REGISTERING YOUR CLUB

To register an existing or new club, please visit:
http://volleyballengland.org/membership/membership_home

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

Click here

This will take you to the brand new registration area. If you’re registering a new club please go to page 2. If you are registering an existing club, please head to page 6 of this guidance document.
A GUIDE TO REGISTERING YOUR CLUB

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

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

Email: __________________________
First name: ______________________
Surname: _________________________
Birth Date: DD: _______ MM: _______ YEAR: _______
Postcode: _________________________
Password: _________________________
Confirm Password: __________________

Register a New Club

About you
First Name: Jan
Surname: Ryton
Address Line 1: ____________________________
Address Line 2: ____________________________
Address Line 3: ____________________________
Town: ____________________________
County: ____________________________
Postcode: LE67 6DU
Telephone work: ____________________________
Fax: ____________________________
Email: bigshow_10@hotmail.co.uk
DOB: 1 Jan 1976
Gender: ____________________________
Sport: ____________________________

Do you suffer from a long term illness or health problem that limits activity? No
Do you suffer from a disability that restricts the sort of activity in which you participate? No

Please tick the boxes relevant to your club:

- Junior under 16 section
- Caters for disability
- Suitable for beginners
- Club is open to public
- Junior only club

Number of club members:
- 51-120
- 100+
Please complete the information below. This will appear on the Volleyball England “Club Finder” page to help members of the public locate your volleyball club. This is a great way of attracting members, so do make sure the information is accurate and up to date!

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

We would like to know about each individual member at your club. *(Please note junior clubs are not required to provide this information. Also if you’re a senior club and have juniors, it is at your discretion if you want to tell us about them).*
We would like to know this because as your National Governing Body, Volleyball England, should and would have the ability to proudly state how many people play Volleyball. We would also like to know this information as we want to communicate with individuals, tailoring products and services, which are relevant to them. When you provide an e-mail address the individual club member will be given access to the member services area of the Volleyball England website and will be able to maintain their own data and access additional information and facilities including the purchase of discounted products from the shop. There are two methods in which you can do this;

1) Manually enter your member details.

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

![Club Secretary Add New Member Form]

As a requirement of Sport England grant funding the English Volleyball Association is required to collect data on individual club members. Could you please complete the following form for every member of your club (once an individual club member has been submitted the form will revert to a blank copy ready to enter the next club member). Please answer as many questions as possible. If an e-mail address is provided the individual club member will be given access to the member services area of the English Volleyball Association website and will be able to maintain their own data and access additional information and facilities including the purchase of discounted products from the shop.
• When doing this please also select your Club Chairperson, Club Secretary, Treasurer and **Safeguarding Officer** – please go to page 9 for important information about the Safeguarding role.

• When you have done this your registration is complete – thank-you.

2) Use your own Excel file

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

Members File Upload

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

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

Acceptable formats are: xls,xlsx,csv

Uploaded files

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

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

**Member Registration Fees**

**2014-2015 Club Affiliation**

**Whitwick Warriors**

Due: Immediately

**Pay online**

Check and verify your personal details, and club details.

**Update member profile**

**Club Details**

**General Information**

Affiliation No.: 5042

Club Name: Whitwick Warriors

Club Type: - Please Select -

Website:

Disclose Information to Public Enquirers:

Main Club Venue

Welfare Officer

Team Types

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

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

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

1) Manually enter details.

You can manually enter members and players details, as per the below. A minimum of six have to be entered.
When doing this please also indicate who is your Club Chairperson, Secretary, Treasurer and **Safeguarding Officer** – please go to page 9 for important about the Safeguarding role.

When you have done this your registration is complete – thank-you.

2) Use your own Excel file

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

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Acceptable formats are: .xls,.xlsx,.csv

Uploaded files

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

Why have we been asked to provide a Safeguarding Officer?

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

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

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

Courses will be run regionally and locally to ensure they are as accessible as possible across the country.
Why have we been asked to provide a Safeguarding Officer?

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

Below is a diagram demonstrating timescales for enrolment as a welfare officer and training throughout the 2015-16 season.
The club secretary will designate a Welfare Officer for their club.

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

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

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

**Welfare Officers to attend a CPSU Time to Listen Safeguarding Training**

- Name - CPSU Time to Listen Safeguarding Training
- For who? Club Welfare Officers
- Cost TBC per
- Duration 3 hours (Courses will run in each region throughout 2015-16)
- How to access - Volleyball England will communicate courses once confirmed, they will be accessible on www.volleyballengland.org/courses.
- Course content - Learners will be able to:
  1. Identify the roles and responsibilities of a Welfare Officer.
  2. Describe how the Club Welfare Officer contributes to a positive environment for children and young people.
  3. Explain how the Club Welfare Officer role fits into the wider safeguarding environment.
  4. Apply learning to case studies including sharing good safeguarding practice.
• Requirements;
  • Welfare Officers will need to provide evidence of attendance on the courses above.
  • Log onto the Welfare Officer profile Member Login.
  • Tick box to confirm attendance on workshops.
  • Upload certificates onto relevant page.
  • Input expiry dates for workshops.

(AUGUST 2016)
All Clubs to affiliate for 2016-17 season with trained Welfare Officer