

VOLUNTEER PACK

2020-2021

Prepared by:

MS GOULTY

WELCOME TO OUR FAMILY

A warm welcome to all volunteers joining our friendly multi-national club. Newcastle Vikings Handball Club is the first developmental handball club in Newcastle upon Tyne. The club was founded in 2012 by a diverse group of people with a common objective: practice handball whilst contributing to the development of the community through sport. Marlen is the head coach and the driving force behind the club. Coming from Norway with years of experience playing and teaching handball, she is passionate about developing young people and adults in the art of handball. Marlen has joined forces with a group of other sports enthusiasts and founded the club that to date has 80 participants, minis, juniors and seniors.



CLUB VISION

We are 'More than a Handball club' , a club for the community.

We offer high quality and fun handball sessions for both seniors, juniors, minis and walkers in our local training venues. We focus on maximising the potential for children and adults to participate in sport. We develop independent and enthusiastic handballers and volunteers.



MEET THE BOARD AND OUR YOUTH COORDINATORS

If you have any queries or any issues regarding the welfare of any player, or of the club in general, please contact our Welfare Officer, Caroline Snell: 07824-447026 / welfare@newcastlehandball.co.uk



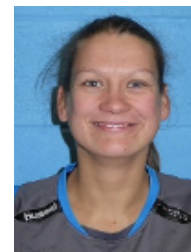
Marlen Slinning Gouly
Chair Person
Head Coach



Caroline Snell
Welfare Officer



Andrea King
Treasurer
Media Officer



Sandra Christke-Lamb
Secretary



Paula Scheel
Media Officer



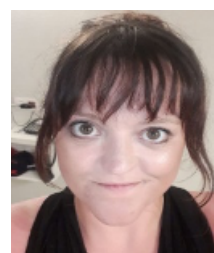
Maria Jose Gonzalez Alvarez
Marketing and Sponsorship Officer



Maria Gonzales Pascual
Social Secretary/Event Organiser



Ginette Cass
Youth Coordinator
Benfield



Rowena Carr
Youth Coordinator
Temple Park

ABOUT YOUR VOLUNTEERING ROLE

NVHC benefits from using volunteers to assist with the provision of service across many areas of its work. NVHC defines a volunteer as someone who, without receiving payment, gives their time to assist NVHC vision and purpose. This definition includes full-time volunteers, occasional volunteers, and some fundraising volunteer roles. No expenses can be claimed.

NVHC recognise the rights of volunteers to:

- Know what is (and what is not) expected of them
- Have adequate support in their volunteering
- Receive appreciation
- Have safe working conditions
- Be insured (if coaching alone)
- Know their rights and responsibilities if something goes wrong
- Receive appropriate training
- Be free from discrimination
- Be offered the opportunity for personal development

NVHC expect Volunteers to:

- Be reliable
 - Be honest
 - Respect confidentiality
 - Make the most of training and support opportunities
 - Carry out tasks in a way that reflects the aims and values of the club
 - Work within agreed guidelines
 - Respect the work of the club
 - Comply with the clubs policies
- Ask them to become a 'Vikings Crew' member, £5 (paid annual) - optional



STARTING YOUR JOURNEY WITH US

There will be an induction prepared and delivered by the Chair Person. This will include:

- The role of the volunteer
- A list of all board members
- Essential Procedures and rules
- Confidentiality policy
- Details of ongoing training opportunities
- Other information as appropriate

Review of the volunteers work will take place about every 6 months.

CONTINUING YOUR EXPERIENCE

The club board will offer support to volunteers. When appropriate hold a briefing session at the beginning and de-briefing at the end of each session. The Chair person will support all volunteers and will have regular meetings with them to discuss any problems or issues that may arise.

The relationship between NVHC and its volunteer workers is entirely voluntary and does not imply any contract. However, it's important that NVHC is able to maintain its agreed standards of service to the volunteers who use it. And it's important that volunteers should enjoy making their contribution to this service.

If your role as a volunteer does not meet with NVHC's standards , it will be dealt with as follows:

1. Initially with a meeting with the Chair Person, who will explain the concern.
2. If this does not resolve the concern then a meeting with the Welfare Officer will be convened.
3. If your work still does not meet with our standards then we shall have to stop using your service.

At all time you will be able to freely state your case and can have a friend to accompany you.

