

South Adelaide Volleyball Club



Handbook 2025

Last updated July 2025

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1 COMMITTEE AND CONTACTS

Club Website: <http://www.savcpanters.com>

Club Email: volleyball.savcpanters@gmail.com

President Mel Brown
E: executive.savcpanters@gmail.com

Vice President Simone Schubert
E: executive.savcpanters@gmail.com

Treasurer Vanessa Dorshorst
E: treasurer.savcpanters@gmail.com

Secretary Vicki Wright
E: executive.savcpanters@gmail.com

Junior League Coordinator Tarn Fairfield
E: volleyball.savcpanters@gmail.com

Events Officer Josh Burrows
E: events.savcpanters@gmail.com

Growth initiatives officer Vacant
E: volleyball.savcpanters@gmail.com

Communication officer Elke Jarvis
E: volleyball.savcpanters@gmail.com

Player Wellbeing & Inclusion Officer Chloe Jarvis
E: volleyball.savcpanters@gmail.com

Canteen Officer Kim Johnson
E: volleyball.savcpanters@gmail.com

SUBCOMMITTEE MEMBERS

Sponsorship Officer Nathan Roberts
E: volleyball.savcpanters@gmail.com

Uniform Officer Nathan McLeod
E: volleyball.savcpanters@gmail.com

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 the sport of 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 and
- e) provide a safe environment to facilitate the growth of volleyball for all persons.

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 Respect the rights dignity and worth of others.
- 3.1.2 Be fair, considerate and honest in all dealing with others.
- 3.1.3 Be professional in, and accept responsibility for your actions.
- 3.1.4 Our Club commits to treating all minors with respect, ensuring their safety and well-being through clear boundaries, responsible supervision, and positive role modelling, while maintaining open communication with parents and adhering to strict safeguarding standards
- 3.1.5 Operate within the rules of *Volleyball Australia* including national policies and guidelines which govern *Volleyball Australia* and the Member States.
- 3.1.6 Understand your responsibility if you breach, or are aware of any breaches of

this Code of Behaviour.

- 3.1.7 Do not use your involvement with *Volleyball Australia*, a Member State or a State Affiliate to promote your own beliefs, behaviours or practices where they do not align with those of *Volleyball Australia*, the Member States or the State Affiliates.
- 3.1.8 Avoid unaccompanied and unobserved activities with persons under 18 years of age.
- 3.1.9 Avoid all forms of abuse, harassment, discrimination and mistreatment towards others at all times.
- 3.1.10 Take responsibility and provide the best care possible for those who are sick or injured
- 3.1.11 Provide a safe environment for all club members during all club affiliated activities.
- 3.1.12 Be a positive role model.

3.2 Committee Code of Conduct

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

- 3.2.1 Act in a professional manner.
- 3.2.2 Accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
- 3.2.3 Resolve conflicts fairly and promptly through established procedures.
- 3.2.4 Maintain strict impartiality.
- 3.2.5 Maintain a safe environment for you and others.
- 3.2.6 Ensure you are aware of your obligations to provide a child safe environment - this includes Risk Management, Child Safe Policy, appropriate screening of staff/volunteers and mandatory notification obligations
- 3.2.7 Ensure your association/club is accessible for all to participate.
- 3.2.8 Create pathways for young people to participate in your club
Ensure that the types of programs, rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players.
- 3.2.9 Encourage coaches and officials to demonstrate appropriate behaviour and skill development.
- ~~3.2.10~~ Ensure appropriate club members are introduced to the clubs code of behaviours and encouraged to adhere to these.
- ~~3.2.11~~ Implement responsible use of Drugs & Alcohol policies.
- ~~3.2.13~~ 3.2.11 Promote a culturally tolerant environment.
- ~~3.2.14~~ 3.2.12 Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background or religion.
- ~~3.2.15~~ 3.2.13 Be aware of your legal responsibilities.

