

South Adelaide Volleyball Club



Handbook 2021

Last updated 8th March 2021

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1 COMMITTEE AND CONTACTS

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Junior Committee Member Chloe Jarvis
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IT Representative Nicholas Rogers
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2 CLUB OBJECTIVES AND GOALS

2.1 Club Objectives

The Objectives of the Club are to:

- a) promote interest in volleyball;
- b) promote good fellowship among those interested in sport - volleyball;
- c) educate, train, coach and encourage members of the Club; and
- d) do all such things and acts conducive to the furtherance of the objects and interests of the Club.

2.2 Club Goals

The Goals of the Club are to:

- a) win League Men and Women Premierships;
- b) develop our athletes both individually and as a team to reach their maximum potential;
- c) win all competitions entered under the South Adelaide Volleyball Club banner; and
- d) create a culture that not only promotes good play and competitiveness but fosters social inclusion and creates strong friendships among members.

3 CLUB POLICIES

South Adelaide Volleyball Club expects all club members (players, coaches, officials, parents and volunteers) to abide by these Codes of Conduct.

3.1 Club Code of Conduct

All club members and representatives shall:

- 3.1.1 Not knowingly discriminate against, abuse, harass, ridicule or embarrass anyone
- 3.1.2 Be fair, considerate and honest in all dealings with others
- 3.1.3 Treat all persons with respect, dignity and proper regard for their rights and obligations
- 3.1.4 Act at all times in a fair and sporting manner and in such a way as to ensure good relations within and between teams, clubs and other organisations
- 3.1.5 Conduct themselves in a proper manner to the complete satisfaction of the South Adelaide Volleyball Club and its delegates so as not to bring themselves, South Adelaide Volleyball Club or the team into public disrepute

- 3.1.6 Not approach an official prior to, during or after a game in an aggressive, threatening or negative manner

3.2 Committee Code of Conduct

All committee members, in addition to the Club Code of Conduct (3.1), shall:

- 3.2.1 Ensure that equal opportunity for participation is made available to all interested participants
- 3.2.2 Ensure, to the best of the committee's ability, that qualified and competent coaches capable of developing appropriate sports behaviour and skill technique are utilised at all times within the association
- 3.2.3 Ensure that parents, coaches, sponsors, trainers and participants understand their responsibilities
- 3.2.4 Throughout the club, maintain a zero tolerance level of any unsporting behaviour and promote respect for all opponents throughout the club
- 3.2.5 Ensure behaviour is consistent with the principles of good sporting behaviour
- 3.2.6 Address any complaints or breaches of the Code of Conduct in a fair, impartial, timely and confidential manner
- 3.2.7 Strive to fulfill their role responsibilities to the best of their ability for the benefit of the club
- 3.2.8 Regularly seek ways of increasing professional development and self-awareness
- 3.2.9 A club appointed member (coach or committee member) will not have any communication through social media with a person under the age of 18. If communication is required, a third-party committee member will need to be added into this conversation. If found to have been conducted, it will be considered a breach of the South Adelaide Volleyball Club Handbook.

3.3 Coaching Code of Conduct

The player/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their players. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognise that they are conduits through which the values and goals of a sport organization are channelled. Thus how a player regards his/her sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour which will allow them to assist their players in becoming well-rounded, self—confident and productive human beings.

All coaches, in addition to the Club Code of Conduct (3.1), shall:

- 3.3.1 Maintain and uphold *Coaches Roles and Responsibilities*
- 3.3.2 Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the players and educate players as to their responsibilities in contributing to a safe environment.
- 3.3.3 Display good sportsmanship at all times.
- 3.3.4 Treat opponents and officials with due respect both in victory and defeat and encourage players to act accordingly. Actively encourage players to uphold the rules of their sport and the spirit of such rules.
- 3.3.5 Treat everyone fairly within the context of their activity, regardless of gender, place of origin, race, ethnicity, sexual orientation, religion, political belief, personal relationship with the coach or economic status.
- 3.3.6 Maintain positive coach / official relationships.
- 3.3.7 When offering feedback, direct comments or criticism at the performance rather than the player.
- 3.3.8 Role model appropriate behaviour by acting with integrity and professionalism. Remember that the coach/captain is likely to have the greatest influence on the behaviour of players and spectators.
- 3.3.9 Consider the players' future health and wellbeing as foremost when making decisions regarding an injured players' ability to continue playing or training.
- 3.3.10 Recognise and accept when to refer players to other coaches. Allow players' goals to take precedence over their own.
- 3.3.11 Under no circumstances can a coach transport a player who is under the age of 18. Parent coaches are exempt to this rule.
- 3.3.12 A club appointed member (coach or committee member) will not have any communication through social media with a person under the age of 18. If communication is required, a third-party committee member will need to be added into this conversation. If found to have been conducted, it will be considered a breach of the South Adelaide Volleyball Club Handbook.

