

## 1 Mission statement

Ipswich Volleyball Club aims to provide a supportive environment in which people of all ages are offered a quality volleyball learning experience that is fun, equitable, safe, welcoming, and child friendly. It is our goal for all members to learn a love for the sport of volleyball and appreciate the positive contribution it can make in their lives.

We aim to help all members, whether players, coaches, or officials, to reach their full potential by providing experiences and opportunities at all levels from local through to regional and national standard. We will support the development of volleyball within the town of Ipswich, the East Anglia region and nationally.

Ipswich Volleyball Club expects all members to contribute to the ethos and reputation of the club through high levels of manners, respect and sporting behaviour.

## 2 Club Constitution

The purpose of an organisational constitution is to ensure efficiency, equal considerations, clarification and continuity in the regular operations of the Club. The Club and each team should have standard operating principles and procedural rules, which this document merely states in writing.

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### 1. Name

The club will be called **IPSWICH VOLLEYBALL CLUB** (referred to as the “Club”) and will be affiliated to Volleyball England

### 2. Aims and objectives

The Club is constituted by a group of people (the members), joined together in an organised way, to take part in sport and social activities in which they share a common interest. Therefore, it will be organised for the benefit of the members and its objectives will be to:

1. to play the sport of volleyball
2. to participate in appropriate volleyball competitions
3. to promote volleyball within the local community and encourage its development
4. to encourage the development of the Club

5. to offer coaching and competitive opportunities in volleyball
6. to ensure a duty of care to all members of the club
7. to provide all its services in a way that is fair to everyone
8. to ensure that all present and future members receive fair and equal treatment

### **3. Social value**

The Club is much more than merely an organisation for organising sport. It is a social focus for its members, providing opportunities for friendship, voluntary service and personal development. It brings together people from different occupations and social backgrounds in pursuit of a common interest. It provides a structured environment for young people, which focuses their attention and energies in a healthy and socially desirable direction. It relieves stress and helps to promote healthy living. It is an invaluable ingredient in developing and maintaining a healthy society.

### **4. Affiliations**

The Club will be affiliated to Volleyball England and the Suffolk Volleyball Association bodies of the sport, and will compete in their leagues and competitions.

### **5. Participation and membership**

The Club is open to everybody irrespective of age, gender, disability or ethnicity. In accordance with Disability Discrimination Act (1995), the Club does not have any physical access barriers.

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status. In order to achieve sports equity we:

- Promote racial equality in sport, encouraging to join and welcoming everybody regardless their ethnicity
- Use the power of sport to engage, unite and motivate people, break down barriers, promote social inclusion and improve health
- Take account of the needs of different groups or communities within any given priority group
- Adopt the recommended practices of equal opportunities and managing diversity
- Acknowledge and respect diversity

All participants to sports activities who have attended a number of four sessions can become Club members. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted. Membership is subject to payment of annual fees, set at the Annual General Meeting, and of amount depending on the membership category a participant belongs to [See *Pricing Policy*]. There are no limits to the duration of a membership. The Committee has the power to revoke a membership at any time.

### **6. Pricing policy and membership fees**

Every participant to sports activities, whether member or not, contributes to financially sustain the Club by paying some fees. These are set on an annual basis by the Annual General Meeting, and are aimed at covering the operating expenses that Club sustains, including affiliations to local and national institutions (such as SVA and Volleyball England), assets (such as volleyballs and nets), rewards of some competitions (such medals and cups), and the hire of the sports hall for training sessions and matches. The level of contribution of each participant depends on the pricing policy set below.

The Club has adopted a pricing policy following a national report published by the Audit Commission, which challenged the way local council's charged for leisure services. The review which followed this report, looked at the rationale behind the current pricing structure, and questioned how and to whom subsidies are

allocated. The outcome from this review has determined a new pricing structure suggesting the following categories of membership:

- *Pay as you go* – participants in this category do not have a long-term commitment with the Club. They are eligible to attend the Annual General Meeting. Everyone is eligible to participate to sports activities as a non member.
- *Full member* – full members are eligible to attend the Annual General Meeting. They are eligible to participate in the teams of the Club, and hence participate in the competitions in which such teams are engaged in. Everyone is eligible to become a full Club member.
- *Concessionary member (by status)* – concessionary members (by status) are eligible to attend the Annual General Meeting. In addition, they are eligible to participate in the teams of the Club, and hence participate in the competitions in which such teams are engaged in. People eligible to become concessionary members (by status) will be able to show that they have a status of full time students, job seekers, pensioners, disabled, or children up to 16 years old.
- *Concessionary member (by ability to pay)* – concessionary members (by ability to pay) are eligible to attend the Annual General Meeting. In addition, they are eligible to participate in the teams of the Club, and hence participate in the competitions in which such teams are engaged in. People eligible to become concessionary members (by ability to pay) will be able to show that they are financially disadvantaged.
- *Honorary member* – members of this class are appointed by the Committee in order to reward the merits of individuals who have given outstanding contributions to the Club and its development. Honorary members usually pay *ad hoc* fees, as set by the Committee.

