



BRAVURA VOLLEYBALL CLUB HANDBOOK

Contact

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Introduction to Club Handbook

The Bravura Volleyball Club Handbook serves as the guide for every existing and new Members and therein contains the policies, guidelines and process of running the Club.



OUR MISSION and VISION



Mission Statement

A sporting organization with a desire to inspire greatness, uphold sporting values and provide an unmatched coaching experience among budding, young, talented athletes, in other to achieve high-level physical performance.

Vision Statement

Bravura Volleyball Club inspiring talent development in our local communities among all ages while learning the game in a supportive, friendly and organized environment, in the bid to promote sport development.

Equality Statement



Respect as one of our values is very key to what we intend to achieve and that involves fairly treating everyone with empathy and love regards of their socio-economic status. Discrimination and harassment of persons within our club will be promptly addressed as our doors are open for all those who are willing to actively or passively get involved in the game.



Goal



Physical Activity



Physical Performance



Physical Education



Core Values

Respect

Create a team based on equity

Avoiding every form of discrimination and abuse

Everyone has a voice and we listen

Team work

Collaboration, leverage and accountability

To work together to achieve a common goal

It is team sports and our focus in on the team

Fun

Learning by playing

Creating laughter, joy and excitement while we play

Focus on the positives of every game play

Spirit of Sportsmanship

Showing love, compassion and empathy.

Accepting defeat as much as every wins

Fairness

Clean sports

Avoiding unhealthy sporting practice

Avoiding doping

Safeguarding & Protecting Young People Statement

The safety of the vulnerable is of utmost priority so the club intends to ensure adequate training for all members in the club, to equip them with the right knowledge in spotting and handling abuse.



Management Council Roles and Responsibilities



Club Chairperson

- Responsible for managing Bravura Volleyball Club alongside members of the council
- Preside over meetings of the Management Council and at AGM
- Custodian of the constitution of the club, its rules for committee procedure, current affairs and business activities
- Actively involved in decision making on matters involving the club's affair
- Work closely with the Club Secretary and Treasurer in presenting annual report and accounts statement respectively
- To work closely with the Club Secretary in presenting an agenda and minutes of meetings
- To ensure effective communication between the members of the club and the Managing Council

Club Secretary

- Work closely with the Club Chairperson to formulate an agenda for meeting
- Ensure proper minutes during meetings, dissemination of minutes and ensure proper archive
- Acts as the club's focal contact
- Ensure the effective and smooth running of the Club including receiving and responding to any correspondence as appropriate
- Update and maintain the Club website and all social media platforms alongside the social media manager
- Effectively communicate with members and/or their responsible persons (parents/carers/guardians), through relevant contacts

Club Treasurer



- Responsible for all club finances
- Monitor and ensure day to day expenditure are documented including budget preparation and presentation
- Responsible for maintaining all financial transactions of the club such as;
 - Fees collection
 - Issuance of receipt
 - Filing of receipt and other evidence of financial transactions
 - Statutory signatory to the Clubs bank account
- Call regular meetings with the Finance Sub-Committee to discuss matters and reports related to the financial position of the Club
- To prepare and present an end of year financial report to members at the club AGM



Head Coach & Junior Development Officer

- Involved in the design, development and implementation of a junior development programme
- To ensure that appropriate code of conduct among people working with minor
- To work closely with school games masters, community coaches and coaches working with the local sport council.
- To prepare training sessions alongside assistant coaches including providing adequate cover during unforeseen circumstances.
- Attend Club Management Committee meetings, including presentation of progress report.
- Selection of team for competition based on merit and to promote development
- Assist in the appointment of coaches & managers for the individual teams
- Appoint a captain for each team.



Roles and Responsibilities of other Appointed Persons

Assistant Coaches

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Work closely with Head coach and assist in the preparation of the coaching rota and training sessions

- Assist in team selection and training.
- Involve in feedback sessions following training sessions
- Make arrangements for cover with other assistant coaches in advance of any sessions that cannot be attended

Finance sub-committee

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- Meet 4 monthly in every season
- Alongside the treasurer, overseeing and monitoring all Club financial records
- Make recommendations for registration fees and other dues at the Club AGM for approval
- Assist the Club Treasurer to produce an annual budget to present at the Club AGM
- Discuss the Club Treasurer’s latest report on the financial position of the Club
- Assist the Club Treasurer to produce an end of year financial report to present to Members at the Club AGM