3.4 Players Code of Conduct

All players, in addition to the Club Code of Conduct (3.1), shall:

- 3.4.1 Play by the rules.
- 3.4.2 Cooperate with their team mates and coaches
- 3.4.3 Never argue with an official. If you disagree with an official, discuss the matter with your coach after the game.
- 3.4.4 Control their temper. Verbal or physical abuse of officials, or coaches, players and supporters of opposing teams will not be tolerated.

- 3.4.5 Not use derogatory, demeaning or bullying language.
- 3.4.6 Be prepared to take responsibility for your actions.
- 3.4.7 Respect the rights, dignity and worth of all participants regardless of their gender, place of origin, race, ethnicity, sexual orientation, religion, political belief, personal relationship with the coach or economic status. This includes but is not limited to the use of social media.
- 3.4.8 It is an expectation that players attend all trainings unless prior arrangement is made with the head coach.
- 3.4.9 Players will wear South Adelaide Volleyball Club attire at all times whilst representing the club, on both match days and selected social functions
- 3.4.10 Players are to be mindful of the fact that while wearing South Adelaide Volleyball Club attire, they are representatives of the club and should behave in a manner that best represents the club.

3.5 Supporters Code of Conduct

In this clause, the term “supporter” refers to family, friends and legal guardians of South Adelaide Volleyball Club players. Appropriate support and involvement is vital to the success of a team. Supporters may attend practices only if specifically authorised by the coach but may not interfere in any way. Players are expected to fully participate in practice and the presence of parents or other spectators may be a distraction. Supporters are encouraged to volunteer to be part of the team, fulfilling one of the many tasks associated with Club Volleyball. If a supporter has the ability and time to volunteer in any capacity, a background check will be expected of the supporter. South Adelaide Volleyball Club supporters are expected to:

- 3.5.1 Display sportsmanship and respect towards teammates, competitors, parents, coaches, and officials at all times.
- 3.5.2 Allow the coaching staff to handle any concerns over an official's ruling.
- 3.5.3 Understand and respect the differences between supporter’s roles and coaching roles.
- 3.5.4 Parents of junior players should focus on their child's development of skills and strategies rather than competitive success.
- 3.5.5 Communicate their true concerns with the coach. A positive working relationship is based upon clearly communicated mutual goals among parents, coaches, and players.
- 3.5.6 Control negative emotions and think positively.

3.6 Selection / Playing Time Policy

For Senior and State League Juniors players, playing time must be earned. Equal playing time is never guaranteed in these teams at

any event. The following factors influence playing time, in no particular order of importance:

- Attendance at trainings
- Volleyball skill and ability as evaluated by the coach
- Effort and attitude in training and game situations
- Individual position and role on the team
- Adherence to the coach's rules
- Adherence to the club's rules
- Being in good financial standing with South Adelaide Volleyball Club.

Playing time is **NOT** an issue to be brought to the coach's attention during a match. If a player has questions about his/her playing time, he/she may address these with the coaches at an agreed upon time apart from practices or matches. Players are not guaranteed to play their preferred position. Coaches take into consideration many factors in selecting teams, and may feel that a player and team would benefit by developing a player to play a different role than he/she has previously played or requested.

3.7 Grievance Policy and Procedure

We want your experience at South Adelaide Volleyball Club to be a positive one. However, we understand that issues do arise from time to time. Concerns raised will be kept as confidential as possible with information confined to those relevant in the issue or its amendment.

In the event that a member of the Club becomes dissatisfied, their concerns should be addressed in the following order:

1. Raised with their Head Coach.
2. If the Head Coach is unavailable, or is inappropriate to discuss the matter with, concerns can be brought to the relevant Club Coordinator (Senior or Junior), or subsequently any member of the committee.
3. If this is not appropriate, or the issue remains unresolved, the issue should be brought to the President of the club. Concerns raised will be kept as confidential as possible with information confined to those relevant in the issue or its amendment.

Once the club receives a complaint, the receiving party will determine the severity of the complaint.

If the complaint requires mediation it is dealt through the avenues listed in this Policy. If the complaint serious in nature, this is to be raised to the President and Senior Player Rep; if the President is implicated, it should be raised with another member of the Executive Committee; if the Senior Player Rep is implicated, they will be excluded from this process. If the complaint is serious in

nature, the following process will be followed, in addition to this process, external State and National Sporting Organisations and Office for Recreation & Sport (ORS) and any other relevant external organisations advice and policies will be followed.

