a referee, please contact the Volleyball England Head Office for more information.

*How can I register as a referee with Volleyball England?*

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](mailto: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 Volley 2 application unless Volleyball England is advised of a club transfer.



Volley 2 Accreditation:

## **2.9** The club has run a Scorers Award.

*What is a Scorers Award?*

A Scorers Award is a half day course designed to provide candidates with both the theory and practical training in completing the official volleyball score sheet. Each attendee who achieves the exam pass mark will be awarded a certificate by Volleyball England.

*How can we arrange to run a Scorers Award?*

In order to arrange a Scorers Award at your club, you will need to contact the lead Volleyball England tutor. The club will be expected to provide a venue (class room or similar) For more information and the appropriate contact details, please contact the Technical Administrator at Volleyball England Head Office.

## **2.10** The club provides competitive opportunities for juniors and adults (if adult members in club) at a minimum of regional level.

*Why are competitive opportunities important?*

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

See the Volleyball England website for details of national junior competitions and Let's Play Volleyball festivals.

## **2.11** The club works within the guidelines of the 'Lets Play Volleyball' Programme using at least the Volley Sport cards and award scheme.

*How can I find out what elements we should be including within our coaching sessions?*

A template is provided to assist you with what should be included in your session plans. Two session plans need to be provided.

To purchase resource sets from the Let's Play Volleyball programme (e.g. Volley Sport and Mini Volley) visit Volleyball England's online shop.

## **2.12** The club has the details of the key Regional Talent Development Programme (RDTP) contact for your area and is actively identifying talented young players to attend regional training sessions.

*Why do we need these contacts and what happens if none of our players ever get selected?*

It is important that all clubs are aware of the Volleyball England player pathway so that they can nominate any talented athletes for the selection process. Clubs do not need to have talented athletes in order to achieve this criteria but need to be aware of how athletes are nominated and where their Regional Talent Development Programme (RDTP) is run.

To find the contact details for the RDTP lead in your region, please see the Schools and Youth section of the Volleyball England website or contact your regional association

More information on the player pathway can be found in the Volleyball England Strategic Plan 2009 – 2013.



Volley 2 Accreditation:

## **DUTY OF CARE AND CHILD PROTECTION**

### **3.2 One club member is a designated First Aid Provider who has a recognised and valid first aid qualification.**

*What first aid qualifications are accepted for Volley 2?*

A member of your club must have attended a recognised emergency first aid course **within the last three years**. The course must be delivered by a provider approved by the Health and Safety Executive (HSE). Their list of approved providers can be found at: [www.hse.gov.uk/firstaid/index](http://www.hse.gov.uk/firstaid/index). Click on HSE approved first aid training organisations in the training box.

If you are not sure which course to attend, Volleyball England recommends;

- St John Ambulance Sports First Aid course
- First Aid for Sport course run by the British Red Cross

To check whether your first aid qualification is accepted, please contact the National Club Development Officer at [clubs@volleyballengland.org](mailto:clubs@volleyballengland.org).

### **3.6 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 Volley 123 memory stick.



**3.7-3.8** The club has a Club Welfare Officer who has attended sport coach UK's Safeguarding and Protecting Children workshop OR other recognised course within the last three years AND the Safeguarding and Protecting Children 2: Reflecting on Practice workshop.

**One member of the club who coaches young people (U18) has attended sports coach UK's Safeguarding and Protecting Children workshop OR other recognised course within the last three years.**

*What is a Child Welfare Officer and what is their role?*

The Child Welfare Officer at your club will be the named person who is the point of contact if any concerns are raised relating to young people. They will also coordinate and promote best practice within your club. It is, however, important to remember that safeguarding and protecting young people is the responsibility of everyone at the club not just the Child Welfare Officer.

For more information, please see the template of the Child Welfare Officer role description on your Volley 123 memory stick. The required safeguarding course will support them to fulfil this role and will be an informative session with best practice examples.

*Where can I find out about Safeguarding Courses?*

Your County Sports Partnership or local authority will be able to tell you when safeguarding courses are running in your area. You can also visit the sports coach UK website for details of the Safeguarding and Protecting Children and Safeguarding and Protecting Children 2 workshops at: [www.sportscoachuk.org](http://www.sportscoachuk.org)

*What Safeguarding Courses are accepted for Volley 123?*

We accept sports coach UK's Safeguarding and Protecting Children workshop.

The course must be attended by a coach who works with young people (U18) and the Club Welfare Officer. Certificates of attendance must be submitted, booking confirmation will not be sufficient evidence.