3.3 Coaching Code of Conduct

Coaches have an obligation to ensure the safety and wellbeing of those members

within their teams, in addition to their development as an athlete. In addition to the Club Code of Conduct (3.1), shall:

- 3.3.1 Ensure all trainings and games are undertaken in a safe way adhering to all relevant safety policies.
- 3.3.2 Adhere to *Volleyball SA's* Child safe Policy.
- 3.3.3 Know and abide by *Volleyball Australia* rules, policies and standards, and encourage participants to do likewise.
- 3.3.4 Help each person (athlete, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- 3.3.5 Encourage and support opportunities for people to learn appropriate behaviours and skills.
- 3.3.6 Treat each participant as an individual.
- 3.3.7 Recognise participants' rights to consult with other coaches, at appropriate times.

~~3.3.8~~

~~3.3.10~~ 3.3.9 Ensure that any physical contact with an athlete is appropriate and is necessary for the player's skill development, ensuring your decisions and actions contribute to a harassment-free environment.

~~3.3.11~~ 3.3.10 Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the participants.

~~3.3.12~~ 3.3.11 Act within the rules and spirit of your sport. Help your players to understand that playing by the rules is their responsibility.

~~3.3.13~~ 3.3.12 Promote fair play.

~~3.3.14~~ 3.3.13 Respect the decisions of officials, coaches and administrators.

~~3.3.15~~ 3.3.14 Show respect and courtesy to all involved with the sport.

~~4~~ Display responsible behaviour in relation to alcohol and other drugs.

~~4.3.23~~ 3.16 Avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.

~~4.3.33~~ 3.17 Do not show favouritism such as the offering of gifts or special treatment to athletes.

~~4.3.43~~ 3.18 Ensure online personal communication with athletes under 18 is conducted in a group message with a parent or other appropriate adult present in the group.

~~4.3.53~~ 3.19 At all times act as a role model that promotes the positive aspects of sport and of volleyball by maintaining the highest standards of personal conduct and projecting a favourable image of the sport of volleyball and of coaching.

~~4.3.6~~

~~4.3.83~~ 3.21 In your communication, ensure you are honest and consistent with all players

~~4.3.93~~ 3.22 Do not tolerate abusive, bullying or threatening behaviour.

~~4.3.103~~ 3.23 Respect other coaches and always act in a manner characterized by courtesy and good faith.

~~4.3.11~~3.3.24 Promote a culturally inclusive environment.

~~4.3.12~~3.3.25 Encourage a climate of mutual support among your participants.

3.4 Athletes Code of Conduct

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

- 3.4.1 Play by the rules.
- 3.4.2 Never argue with an official - if you need clarification, follow the appropriate method of raising a question through the correct channels.
- 3.4.3 Don't engage in verbal abuse of officials, sledging other players (including vilification) or deliberately distracting or provoking an opponent.
- 3.4.4 Respect the rights, dignity and worth of fellow participants, coaches, officials and spectators -- regardless of their gender, ability, sexual orientation, cultural background or religion.
- 3.4.5 Athletes will develop their skills at different rates. Respect the talent, potential and development of fellow team members and competitors at all times.
- 3.4.6 Show care and respect for the equipment provided to you.
- 3.4.7 Be honest with your coach concerning illness and injury and your ability to train fully within your team.
- 3.4.8 Conduct yourself in a professional manner relating to language, temper and punctuality.
- 3.4.9 Do not engage in conduct which could be regarded as sexual or other harassment towards fellow participants and coaches.
- 3.4.10 Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
- 3.4.11 Cooperate with coaches to adequately prepare you for competition at the highest level.
- 3.4.12 Speak to a coach or committee member you trust if you have an issue, feel unsafe or are concerned about someone else.
- 3.4.13 Refer to the grievance policy if you have a concern that cannot be resolved between yourself and your coach.
- 3.4.14 Do not expect or accept "special" favours from a coach or person involved in team or club management.

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. Supporters may attend practices only if specifically authorised by the coach but may not interfere in any way. Athletes are expected to fully participate in practice and the presence of parents or other spectators may be a distraction.

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 any concerns with the coach in the first instance, and follow the grievance procedure if the concern cannot be resolved.
- 3.5.6 Avoid outward display of negative emotions.

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.