1. Ensure evidence is provided with a specific, formal complaint.
2. Commence investigation into nature of complaint. This investigation can either be conducted internally by those who've received the complaint or externally using outside resources as advised by State and National volleyball organisations, ORS and formal external advising organisations.
3. Communicate to member who has lodged the complaint, the process that has commenced, ensuring that they feel safe and supported and outlining external avenues of support should they require them. If this person is a minor at the time of the complaint, this would also include communication to the parents.
4. The party with the complaint raised against them, will be notified that a complaint has been made, and will be notified about which Club Policy has been allegedly breached.
5. The Club will take all required actions to ensure the protection of its members.

At all times during this process strict confidentiality will be maintained surrounding the complainant and details of the nature of the complaint.

3.8 Life Member Selection Policy

Becoming a Life Member of South Adelaide Volleyball Club is the highest honour that the Club can award members. The Benefits of gaining Life Membership are:

- Exemption of paying the yearly Club Membership
- Personal invites to Club functions with a complimentary ticket
- Name listed on the Club's website and Club Honour Board
- Voting on Life Membership candidates

The criteria for awarding Life Membership is as follows.

- Only one recipient per year shall be passed and this honour does not have to be awarded each year.
- In the event that two people are nominated the President will select the candidate that they feel is most deserving and follow the selection process outlined below.
- The nominee must be a currently active, financial member.
- The nominee will have provided valued leadership and/or been an outstanding role model to the members in general.
- The nominee must have provided 15 years minimum service to the Club.
- The service to the Club needs to include a combination of the following four areas: playing, coaching, administration and participating in Club social activities.

- Whilst considering the nomination of Life Membership, the nominee should have demonstrated significant, sustained and high quality service enhancing the reputation and future of the overall Club.
- Effectively this person should be a game changer and have provided the Club with a significant achievement.

The process for confirming Life Membership will be as follows:

- 1 The candidate is nominated from the current President or current Life Members no less than 60 days before the Club's Annual Award Presentations.
- 2 The President forwards the nomination to Life Members and the rest of the Committee, along with an outline of what the candidate has achieved in their time at the Club and sets a deadline for votes (this will be done via both email and text message).
Voting timeframes of approximately 4 weeks should be given to allow people a chance to think carefully about the nomination.
- 3 If a vote is not received from a Life Member or Committee Member in the prescribed time, then it is considered to be a vote in support of the candidate.
- 4 For the nomination to be passed, it must be unanimous from all voting members.
- 5 If it is not unanimous, all Life Members and Committee Members are notified of the non-confirmation of the candidate.
- 6 Conversely, if the nomination is ratified, all Life Members and Committee Members are contacted for some kind words which can be read out on the night, if they are unable to attend.
- 7 Family members are then to be confidentially contacted so they can attend the evening.

3.9 Payment Plan Policy

In the event that a player, or a parent or guardian of a player, is unable to pay the owed fees to the Club by the due date, they may apply for a Payment Plan. Any applications for a Payment Plan must be made to the committee, in writing, prior to the due date of any amounts owing. The Committee will have the final decision in approving a Payment Plan and their decision is final. If a Payment Plan is approved, the *Payment Plan Agreement* must be completed. Payment Plan terms and conditions are as follows:

- 3.9.1 All specific details of payments and due dates are to be listed in the *Payment Plan Agreement* and signed by both the Treasurer and the Player.
- 3.9.2 If a Player is under the age of 18, it must also be signed by a Parent or Guardian.
- 3.9.3 The *Payment Plan Agreement* is not binding until signed. Until this time, payment terms are in accordance with the player's invoice. Any player with overdue fees will be treated the same as a player in arrears and will therefore also be subject to 3.9.7 and 3.9.8.
- 3.9.4 For senior players, an initial payment of \$100 will be due by the first Fees Instalment Date (as set by the Committee annually).
- 3.9.5 Instalments of \$50 will be made on a fortnightly basis from the initial payment (as per 3.9.4) until the balance of the outstanding amount is paid.

- 3.9.6 The Treasurer will notify the player of their final payment two weeks prior to it being made.
- 3.9.7 Failure to make payment, or provide evidence of payment, by the dates specified in the Payment Plan Agreement will result in ineligibility to play in the immediate round, regardless of whether late payment is made prior to the round.
- 3.9.8 Players in arrears will not be eligible to play or train at any time. (*Note: ineligibility to train is applicable for seniors only*).
- 3.9.9 The Committee reserves the right to enforce additional penalties for any player who is in arrears on multiple occasions.
- 3.9.10 If you are unable to make a payment you must contact the Treasurer before payment is due. Consideration will be given for legitimate reasons.
- 3.9.11 Once a payment has been made, the receipt must be forwarded to the Treasurer via email at treasurer@savcpanthers.com.
- 3.9.12 The Treasurer will inform coaches of player eligibility on Monday nights before all training sessions, both junior and senior. At this time, if you are not eligible your next opportunity to play will be the following week.
- 3.9.13 Additional payments are welcomed however the set amount and due dates per the schedule will not be amended regardless of these additional payments.
- 3.9.14 It is the player's responsibility to ensure payments are made on time.

