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**Introduction**

The South West Volleyball Association (SWVA) provides a platform for volleyball events and activities in the Southwest region of the UK. The association is made up of volunteers and local associations who come together to represent the sport and to add value to the sport greater than their respective local area.

The business of the association includes: Regional League Programs, Regional Tournaments, Regional Junior Training (Indoor and Beach), Junior Volleyball Tournaments (JuVoTo), Junior Grand Prix events (Indoor and Beach), Junior Championships, Coaching and Refereeing courses and other events as required.

**Principle of Operation**

* All SWVA members are volunteers.
* Anyone involved within the sport in the Region is welcome to join.
* The SWVA committee meets three times a year, the Exec deals with all other business outside of these meetings.
* The SWVA is aligned with the sport’s National Governing body and represents member’s views.
* All junior activities are conducted with reference to Volleyball England and Sport England requirements (qualification, safe guarding etc).
* All members (players / Volunteers) and member clubs must be registered with Volleyball England (all junior members, from non VE registered clubs will be registered by the event organiser as a member of the SW Junior VC).
* The SW Junior VC is run by the SWVA to provide PL insurance cover and VE membership for event volunteers and junior members.
* The SWVA has no income other than revenue from the above events.
* All profits are used to run the SWVA and non-profit making events in the development of the sport (as determined by the SWVA members).

One off SWVA annual events tend to be run by the SWVA committee, with T&C’s set at the appropriate committee meeting for the event organiser.

Grand Prix rounds are hosted by member clubs on behalf of the SWVA.

A set of guidelines have been drawn up by the committee for their operation (details below).

There are many benefits for clubs in hosting SWVA events, there are also a number of SWVA overhead costs involved. The event structure is configured so host clubs do not financially lose out, profits are not retained by the club but carried forward to cover other SWVA events that do not return a profit.

Request / Permission to hold the following SWVA event

**Event Category to be Held (circle or delete)**

SW Championships / SW Vets / JuVoTo / SWJBG round / SW Junior Championships / SW Junior Beach Championships / Course / Presentation (e.g. VE Voice).

**Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SWVA Host Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Organiser / Event Contact (Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Contact Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[on line entries (if used) will be automatically emails to this address]

**Event Web Site Details (if not SWVA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment Options Accepted & Details:**

|  |  |  |
| --- | --- | --- |
|  | **Yes / No** | **Payment Details** |
| **Cheque** |  |  |
| **Paypal** |  |  |
| **BACS** |  |  |
| **Cash** |  |  |

**The Event organiser / Host Club must hold or provide volunteers with the following qualifications:**

Volleyball Coach Level II, First Aid, Safe Guarding, CRB/DBS and be registered with Volleyball England (Coach / Referee / Volunteer).

**MAIN DUTIES of the SWVA Event Organiser**

1. To take full responsibility for the event on behalf of the SWVA.
2. Arrange and book the required venue.
3. Arrange for Public Liability Insurance cover (Via host club or VE)
4. All event entry fees are set by the SWVA committee: <http://www.swva.org.uk/finance>
5. To perform a risk assessment of the venue before the event starts.
6. To maintain a detailed record of expenses incurred in running the event.
7. At Event Registration / Start of match: Check that all teams have presented their SWVA player registration list (Print out or electronic copy).
8. Collect all team / player entry fees due and send to the SWVA treasurer promptly. [Event organisers can collect fees due in any form they wish (Cash, Cheque, BACS, Invoice, PayPal). Balance payment to SWVA Treasurer is via Cheque or BACS only].
9. Forward Venue invoice to SWVA Treasure for payment.
10. Arrange or Provide end of event awards as appropriate.
11. Forward a complete set of event accounts to the SWVA treasurer no later than six weeks after the event. Date to be received (add as required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Provide a report (and photos) for the SWVA Newsletter and SWVA committee.
13. To attend the SWVA Committee meetings.
14. If not provided centrally, prepare an event programme, add details to the SWVA web site and SWVA calendar entries. Forward or post details on the web site for inclusion in the SWVA newsletter.

**JUNIOR EVENTS: Additional Duties of the Event Organiser**

1. For junior events the Event organiser will abide by the Volleyball England’s Child Policy and Guidance: <https://volleyballengland.org/about_us/safeguarding__club_welfare/policy_and_guidance>
2. I / WE have read the VE Code of Conduct related to this post. YES / NO
3. I / WE have read the VE Child Protection Policy YES / NO
4. All events to be run as part of the host club or as part of the SW Junior Volleyball Club.
5. At Event Registration: Confirm that all teams have handed in their SWVA player registration list (Names, DOB, and Player Registration). For all teams who do not have details, collect and forward to the SWVA Player Registration Sec (who will register the player(s) as a member of the SW Junior VC).
6. Provide event results and a written report (plus photos) to the SW Regional Committee and for the SWVA Web site and Newsletter.

**Junior Tournaments / Grand Prix: Summary arrangement for hosting a JuVoTo or SWJBT Round.**

For JuVoTo events the SWVA has a SW Junior Grand Prix Manager and admin staff who can help with managing the team’s online entries, preparing an event programme, adding details to the SWVA web site and SWVA calendar, forwarding or posting details on the web site for inclusion in the SWVA newsletter.

The SWVA will under right the cost of a single volleyball court / (3, 4 or 5 badminton courts as per the hall layout) for a four-hour event. Event organiser can book additional court space or time or cancel as per event entry numbers dictate. [All online entries are automatically emailed to event organisers and a printout is available to all web site admin users].

The SWVA will provide central web site team entry, event structure, publish results, the Grand Prix Standings and end of season awards.

Request to hold the above SWVA event

With respect to my / our request to run and host the above event, I agree that I / we will run the above event on behalf of the SWVA with respect to the T&C set by the SWVA in this document and any additional requirements set by the SWVA committee for this event (ref SWVA Meeting Minutes).

I confirm that I / we are members of the Volleyball England and hold the appropriate qualification with reference to the current Volleyball England Child Policy and Guidance

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Position Help: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permission to hold the following SWVA event

I confirm on behalf of the SWVA Executive committee that the above Event organiser / Host Club (delete as required) meets the requirements set by the SWVA Committee for hosting and running this event on behalf of the SWVA membership.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SWVA Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_