3.6.1 The following factors influence playing time, in no particular order of importance:

- 3.6.1.1 Attendance at trainings
- 3.6.1.2 Volleyball skill and ability as evaluated by the coach
- 3.6.1.3 Effort and attitude in training and game situations
- 3.6.1.4 Individual position and role on the team
- 3.6.1.5 Adherence to the coach's rules
- 3.6.1.6 Adherence to the Club's rules
- 3.6.1.7 Being in appropriate financial standing with South Adelaide Volleyball Club and Volleyball SA.

3.6.2 Playing time is **NOT** an issue to be brought to the coach's attention during a match. If a player has questions about their playing time, they may address these with the coaches at an agreed upon time ~~apart outside of trainings from practices~~ or matches.

3.6.3 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 they have 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 confidential with information confined to those relevant in the issue. This could include escalation to VSA on a case by case basis. Mandatory notification processes will be followed if the issue pertains to child protection.

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

1. Raised with the Head Coach of the athlete's team.
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), wellbeing and inclusion officer. & subsequently any member of the committee~~
~~3.~~

~~3.7.2 Once the club receives a complaint, the receiving party will determine the severity of the complaint. The following process will be followed:~~

- ~~1. For any child protection related concerns, the Member Protection officer and President will jointly be involved, and VSA will be contacted immediately.~~
- ~~2. For complaints made to the Wellbeing or other committee members;~~
- ~~3. Relevant persons are first encouraged to attempt to record any issue that is subject to this policy amongst themselves in the first instance. E.g. an athlete with court time concerns should first raise this with their coach.~~
- ~~4. If the grievance is still unresolved, then it is referred to the management of the club as per 3.7.1.~~
- ~~5. The officer who has received the complaint will consult with an appropriate executive member of the committee (guided by 3.7.1)~~

3.7.3 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 Wellbeing officer; if the President is implicated, it should be raised with another member of the Executive Committee; if the Wellbeing Representative is implicated, they will be excluded from this process.

3.7.4 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. Notify Volleyball SA to seek advice as to whether it can be managed internally or with support from VSA.
3. 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
4. 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
5. 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
6. The Club will take all required actions to ensure the protection of its members

3.7.5 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

3.8.1 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:

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

3.8.2 The criteria for awarding Life Membership are as follows:

- 3.8.2.1 The nominee must be a currently active, financial member
- 3.8.2.2 The nominee will have provided valued leadership and/or been an outstanding role model to the members in general
- 3.8.2.3 The nominee must have provided 10 years' accumulated minimum service to the Club
- 3.8.2.4 The service to the Club needs to include a combination of three of the following four areas: playing, coaching, administration and participating in Club social activities, with Administration a must have.

3.8.3. 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

- 3.8.3.1 Effectively this person should be a 'game changer' and have provided the Club with a significant achievement.
- 3.8.3.2 This person should hold considerable positive rapport with SAVC members past and present, and also within the greater volleyball community.
- 3.8.3.3 This person should have proven to always do their best to improve and develop all aspects of the club they involve themselves with.
- 3.8.3.4 Having shown dedication to the growth of the club, in the way of supporting all members and consistently using constructive and positive pathways to develop ideas and culture.

3.8.4 The process for confirming Life Membership will be as follows:

- 3.8.4.1 Candidates are nominated by the current President or current Life Members no less than 30 days before the Club's Annual Award Presentations
- 3.8.4.2 The President forwards the nomination to Life Members along with an outline of what the candidates have achieved in their time at the Club and sets a deadline for votes (this will be done via both email and text message/messenger).
- 3.8.4.3 For the nomination to be passed, it must receive a majority vote from current Life Members
- 3.8.4.4 If a vote is not received from a Life Member in the prescribed time, then it is considered to be a vote in support of the candidate

Commented [SA1]: Add - If a life member abstains from voting, this members vote is subtracted from total votes. e.g. if there are 10 voting life members and 1 member abstains from the vote, a majority of the remaining 9 life members is required for the vote to pass.