3.10 Playing Number Policy

Senior playing numbers will not be duplicated within the Men's or Women's program respectively. Once a player obtains their number they will retain that number for their South career with the exception of this Policy. If a player does not play for three consecutive years, their number will be released and become available to the playing group. This policy outlines how this process will work.

- 3.10.1 If a player does not play State League for South for three consecutive years their number comes up for selection in the year following their third year of absence.
- 3.10.2 Any player that transfers to another club releases their number immediately in the next year.
- 3.10.3 The Senior Player Rep will circulate a list of available numbers each year that all players are able to apply for.
- 3.10.4 Any current player wanting a number change will communicate this to the Player Rep.
- 3.10.5 Players will choose from the available list in order of the most senior player (playing years for the club) and go down the list until everyone has picked their number or passed.
- 3.10.6 If a player elects to change their number, their current number is added to the list of the *following* year.
- 3.10.7 If a player is new to South Adelaide, they apply for whatever number they want that is available but will obviously be last to select.

3.10.8 No players are to arrange their own “swapping” of numbers or selling of playing numbers unless this arrangement is after the above process has occurred and is in keeping with the above Policy.

Club Captain Numbers

Craig “Slugger” Watson’s #2 for the Men and Alicia’s Davidge’s #10 for the Women have been retired and will be worn by the State League Club Captains only.

3.10.9 For any game that Slugger and Alicia play for the club, they will wear their own playing number and the Captain of that team will revert to their own number for that game.

3.10.10 The Captain will retain their captain status for that game.

3.10.11 The Club will pay for the purchase of playing tops for the Club Captain.

3.10.12 The Club Captain will retain their own current playing number and for the purposes of number retention, it will be assumed that they are playing under their own number during the years they are Club Captain.

3.10.13 Club Captains will be discussed with the Committee prior to confirmation. This is to alleviate any potential concerns the Club may have with selection.

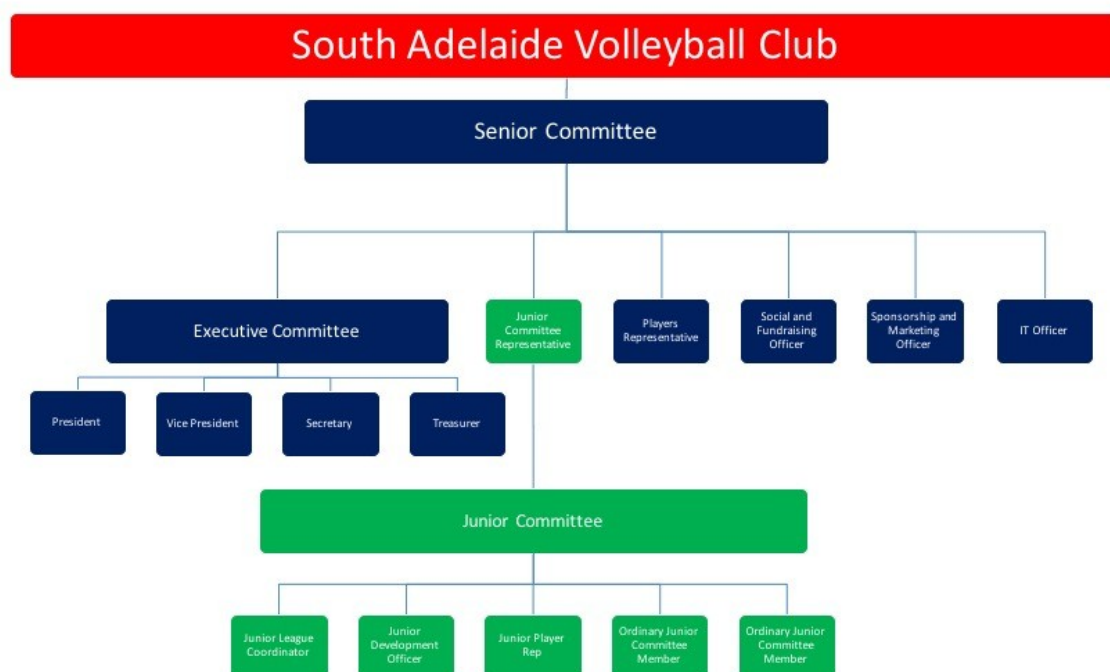
Life Members

In addition to the above Policy, Life Members will be given the opportunity to extend their three year period by an additional year if they are expecting to play the following year. If they do not elect to play in this additional year, their number is released in the following year’s allocation. When a Life Member’s number is due to be passed to a new player, they will be able to select someone to pass the number to. This overrides the above process.