## 7. Officers of the club

The Club organisational structure is set out in this document. All the functions required for the Club to operate effectively should be allocated to responsible members by election. As the Club grows, manpower is expanded by forming new roles to spread the workload and benefit from the wider experience available within the membership.

Club officers have in general the task to lead certain Club activities and manage the correspondent responsibility. Club officers shall be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment. The Club shall have the following officers:

- Chairperson – to call and chair committee meetings and AGMs.
- Vice-chairperson
- Club secretary – to ensure the Club activities are running properly as a whole.
- Treasurer – to manage the Club finances, and to collect Club fees.
- Head coach – to organise the Club's and teams' sports activities.
- Youth development officer – to programme and lead the programme for children.
- Club Child Welfare Officer – to lead and coordinate the welfare and safety of club members.
- Volunteer coordinator – to lead and coordinate the development of club volunteers.
- Fixtures secretary –to produce overall Club fixtures list.
- Social secretary – to organise periodic social events.
- Communications and promotions officer– to liaise with the press.
- Website officer – to maintain and update the Club's website.

- First Aider

The Club committee has the executive task to run the Club, in organisational and financial terms. The quorum of the Committee shall be 4, which will include the Chairman. Members of the committee are all Club officers, plus two Club members who are not Club officers. The Committee will meet at least quarterly and will be held in the first half of the months of September, December, March, and June.

## **8. Club committee**

The club will be managed through the Committee consisting of all the Officers of the Club. The Committee will be convened by the Secretary of the club and held no less than 4 meetings per year. The quorum required for business to be agreed at Management Committee meetings will be 50%. The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club. The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business. The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **9. Organisation of sport activities**

The sport activities of the Club will be organised in sessions of the duration of two hours. Sessions will be at least weekly and will be held at least on Wednesdays. During each session, the Club provides a structured programme of activity organised by Club members. Some members may not fully require this and be content to organise their own activity. Others will need or prefer organised training, coaching and competition (particularly younger or newer members). These are provided voluntarily by Club members who have an interest in developing the Club and the sport. However, in accordance to objective 3), it is important to have properly organised activity and ensure that every member's volleyball needs are met.

## **10. Teams**

The Club gives the opportunity to all members to participate in volleyball competitions by organising themselves in teams. Teams are created by the Committee upon recommendation of the coach. Nevertheless, with regard to the creation of teams and the allocation of participant members to them, the following principle shall be followed: teams should be structured by skills levels. At a minimum, there should be two levels: social and competitive. Ideally, there should be three skill levels: beginners, pre-competitive and competitive. Pre-competitive and competitive levels map to intermediate and advanced skills.

## **11. Finance**

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end in July. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## **12. Facilities**

The Club operates from rented premises. Training sessions are held at the Maidenhall Sports Centre, Ipswich; home matches are held either at St. Joseph's College, Ipswich, or at Maidenhall Sports Centre, Ipswich.

## **13. Annual General Meetings (AGMs)**

The Annual General Meeting will be held in July. Members will be informed of the set date two weeks before. The Annual General Meeting shall decide all matters relating to subscriptions and organisation of the Club, and all decisions will be made by simple majority.

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts. Nominations for officers of the Management Committee will be sent

to the Secretary prior to the AGM. Elections of officers are to take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 25% of members.

The Club committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

#### **14. Discipline and appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 30 days of the hearing. There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

#### **15. Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of Suffolk Volleyball Association.

#### **16. Amendments to the constitution**

Changes to the constitution will only be made at an AGM where a two thirds majority will be necessary. The last modification was on 30 August 2007 by Gabriele Corliano, Chairman.

#### **17. Declaration**

NAME OF CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Club Chair

SIGNED: .....

DATE: .....

Name: .....

Club Secretary

SIGNED: .....

DATE: .....

Name: .....