If you have attended Child Protection training as part of your professional employment, please contact the National Club Development Officer to see if it can be recognised for your Clubmark application. You will then need to provide evidence of your attendance on the training.



Volley 2 Accreditation:

### **3.9 All volunteers and coaches who work with young people under the age of 18 have undertaken a Volleyball England CRB check within the last three years.**

*Why do people working in Volleyball need to have a check?*

This check allows Volleyball England to identify those people who are banned from working with children and young people, and to subsequently ensure that they are not involved in junior volleyball. The check also allows Volleyball England to identify those with a history who may pose a potential risk to children

From a parent or guardian's point of view, they can be reassured that the club is actively seeking to provide a safe environment for their children.

*Who should have a CRB check?*

- Club Safeguarding Officer
- All club coaches involved in coaching young people (U18)
- Any team managers for junior (U18) teams
- All club referees/ officials who officiate at junior matches.
- Any medical personnel working with young people in the club, e.g. physio's, club first aider
- Any voluntary helpers who regularly assist with junior training sessions
- Any drivers organised by the club to transport young people
- Any committee members who have a direct role relating to young people, e.g. Youth Development Officer, or who have access to personal information or records for junior members.

If you are unsure if a club member needs to be CRB checked please contact Volleyball England's Child Welfare Officer at [info@volleyballengland.org](mailto:info@volleyballengland.org).

*I already have an CRB check from another organisation, do I really need another one?*

Yes. Unfortunately the check is not portable from one job or organisation to another and therefore if you are working in volleyball you will need to have a Volleyball England CRB check.

*How can I get a Volleyball England CRB check done?*

Volleyball England's CRB checks are free of charge.

A CRB check request template is included on your Volley 123 memory stick. Please fill in the name and postal address of each club member who requires a Volleyball England CRB check and return the form to the Child Welfare Officer at [info@volleyballengland.org](mailto:info@volleyballengland.org) or in the post to Volleyball England's head office. Each individual will then be sent a CRB pack to their home address for them to complete and return to us, where we will process the application with the Criminal Records Bureau.

Once each individual has received their CRB check, the CRB disclosure number and date issued needs to be written down on your Volley 123 assessment form.

These checks should be recompleted **every three years**.



Volley 2 Accreditation:

### **3.10** The club has adopted the Volleyball England Child Protection Policy and follows the Volleyball England guidelines.

*Why must my club sign up to the Volleyball England Child Protection Policy?*

National Governing Bodies of Sport are guided by national organisations such as the NSPCC's Child Protection in Sport Unit (CPSU). Volleyball England's Child Protection Policy and guidance have been designed in line with legislation and industry good practice. This has been produced to assist clubs in meeting their moral obligations in relation to their work with young people.

The Volleyball England Child Protection Policy and guidance documents can be found in the Welfare section of the Volleyball England website. A template is provided on your Volley 123 memory stick and the Volley 123 website to assist you with either adopting or personalising this statement for your club.

### **3.11** The club has separate codes of conducts for parents/guardians, players and volunteers/officials.

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

Templates are provided on your Volley 123 memory stick and on the Volley 123 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.



Volley 2 Accreditation:

## **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.

### **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 Volley 123 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 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](http://www.sportscoachuk.org)

Please note, all sports coach UK certificates (Equity in Your Coaching is a scUK course) are valid for three years. All certificates submitted must be valid; if they have expired, they will not count towards the Volley 2 assessment file.

*What are the equity tasks?*

Further information and guidance on the equity tasks are available on the Volley 123 memory stick and the Volley 123 section of the Volleyball England website.



Volley 2 Accreditation:

## **4.6** One coach has attended an additional sports coach UK coach education workshop.

Details of all scUK coach education workshops can be found on the sports coach UK website; [www.sportscoachuk.org/workshops.php](http://www.sportscoachuk.org/workshops.php).

Options include;

- A Guide to Mentoring Sports Coaches
- Analysing Your Coaching
- Planning and Periodisation
- FUNdamentals of Agility

## **4.8** The club is aware of the Disability Discrimination Act (DDA) and has completed a self-assessment exercise. The club is actively seeking to address the gaps that it has identified.

The DDA self-assessment form can be found on your Volley 123 memory stick. For Volley 2, clubs are expected to think about addressing any gaps identified by the form, so please make sure where you club has answered 'no', you have included a statement about your intended actions in the future to change this answer to a 'yes'.