4 COMMITTEE STRUCTURE AND POSITIONS

The following is both an outline of each role within the Committee that is elected at the AGM annually and an organisational structure of the SAVC Committee.

4.1 Committee Structure



4.2 Executive Committee

The Executive Committee form part of the General Committee but have the power to vote and action any urgent matters that occur outside of General Committee Meetings.

4.2.1 President

The President will, amongst other miscellaneous duties:

- Chair the General Committee meeting, held monthly
- Handle any complaints and enquires
- Liaise with VSA, Sponsors / Suppliers and other stakeholders (schools etc.)
- Assist with all social / fundraising activities
- Support all committee members in their roles
- Provide positive direction for Club
- Establish and act towards a 3-5 year plan
- Develop strategies to expand member base and grow profit
- Attend SLC Meetings if no other representative is available

4.2.2 Vice President

The Vice President will, amongst other miscellaneous duties:

- Attend the General Committee meetings, held monthly
- Support the President in all duties

- Chair committee meetings in President's absence
- Take minutes at meetings if Secretary unavailable

4.2.3 Treasurer

The Treasurer will perform the following, amongst other miscellaneous duties:

- Attend the General Committee meetings, held monthly
- **Bank account maintenance** – Banking, book keeping and record keeping (ensuring that a proper record is kept of all money received and payments made and that accounts are reconciled to Xero at least once per month).
- **Financial transaction maintenance** – Management of financial transactions and reconciliations (specifically Square and Paypal), keeping up-to-date records as well as an audit trail and recording all transaction in Xero including but not limited to the following areas:
 - o **Assets** – cash in bank, accounts receivable (who owes you money, how much, when was it due), outstanding accounts
 - o **Liabilities** – payables (to whom do you owe money and how much), outstanding invoices or loan agreements
 - o **Revenue** – grants and sponsorships, special events and benefits, documentation, inventory
- **Invoicing** – Preparing outgoing invoices and paying incoming invoices. Keeping all invoicing up-to-date and chase up on outstanding invoices.
- **Fee determination** – Calculate the Club fees annually with input from the Committee.
- **Monthly Reports** – Keeping the committee regularly informed of key financial events, trends, concerns, and assessment of financial health.
- **Financial statements** – Preparation of Annual Financial Statements which are to be made available to the Committee and presented at each Annual General Meeting (AGM).
- **Audited records** – Ensure aforementioned Club's financial statements are audited prior to presentation at the AGM.
- Take reasonable steps to ensure implementation of processes to prevent funds being stolen or misused. Ensuring cash and cheque books are kept securely.

4.2.4 Secretary

The Secretary will, amongst other miscellaneous duties:

- Attend the General Committee meetings, held monthly
- Prepare agendas and take minutes at meetings, distributing to Committee in a timely fashion
- Maintain list of action items, ensuring their timely completion

- Write/edit and distribute other documents as required
- Update official awards records and Club documents

4.3 General Committee

The General Committee meet monthly to run and administer the Club. All decisions and actions will be as result of these meetings. Along with these General Committee members, the Executive Committee and three voting members of the Junior Committee make up the General Committee.

4.3.1 Sponsorship and Marketing Officer

The Sponsorship and Marketing Officer will, amongst other miscellaneous duties:

- Attend the General Committee meetings, held monthly
- Maintain contact with sponsors
- Seek to engage with and attain value for sponsors throughout the season
- Pass invoices on to sponsors
- Ensure all sponsor obligations are met
- Identify and pursue potential sponsors
- Market club effectively through the use of various social media streams and our web page
- Set club marketing strategies
- Increase club exposure to members and sponsors
- Prepare grants proposals to generate funds for the club.

4.3.2 Social and Fundraising Officer

The Social and Fundraising Officer will, amongst other miscellaneous duties:

- Attend the General Committee meetings, held monthly
- Arrange, coordinate and advertise all fundraising activities, specifically:
 - o Quiz Night
 - o Monthly pub nights or other monthly occurring social event
 - o Plus a minimum of one other fundraising activity each calendar year

4.3.3 IT Officer

The IT Officer will, amongst other miscellaneous duties:

- Attend the General Committee meeting, held monthly
- Maintain the Dropbox account
- Maintain subscriptions held by the Club (including WIX, Crazy

- Domains and Jotform)
- Update website
- Send Club newsletters

4.3.4 Senior Player Representative

The Senior Player Representative will, amongst other miscellaneous duties:

- Attend the General Committee meetings, held monthly
- Be the spokesperson for senior members of the club and convey any issues or ideas to the Committee
- Arrange all uniform and merchandise orders from senior members
- Maintain playing number register, including issuance of numbers to new players and those requested by current members in accordance with the Policy outlined at .
- Assist in collecting quiz night prizes from senior members
- Assist in collecting fees from senior members
- Support the Committee by assisting with events, fundraisers and other tasks
- Respond to all senior enquiries

4.4 Junior Committee

The Junior Committee is made up of three voting members (as outlined below) and up to two non-voting members. The three voting members are invited to sit on the General Committee Meetings but are not required to, unless to help form a quorum. The Junior Committee meets monthly.