- 3.8.4.5 If a life member abstains from voting, this member's vote is subtracted from total votes e.g. case example: if there are 10 voting life members and 1 member abstains from the vote, a majority of the remaining 9 life members is required for the vote to carry.
- 3.8.4.6 If it is not majority, all Life Members are notified of the non-confirmation of the candidate
- 3.8.4.7 Conversely, if the nomination is ratified, all Life Members and any other relevant parties (barring the nominee if applicable) are contacted for some kind words which can be read out on the night, if they are unable to attend
- 3.8.4.8 Family members are then to be confidentially contacted so they can attend the evening

3.9 Payment Plan Policy

In the event that an athlete, or a parent or guardian of an athlete, 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 or via email, 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 approved via email* by both the Treasurer and the Player
- 3.9.2 If an athlete is under the age of 18, it must be approved by a Parent or Guardian
- 3.9.3 The *Payment Plan Agreement* is not binding until approved via email. Until this time, payment terms are in accordance with the athlete's invoice. Any athlete with overdue fees will be treated the same as an athlete in arrears and will therefore also be subject to 3.9.7 and 3.9.8
- 3.9.4 For all athletes, 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. Consideration will be given to customise payment amounts for legitimate reasons on a needs basis.
- 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 athlete 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 on a needs basis.
- 3.9.11 Once a payment has been made, the receipt must be forwarded to the Treasurer via email at treasurer.savcpanthers@gmail.com
- 3.9.12 The Treasurer will inform coaches of player eligibility on 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 and will help reduce the overall plan duration. However, the scheduled amounts and due dates will remain unchanged regardless of any extra payments made.
- 3.9.14 It is the athlete and/or parent/caregiver'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~~ AVL for South for three consecutive years their number comes up for selection in the year following their third year of absence.
- 3.10.2 If a player is absent for three consecutive seasons due to pregnancy, post-partum health reasons, or other health conditions, then release of player number for selection will be discussed on an individual basis at the request of the player.
- 3.10.3 Any player that transfers to another club releases their number immediately in the next year.
- ~~3.10.4 The Senior Player Rep will circulate a list of available numbers will be circulated~~ each year that all players are able to apply for.
- ~~3.10.4~~ 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.
- ~~3.10.5~~ 3.10.6 New players who do not request a number by the deadline set by the uniform officer will be assigned a number.
- ~~3.10.6 Any current player wanting a number change or swap will communicate this to the Player Rep~~ list of the *following* year.
- 3.10.8 If a player is new to South Adelaide, they apply for whatever number they want that is available but will be last to select.
- 3.10.9 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~~AVL Club Captains only.

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

3.10.11 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.

~~3.10.12 Club Captains will be discussed with the Committee prior to confirmation. This is to alleviate any potential concerns the Club may have with selection~~

Playing Numbers of Life Members

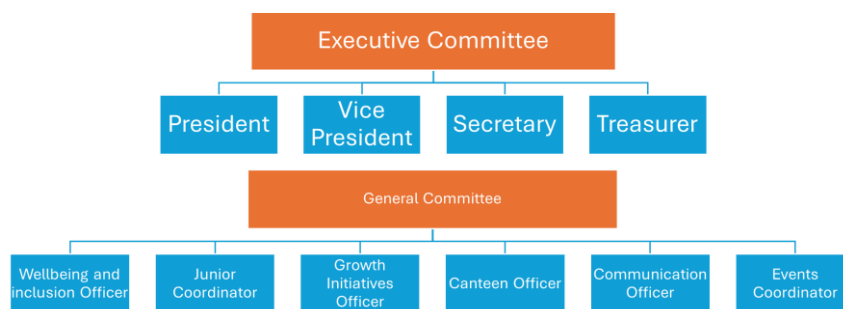
In addition to the above Policy, Life Members will be given the opportunity to extend their three-year period by an additional year, if they are expecting to play the following year. If they do not elect to play in this additional year, their number is released in the following year’s allocation. In the event of retirement, Life Members are able to request to the Committee that their playing number be offered to a player of their choice. This is ultimately the decision of the Committee and the receiving player.

4 COMMITTEE STUCTURE 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

The below diagram depicts the current Committee structure. This structure may be amended based on the needs of the club and the sitting committee. Sub-committees are deemed as an integral part of the smooth operation of the club.