CLUB WELFARE OFFICER

- Ensure the Safeguarding of members & Good conduct and practice of the Club members
- Ensure that all Club personnel working with young people have received safeguarding training and maintain an up-to-date register of same;
- Ensure all appropriate documentation and forms of registered members are completed and up to date in accordance with Safeguarding Policies and Procedures;
- Ensure that any persons including coaches, officials and volunteers working with or acting on behalf of the Club, who will come into contact with young people under 18 act according to the safeguarding policies.
- Ensure coaches, officials, volunteers, responsible persons (parents/carers/guardians) and Members have access to Safeguarding Policies and Procedures Documents

BRAVURA VOLLEYBALL

CLUB

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ITS GAME ON

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CODE OF CONDUCT

- **Code of Conduct for Players**
- **Code of Conduct for Coaches**

Code of Conduct for Players

All players must:

- Act in accordance to the values of the club at all times
- Take responsibility for their actions during training and matches
- Ensure playing environment is safe and damage to equipment is avoided as much as possible
- Abide by the rules of the game, follow the coaches' instructions in line with the code of conduct
- Ensure payment of fees promptly
- Avoid verbal, physical, emotional or any other form of abuse
- Ensure all games are played with the spirit of fairness and sportsmanship, accepting success and failure, victory and defeat equally
- Attend training and matches regularly
- Prompt arrival during coaching sessions and matches and help set up the court while ensuring the safety of the playing surface.
- If unable to attend, players are expected to Inform the coach staff prior to training and matches.
- Avoid intake of prohibited substances or use prohibited techniques
- provide support to other Members of the club both on and off the court;
- Observe the tenets of the club's equity statement.

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Code of Conduct for Coaches

All coaches must:

- Ensure the well-being and safety of all participants before the development of performance;
- Ensure an appropriate and respectable working relationship with athletes
- Ensure all prescribed activities are appropriate and safe for the different age group and their performance ability.
- Promote the values of the club.
- To consistently show high moral standards in behaviour and appearance
- Hold the appropriate, valid qualifications and insurance cover
- Avoid any behaviours that may damage the image of the club including exerting undue influence over members of the club in other to obtain personal benefit or reward
- Respect all Club Members in line with the club Equity Statement.



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CODE OF CONDUCT

- **Code of Conduct for Parents/Carers and Guardians (“Responsible Persons”)**
- **Code of Conduct for Officials and Volunteers**

Code of Conduct for Parents/Carers and Guardians (“Responsible Persons”)

All Parents/Carers & Guardians must;

- Support and encourage your child to learn the game
- Encourage fair play and avoid argument with officials
- Support Club coaches in their decisions and, if necessary, arrange appropriate times to discuss issues with them (e.g., not in the middle of a match or training session)
- Encourage good performance and participation, rather than results
- Avoid forceful participation of your child in the game
- Set a good example by recognizing fair play and applauding the good performances of all
- Encourage your child regardless of the mistakes made during the game
- Publicly accept officials’ judgements
- Support your child’s involvement and help them to enjoy their volleyball
- Avoid the use of abusive language;
- Ensure prompt fee payment;
- Respect all Club Members in line with the Club Equity Statement.

Code of Conduct for Officials and Volunteers

All Officials and Volunteers must

- Consider the well-being and safety of participants before the development of performance;
- Ensure an appropriate and respectable working relationship with athletes
- Ensure all prescribed activities are appropriate and safe for the different age group and their performance ability.
- Promote the values of the club.
- To consistently show high moral standards in behaviour and appearance;
- Hold the appropriate, valid qualifications and insurance cover;
- Avoid any behaviours that may damage the image of the club including exerting undue influence over members of the club in order to obtain personal benefit or reward
- Respect all Club Members in line with the club Equity Statement
- Never condone rule violations, rough play or the use of prohibitive substances
- Encourage participants to value their performances and not just results



Fees



- There shall be no annual membership fee

Training Session

- Training days and time
- Monday, Wednesday, Fridays and Saturday
- Weekday time - 4:30 - 6:00pm
- Weekend - 9:00 - 12pm



SPONSORSHIP/PARTNERSHIP



Fund-raising and sponsorship is an important source of funding for the club. The Treasurer shall document all proceeds accrued to the club in form of donations, grants, sponsorship and merchandise.

All sponsors shall be acknowledged on the club's website and any other media platform.

Annual financial statement shall be published on the club's website.

All donations received from individuals and cooperate bodies shall be published on the club's website.

CLUB COMMUNICATION

Club contact will be published on the club website and all correspondence handled by designated persons. Communication would be via social media platform, club website, club mobile and phone contact and email address.

Website

Twitter

Facebook

YouTube

Mobile

Telephone

Email Address