4.4.1 Junior League Coordinator

The Junior League Coordinator is a voting member of the General Committee. They will, amongst other miscellaneous duties:

- Chair monthly Junior Committee meetings and General Committee meetings (when required)
- Report back to the General Committee on Junior issues
- Appoint Junior League Coaches
- Coordinate training locations and times for Junior League teams
- Ensure all teams have sufficient coaches and players each round
- Ensure all uniform enquiries are met by Junior Player Representative
- Liaise with VSA on Junior matters

4.4.2 Junior Player Representative

The Junior Player Representative is a voting member of the General

Committee. They will, amongst other miscellaneous duties:

- Attend monthly Junior Committee meetings and General Committee meetings (when required)
- Be the spokesperson for the junior members of the club and convey any issues or ideas to the committee
- Arrange all uniform and merchandise orders for all junior members
- Assist in collecting fees from Junior members
- Support the Committee by assisting with events, fundraisers and tasks

4.4.3 Junior Development Officer

The Junior Development Officer is a voting member of the General Committee. They will, amongst other miscellaneous duties:

- Attend monthly Junior Committee meetings and General Committee meetings (when required)
- Assists Junior League Coordinator wherever necessary in matters involving the club's junior players
- Liaises with VSA in issues regarding junior players
- Sits on VSA Junior Committee as a South Adelaide representative
- Provides information regarding development opportunities for the junior members of the Club
- Provides information and helps plan further playing opportunities for junior members to represent the Club
- Provides information to network the local community into Club's junior program in order to potentially recruit new junior players
- Plans and coordinates the annual junior parent information evening

4.4.4 Ordinary Junior Committee Member (two positions)

A Ordinary Junior Communication Member is a non-voting member of the Junior Committee. They will, amongst other miscellaneous duties:

- Attend the Junior Committee, held monthly
- Does *not* have voting rights on Club issues
- Assist the Junior Committee with any tasks required

5 COACHING STRUCTURE AND POSITIONS

5.1 Senior Coaching Structure

The Program Head Coach (either Men or Women) will oversee all senior teams under their direction. They will be responsible for setting the overall strategy and tactics across their Program. They will be supported by the team coaching staff and the Committee. Each senior team will have a Head and Assistant Coach as a minimum.

5.1.1 Men's and Women's Head Coach Position

The Head Coach of either the Men's or Women's program at the Club will be responsible for the overall results and success of all senior teams, with the overall aim of winning a League Premiership. As part of this role, they will undertake the Head Coach position of the League team for the duration of the season. Throughout the season, a key objective will be to unite the senior teams to form a culture of one program (be it the Men or Women). This will filter into a Club culture and increased "Club First Mentality". This position comes with an honorarium payment.

The Head Coach will be responsible for the following:

During Preseason

- Working with the Committee to plan Season and select senior coaches
- Developing and running preseason trainings (with help from other coaches)
- Selection of League team
- Assisting with the selection of Reserve and Divisional teams
- Forming basic offensive and defensive structures for all teams
- Setting and communicating Club expectations through all senior teams
- Coaching at Warrnambool Seaside Tournament (Honours teams)

During the Season

- Head Coaching League team
- Monitor players at other levels to help identify any promotions / demotions
- Monitor junior players from time to time to identify any players that would benefit from senior trainings
- Develop coaches across the Club in terms of knowledge and experience
- Sit on benches of other teams, when available to do so on game days
- Foster and maintain a program culture across all teams (Men or Women)

- Maintain a Club First Culture
- Uphold themselves and their players to guidelines outlined in the Handbook
- Take an active interest in talent across the League both from within and outside of South Adelaide

Desirable qualities

- High level of experience coaching State League or higher
- Obtained, or willing to obtain, Level 3 Coaching Accreditation
- Not be a State League player

5.1.2 Team Head Coach Position

As Head Coach of a senior team at South Adelaide you will be responsible for the overall results and success of that team. It is your primary goal to help win, or support winning a League Premiership. As a secondary goal, you will aim to win Reserve and Divisional Premierships. You will be responsible for not only the culture of your team, but also fostering a *Club First* Mentality and building club culture. While the League Head Coach is part of the Role of a Program Head Coach, the Reserve and Divisional Head Coaches receive an honorarium payment.