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 if escalated by secretary and junior coordinator.
- Monitor executive emails.
- Liaise with VSA, sponsors/suppliers and other stakeholders (schools etc.)
- Assist with all social/fundraising activities (or if unavailable, offer assistance to organisers).
- Signatory on club bank account.
- Support all committee members in their roles
- Ensure efficient delegation of tasks.
- Provide positive direction for Club
- Seek out and apply for grants in consultation with the growth initiatives officer.
- Establish and act towards a 3-5 year plan
- Develop strategies to expand member base and grow profit
- Attend President's meetings with VSA and other club presidents as required.
- Ensure they or another representative attends South Australia Volleyball League (SAVL) meetings

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
- Signatory on club bank account.
- Provide operational support to other committee members
- Chair committee meetings in President's absence
- Take minutes at meetings if Secretary unavailable
- Monitor executive emails.

4.2.3 Treasurer

Oversees all club financial activity and ensures sound financial management. This role has access to the club's bank accounts and is responsible for all financial approvals, reporting, and compliance.

4.2.3.1 Banking & Financial Transactions

Commented [SA2]: Determine which parts will be assigned to a 'treasurer assistant' or similar.

Outgoing Payments:

- Pay vendors for services, uniforms, and other club expenses.
- Pay referees and the competition coordinator for the Social Competition
- Ensure accurate tracking of amounts due and payment dates.
- Reconcile all payments in Xero.

Incoming Payments:

- Reconcile sponsorship and player fees payments.
- Track Players fees and report outstanding to coaches
- Reconcile team match and nomination costs for social competition
- Track and reconcile grant income and spend for reporting purposes
- Reconcile government sports voucher payments upon receipt.
- Reconcile canteen sales income in Xero and perform cost analysis of canteen operations to assess profitability.

• Payment Plans:

- Track payments for players on payment plans and follow up on missed payments.

4.2.3.2 GST BAS Statements & Compliance

- Prepare and submit quarterly GST BAS statements with assistance from an accountant.
- Ensure GST payments to the ATO are completed on time.

4.2.3.3 Editing & Reporting

- Prepare monthly financial updates for General Committee meetings.
- Prepare the full financial report for the AGM.
- Coordinate with the accountant for annual audits and review transactions at year-end.

4.2.3.4 Cost Analysis

- Perform cost analysis related to player fees and ensure financial sustainability of club activities.
- Analyse profitability of social competitions and canteen operations.

4.2.3.5 Reimbursements

- Process reimbursements for stock purchases in the canteen if required.
- Process reimbursements for fundraising costs (multiple transactions per event).

- Process reimbursement of presentation night costs, including venue, food, and trophies.

4.2.3.6 Unfinancial Players

- Maintain records of players with outstanding payments and respond to transfer requests for unpaid dues.

4.2.3.7 Continuous Improvement & Process Consolidation

- Review and optimise financial processes for efficiency.
- Consolidate administrative tasks and implement improvements for better financial tracking and reporting.

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
- Monitor email communications
- Submit Volleyball South Australia Club Affiliation application, and submit SAVL team nominations
- Responsible for performing checks of: Working With Children, and ensuring the portal is up to date.
- Write/edit and distribute other documents as required.

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. The general committee is formed by the makeup of the executive and general members. In addition to the general committee, 5 sub-committees will be formed to support the operation of the general committee. Sub-committee roles are outlined in 4.4.

4.3.1 Junior Coordinator

Junior Coordinator ~~Program~~

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)~~
- Chair Junior Committee meetings as 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~~ RepresentativeAdministration Officer
- Liaise with VSA on Junior matters

4.3.2. Wellbeing and Inclusion

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
- Assist in collecting quiz night prizes from senior members
- Support the Committee where needed with other tasks
- Respond to all senior enquiries
- Responsible for managing senior coaches (i.e. communications with, and being their spokesperson)

4.3.3. Communications

- Note: The bearer of this role will be responsible for the role of IT/website ~~OR~~ social media
- Attend the General Committee meeting, held monthly
- Lead the communications sub-committee (note: this may be done by online communication, rather than meetings).
- Adhere to the responsibilities of either the IT/Website officer, or social media officer, as outlined below.

4.3.3.1 IT/website

- The IT/website officer will, amongst other miscellaneous duties:
- Maintain the Dropbox account
- Maintain website
- Provide assistance to Secretary
- Coordinate use of Rev Sport for competition and SAVL membership management
- Responsible for data management (entry and records keeping). Such items include: club awards records, club years of service.

4.3.3.2. Social media

The Social Media Officer will, amongst other miscellaneous duties:

- Attend the General Committee meetings, held monthly (if in the communication role)
- Be responsible for maintenance of all social media accounts (Facebook, Instagram) including, as a minimum:
 - Posting pre and post round of upcoming games footage and/or results
 - Event announcements
 - Social competition draws

- Monitoring messaging services via social media i.e. Instagram and facebook messenger.
- Responsible for Clubs online presence and promotion of volleyball at SAVC

4.3.4. Events officer

The Events Officer will, amongst other miscellaneous duties:

- Attend the General Committee meetings, held monthly
- Arrange, coordinate and advertise all social and fundraising events, specifically:
 - Quiz Night
 - Monthly pub nights or other monthly occurring social event
 - Significant club milestones (i.e. club anniversaries)
 - 1 additional fundraising event per year for seniors and juniors

4.3.5. Growth Initiatives

- Nb: the bearer of this role will be responsible for the role of sponsorship or fundraising (see below).
- Chair of the financial growth sub-committee.
- Liases with executive for opportunities to grow the club financially.
- Seek out and apply for grant opportunities in consultation with the President and/or the executive committee.

4.3.5.1 Sponsorship officer

- The Sponsorship Officer will, amongst other miscellaneous duties:
- Attend the General Committee meetings, if in the position of Growth initiative officer- 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
- Increase club exposure to members and sponsors

4.3.5.2 Fundraising officer

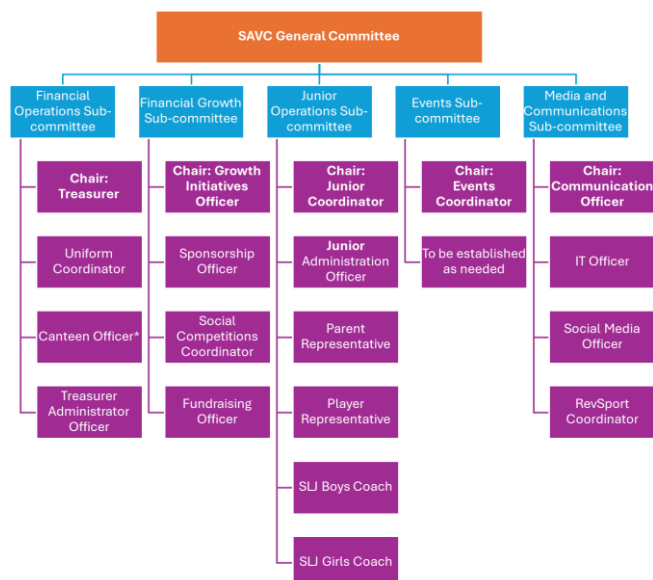
- The Fundraising Officer will, amongst other miscellaneous duties:
- Attend the General Committee meetings, if in the position of Growth initiative officer- held monthly
- Organise the Bunnings Barbeque once a year.
- Seek out opportunities for further fundraising for the club
- Work with the events coordinator to organise and delegate tasks for the club quiz night.
- Assist with further events as required by the events coordinator that raise revenue for the club.

4.3.6 Canteen manager

- The Canteen manager will, amongst other miscellaneous duties:
- Attend the General Committee meetings.
- Maintain appropriate stock levels of the South Ave bar and canteen.
- Perform stocktake.
- Manage the canteen on Saturday home rounds and Friday night juniors.
- Liaise with committee to fill the role if unavailable on any given day.

4.4 Sub – committees

Sub-committees play an integral role in the governance of South Adelaide Volleyball Club. These subcommittees positions are required to be filled for the smooth operation of the club. These positions do not require voting in at the AGM, however members may express interest in these sub-committees via this forum.



4.4.1. Financial operations

- Chaired by treasurer.
- Attended by the canteen officer
- Additional roles

4.4.1.1 Treasurer admin

Supports the Finance Treasurer by handling administrative and record-keeping tasks, allowing the Finance Treasurer to focus on high-level financial management.