A Team Head Coach will be responsible for the following:

During Preseason

- Assisting of running preseason trainings (with help from other coaches)
- Selection of their team (with input from Program Head Coach)
- Setting and communicating Club expectations throughout their team
- Coaching at Warrnambool Seaside Tournament

During the Season

- Plan and deliver weekly trainings (as determined by the training roster)
- Select team each week and upload team to Facebook by Friday morning
- Coach team on game days
- Send MVP voting to President within one day of games
- Communicate with Assistant Coach to ensure all players receive high levels of feedback
- Set goals and expectations for both their team and individuals, according to Club guidelines and policies
- Monitor players at levels adjacent to their team to help identify any promotions / demotions
- Monitor junior players from time to time to identify any players that would benefit from senior trainings
- Sit on benches of other teams, when available to do so on game days
- Maintain a Club First Culture

- Uphold themselves and their players to guidelines outlined in the Handbook
- Take an active interest in talent across the competition both from within and outside of South Adelaide
- Undertake some form of Professional Development during the season to improve coaching
- Present awards at the annual Club Presentation Night

Desirable qualities

- High level of experience coaching State League or higher
- Obtained, or willing to obtain, Level 2 Coaching Accreditation
- Not be a State League Reserve player

5.1.3 Team Assistant Coach Position

As an Assistant Coach of a senior team at South Adelaide you will assist your Team Head Coach towards the aim of winning, or support winning a League Premiership. You will also support your Team Head Coach towards their secondary aim to win Reserve and Divisional Premierships. You will be responsible for not only the culture of your team, but also fostering a Club First Mentality and building club culture. There is no honorarium attached to the Assistant Coaching position and is at the Team Head Coach's discretion to pay any Assistant Coaches out of their honorarium.

A Team Assistant Coach will be responsible for the following:

During Preseason

- Assisting of running preseason trainings (with help from other coaches)
- Assisting with selection of their team (with input from Head Coach)
- Setting and communicating Club expectations through their team

During the Season

- Assist with planning and delivery of trainings (as determined by the Head Coach)
- Assist with team selection weekly
- Assistant Coach team on game days
- Communicate with Head Coach to ensure all players receive high levels of feedback
- Maintain a Club First Culture
- Uphold themselves and their players to guidelines outlined in the Handbook
- Complete brief match report and submit within one day of game

Desirable qualities

- Experience in coaching volleyball
- Obtained, or willing to obtain, Level 1 Coaching Accreditation

5.2 Junior Coaching Structure

The Head Coach of each junior team will have the responsibility of planning and delivering trainings. They will also be responsible for coaching on game days and ensuring game time is shared as fairly as possible (in accordance with the Club's Playing Time Policy - 3.6). The Head Coach will ensure that their team have sufficient players each week and that they are available for duties where required. At the conclusion of the game, the Head Coach will update the Junior Group on Facebook with the score and a brief update. This position comes with an honorarium payment.

Where Head Coaching responsibilities are shared across multiple people, these duties will be at the agreement between the two coaches, as approved by the Junior Committee. The Club will strive to provide Head Coaches with Assistant Coaches where possible and appropriate. These Assistant Coaches will be at the direction of the Head Coach.

The Head Coach will be guided and supported by both the Junior League Coordinator and the Junior Committee in all dealings and actions.

5.2.1 Junior Summer League Coordinator

It will be the role of the Junior Summer League Coordinator to organise and manage the set up and running of Junior League coaches, players and teams. This typically would involve organising teams at the beginning of the season, collating uniform orders, assist with running training sessions and supervise Friday night games. This role will also extend to communicating and support both team managers and VSA regarding any issues such as queries, fill-ins, forfeits and hot weather policy.

5.3 Coach Screening Process

All Coaches are required to be screened by a panel of Committee members prior to being appointed. This includes obtaining a Police clearance as well as either a formal or informal interview with the applicant. The result of this determines the outcome of the coaching application.

6 FEES AND CHARGES

6.1 Fee Structure

The following fee structure will apply to all club members:

| Tier | Details | Cost Category (per 6.2) |
|-------------------------|---|--|
| Senior Tier 1 | All players except those listed in below tiers | League/Res |
| Senior Tier 2 | All senior players in Divisional teams | Div |
| Junior Tier 1 | u/19* players, playing in both the Junior and Senior competitions | Juniors plus \$50 |
| Junior Tier 2 | u/19* players, playing in Junior competitions only | Juniors |
| Non-player | Non-playing members of the club | SAVC Club membership cost only |
| Committee Member | Members of the South Adelaide Volleyball Club Committee | Respective Tier (above) less training fees |

* Cannot turn 19 or older in the year of the competition

Note: Team lists are provided to the Treasurer subsequent to senior trials, which determines the senior tiers. After 12 rounds of SAVL, a senior player who has participated in 50% of reserve matches is considered to be a reserve player. Should a player switch tiers based on this, an adjustment invoice/credit note will be issued to that player.

6.2 Membership Club Fees

Overview of Fees Charges

| | League/ Res | Div | Juniors |
|-----------------------------|---|--------------|--------------|
| VSA Membership | \$85/\$65 <i>Not included in fees invoiced by South Adelaide Volleyball Club - to be paid by each player individually via http://www.volleyballsas.com.au</i> | | |
| SAVC Club Membership | | \$20 | |
| Training Fees | \$285 | \$225 | \$100* |
| | <i>*represented by the deposit paid prior to trials</i> | | |
| Match Fees | \$240 | \$185 | \$180 |
| Total Fees | \$545 | \$465 | \$300 |

Payment plans are only available for players who contact the Treasurer before first instalment date stipulated on the invoice. Please see fee schedule above for details.

A player with an outstanding account during the current season will not be allowed to participate in practices, games and/or tournaments until the account is made current.

A player, coach, or parent, deliberately or recklessly damaging equipment owned by South Adelaide Volleyball Club or any facility used by the Club during the season (at practices or tournaments) will be required to reimburse the Club and/or facility for the damage before continuing in the Club.

6.2.1 Fees determination process

Club fees are determined annually by the Treasurer and are reviewed and approved by the Committee. This process is undertaken prior to the commencement of each season, and is calculated as follows:

Club Membership: Standard charge agreed by Committee annually.

Match Fees: Comprise fees charged to SAVC by VSA, which is driven by the division level and number of teams entered into the South Australia Volleyball League "SAVL" and Junior League seasons. Fees charged in the previous year are used in the SAVC fees determination since the Club is not invoiced until the commencement of the season.

Training Fees: Comprise training gym hire and coaching payments. Training gym hire is split by usage i.e. Divisional teams utilise one third of the Westminster booking, therefore one third of the hire cost is allocated to Divisional teams.

Sponsorship and fundraising: Comprise all funds derived from sponsorship and fundraising activities. Funds are split evenly across senior teams and are used to reduce training fees.

Player numbers: An assumption is made on number of SAVC players since the fees determination is performed at a time where known figures are typically unavailable. We assume the club will have six senior teams, with each team comprising 10 players. Should a Senior Divisional 2 team be required, a separate fee will be determined, including reallocation of sponsorship and fundraising funds prior to issuance of any invoices. We assume the club retains the same number of junior teams as the previous year, with each team comprising 8 players.

Note: Should more recent inputs become available throughout the fees determination process, they are incorporated into the model.

Split costs are divided by assumed player numbers to determine calculated fees, which are rounded to the nearest \$10. An additional amount is added to calculated Divisional fees, and a deduction of the same amount is applied to calculated League/Res fees. This adjustment acts as a buffer to reflect a portion of training fees should any Divisional players train with League or Reserves teams. The reason for this is to encourage cross team trainings without the need to monitor training attendees. The buffer amount is calculated on an annual basis, determined as follows: *the difference between training fees for a divisional player and training fees for a league/reserve player prior to any adjustments, divided by two.*

6.3 Uniform Costs and Other Club Merchandise

| Details | Cost |
|-----------------------------|---|
| Playing tops | \$40 each <small>*players require both the black and red playing top</small> |
| Men’s Playing Shorts | \$35 |
| Women’s Bike Shorts | \$50* |
| Polo Shirt | \$20** |
| Jumper | \$55 |
| Soft Shell Jacket | \$105 |
| Socks | \$5 |

Replacement warm-up top \$45

**it is the responsibility of each female player to purchase Running Bare shorts
**Reduced to clear*

6.4 Additional costs

Participation in optional tournaments, such as Warrnambool, Pt Augusta etc. are at an additional charge, and costs will be communicated to members when available.

Travel costs to and from trainings and competitions are the sole responsibility of the player.

6.5 Fee Reimbursements / Refund Policy

Adjustments to the above fee structure may be considered by the committee for the following reasons:

- Injury / Illness / Pregnancy
- Player unable to commit to full season

Any reimbursement will be decided on by the committee on a case-by-case basis. Players are responsible for requesting this from the appropriate committee representative.

7 SPONSORS

South Adelaide Volleyball Club would not be able to function without the generous help of our sponsors. Please ensure that you, in turn, are supporting our sponsors when you have the opportunity.

MARION BOWLING CLUB

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