- **Banking & Financial Transactions**

- **Creating Bills:**

- ◆ Create bills for outgoing payments in Xero.

- **Membership/Playing Fees:**

- ◆ Confirm players and teams for membership and playing fees.
 - ◆ Update contact details and team allocations in Xero.
 - ◆ Create Invoices for players
 - ◆ Process government sports vouchers and record against player invoices.

- **Payment Plans**

- Set up payment schedules for players and draft/send payment plan agreements for approval.
 - ◆ Follow up on payment plan agreements to ensure all approved

- **Club Operations & Canteen Management**

- **Canteen Management:**

- ◆ Create bills for canteen stock reimbursements

- **Social Competition Management:**

- ◆ Create bills for umpire and coordinator payments

- **Uniform Bills**

- Create and track bills for uniform orders in Xero.

4.4.1.2 Uniform officer

- Arrange all uniform and merchandise orders from senior members, including distribution
- Maintain playing number register, including issuance of numbers to new players and those requested by current members in accordance with the Policy outlined in the Handbook

4.4.2. Financial growth

- Chaired by growth ~~initiative~~ ~~incentive~~ officer
- Hold the role of either fundraising or sponsorship officer.
- Identify opportunities for grants available for the club and prepare grants proposals

Additional roles

4.4.2.1 Sponsorship officer see role description 4.3.5.1

4.4.2.2 Fundraising officer see role description 4.3.5.2

4.4.2.3 Social competitions

n.b. This is a paid role and is not eligible for any other financial incentives such as reduced fees.

4.4.3. Events

- Chaired by events coordinator
- This subcommittee only meets as required and may use online methods of communication.

4.4.4. Junior Operations

- Chaired by Junior coordinator – see 4.3.1 for role description.

Additional roles

4.4.4.1 Juniors admin

They will, amongst other miscellaneous duties:

- Attend monthly Junior Committee meetings
- ~~Be the spokesperson for the junior members of the club and convey any issues or ideas to the committee~~
- Work with uniform committee members to Arrange all uniform and merchandise orders for all junior members, including distribution
- Assist in collecting fees from Junior members
- ~~Liaises with VSA in issues regarding junior players~~
- Administration/data collection
- Liaising with Treasurer and following up fees

4.4.4.2 Junior Player rep

- Be the spokesperson for the junior members of the club and convey any issues or ideas to the committee
- Assist the junior coordinator in junior operations as required.

4.4.4.3 Junior parent rep

- Be the spokesperson for the parents of junior members of the club and convey any issues or ideas to the committee
- Actively engage with parents to increase parental involvement within the club.
- Assist the junior coordinator in junior operations as required

4.4.4.4 SLJ coaches.

- Attend the Junior Committee meeting, held monthly
- ~~—~~
- Coach a State League Juniors team in SAVLJ
- Work with Junior Coordinator to drive player performance and culture development across the entire junior program

4.4.5. Media and Communications

- Chaired by communications officer
- Additional roles
- IT/website
- Social Media
- Be responsible for maintenance of all social media accounts (Facebook, Instagram, Tik Tok) including, as a minimum:
 - Posting pre and post round of upcoming games footage and/or results
 - Event announcements
 - Well-being updates

- Social competition updates
- Responsible for Clubs online presence and promotion of volleyball at SAVC
- Rev Sport management

5 COACHING STRUCTURE AND POSITIONS

5.1 Senior Coaching Structure

The Program Head Coach (either Men's or Women's) 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:

5.1.1.1 Qualification: Minimum Level 2 Coaching (level 3 preferred)

5.1.1.2 During Preseason

- Working with the Committee to plan Season
- 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

5.1.1.3 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's or Women's)
- Maintain a "Club First Mentality"
- 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

5.1.1.4 Desirable qualities

- High level of experience coaching State League or higher
- Coaching at Warrnambool Seaside Tournament (Honours teams)
- 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 Volleyball Club 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:

5.1.2.1 Qualification: Level 2 Coaching

5.1.2.2 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

5.1.2.3 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 Mentality”
- 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
- Encourage team participation in Club events throughout the year
- Maintain open communication with Treasurer regarding player movements

5.1.2.4 *Desirable qualities*

- High level of experience coaching State League or higher
- Coaching at Warrnambool Seaside Tournament
- Obtained, or willing to obtain, Level 2 Coaching Accreditation

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:

5.1.3.1 *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

5.1.3.2 *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 Mentality"
- Uphold themselves and their players to guidelines outlined in the Handbook
- Complete brief match report and submit within one day of game

5.1.3.3 *Desirable qualities*

- Experience in coaching volleyball
- Obtained, or willing to obtain, Level 2 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.

It is a requirement that State League Junior team coaches have obtained Level 2 coaching qualification.

5.3 Coach Screening Process

- 5.3.1 Coaches at all levels will be invited to apply by way of an expression of interest to the committee. The positions will be advertised in a staggered order starting from league coach positions, to afford applicants to reapply for other positions should their initial application be unsuccessful.
- 5.3.2 In the case that there are multiple applicants to a coaching position, a coaching panel of a minimum of 3 members will be formed.
- 5.3.3 The coaching panel should consist of at least 1 committee representative, 2 unbiased members who may be coaches of other teams, life members, or other relevant parties with relevant expertise. The panel members may not be athletes in the team of which the coach is applying.
- 5.3.4 The coaching panel will be organised by the President prior to the application process.
- 5.3.5 If the President has a conflict of interest e.g. if they are applying for a position, another member of the executive committee will chair the panel in their stead.
- 5.3.6 The coaching panel will conduct interviews with the applicants by way of seen and unseen questions as determined by the coaching panel.
- 5.3.7 The coaching panel is required to conduct themselves in a fair, confidential and unbiased manner.
- 5.3.8 Each applicant will be notified of the outcome (whether successful or unsuccessful) via a phone call from the panel chair.
- 5.3.9 If the position is for a reserve team or below, the League coach of the relevant gender will sit on the panel.
- 5.3.10 A successful applicant to a league coaching position will be offered a 3 year position. This position will still be reviewed for each of the 3 years to determine whether the coach continues to meet the coaching criteria to the best of their ability as outlined in 5.1.1.
- 5.3.11 For any position for which there is only one applicant, this applicant will be screened and confirmed by the committee.
- 5.3.12 All coaches are required to obtain a Working with Children Check.

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	All senior players	Senior
Junior Tier 1	u/19* players, playing in both the Junior and Senior competitions	Juniors' plus \$100
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	Senior Tier (above) fewer training fees

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

6.2 Membership Club Fees

Overview of Fees Charges

	Senior	Juniors
VSA Membership	\$99/\$78	
	<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	\$20
Training Fees	\$150	\$150
Match Fees	\$440	\$260
Total Fees	\$610	\$430

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.

paragraph about GST

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. Junior teams utilise half of the gym hire booking, therefore one half of the hire cost is allocated to Junior teams.

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

Player numbers: An assumption is made on number of SAVC players since the fee's determination is performed at a time where known figures are typically unavailable. We assume the club will have at least six senior teams, with each team comprising 10 players. We assume the club retains approximately 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 fee's determination process, they are incorporated into the model.

6.3 Uniform Costs and Other Club Merchandise

Details	Cost
Senior Playing Tops	\$100*
	*Price includes both the blue and white playing top
Junior Playing Top	\$50
	*Players only require one top

Men's Playing Shorts	\$35
Women's Bike Shorts	\$35
Warm-up Top (Indigenous design)	\$55
Polo Shirt	\$47.50
Training Long Sleeve Top	\$55
Training T-Shirt	\$45
Training Singlet	\$40
Sweat Shirt	\$45
Hoodie	\$60
Quarter zip jumper	\$50
Padded jacket	\$135
Rugby top	\$75
Padded vest	\$90
Leggings	\$50
Track Pants	\$55
Backpack	\$40
Cap	\$25

6.4 Additional costs

Participation in optional tournaments, such as Warrnambool, 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

Major Sponsor - CFA Finance

CFA Finance are a boutique broker firm that have been assisting our clients with obtaining a wide variety of lending solutions for over 20 years. We provide mortgage

advice and loan solutions through our fully qualified and highly experienced broker team for the following:

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Minor Sponsors





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