VOLUNTEERING OPPORTUNITIES

Head Coach:

- Hold a minimum Level 2 Handball Coach Qualification
- Hold First Aid in Sport, Safeguarding & Protecting Children qualifications and DBS
- Plan and deliver coaching sessions every week
- Communication point between players, coaches and Club Committee
- Appoint Assistant Coaches
- Decide teams captaincy

Junior, Mini and Walking Handball Coach Coach:

- Hold a minimum Level 1 Handball Coach Qualification or work toward this qualification
- Hold or work towards qualifications in First Aid in Sport, Safeguarding & Protecting Children qualifications and DBS.
- Plan and deliver coaching session in arrangement with the Head Coach

Junior, Mini and Family Walking Handball Activators:

- Attend an Activator Work Shop hosted by NVHC
- Hold or work towards qualifications in First Aid in Sport, Safeguarding & Protecting Children qualifications and DBS.
- Assist in delivery of coaching sessions

Senior Coaches:

- Hold a minimum Level 1 Handball Coach Qualification or a great experience in handball and ideally would work toward a Coaching Qualification.
- Hold or work towards First Aid in Sport, Safeguarding and DBS
- Delivery of coaching sessions
- Plan and deliver coaching session in arrangement with the Head Coach

Event Volunteers:

- Assist in delivery of event, anything from cake baking, kiosk sale, table officiating, video/photographing, writing articles.

Other roles to volunteer in:

- Board Member - Youth Coordinator - Webmaster

SUPPORT US

- **Easyfundraising with your Online Shopping**
- Help us raise FREE funding donations for NVHC whenever you go shopping online with many popular retailers at <https://www.easyfundraising.org.uk/causes/newcastlevikingshandballclub/>. Simply select to raise funds for Newcastle Vikings Handball Club and then go via the Easyfundraising website to link to the retailer websites that you wish to buy from, and they will gift a small percentage of what you spend to the club. Find out more on our website Fundraising page.
- **Support Us at Kafeneon**
- Our club sponsors Kafeneon, in Newcastle's Bigg Market, have kindly agreed to donate to us a proportion of the food and drink charges whenever Newcastle Vikings players, family and friends visit the bar-restaurant. Just mention the Vikings or Handball whenever you visit.
- **Club Shop – Get Kitted Out Vikings Style!**
- Club kit and merchandise are available to buy from us, including Newcastle Vikings logo-branded t-shirts, track-suits, hoodies, beanie hats, baseball caps, bags, wristbands, keyrings, mugs and glasses. If you would like to buy any of our club kit, please get in touch with either Sandra Christke-Lamb or Marlen at training, or contact us at info@newcastlehandball.co.uk for an order form.

POLICIES AND PROCEDURES

Our policies and procedures can be found on our website.

If requesting a hard copy please email
welfare@newcastlehandball.co.uk

- **Constitution**
- **Code of Conduct**
- **Club Rules & Regulations**
- **Appropriate Communication Policy**
- **Safeguarding & Child Protection Policy**
- **Accident Report**
- **Health & Safety Risk Assessment**
- **COVID-19 Club Protocol**
- **Social Media Policy**
- **GDPR Consent Form**
- **Fire Safety**
- **First Aid**
- **Equal Opportunity/Diversity Policy**
- **NVHC responsibilities to volunteers**

CLUB RULES

- Ensure the well being and safety of every player above all other considerations.
- Respect the rights, dignity, worth and opinions of all players as well as officials and the opposition.
- Develop an appropriate working relationship with each player based on mutual trust and respect.
- At the outset clarify with each player exactly what is expected of them and also what they are entitled to expect from you.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Ensure that the activities you direct or advocate are appropriate for the age, maturity, experience and ability of the player.
- Always display high standards of behaviour, appearance, punctuality and instruction
- No smoking, alcohol or drugs are permitted during our club activities.
- Never use inappropriate, foul or abusive language, or tolerate such language from players or spectators
- Be a positive role model for players.
- By your own example encourage players and spectators to at all times accept match officials' decisions without comment and without showing any form of dissent.
- Always promote the positive aspects of handball and never condone: violations of the laws or spirit of the game; any form of violent or dangerous play; any form of gamesmanship or time wasting.
- Make every effort to promote harmonious relations with opposition players, coaches and spectators.
- Help the players to recognise good performance and not just good results.
- Co-operate fully with other people/specialists in the best interests of the player (e.g. Club officials, other coaches etc.).
- Advise the Club if any approach is made to you by another club who wish to offer one of your players a trial or transfer.
- Advise the Secretary within 24 hours of any sending off or caution incurred by any of your players.
- Respond promptly to all requests and instructions from the Club Committee.
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DEVELOPMENT PLAN 2018-2022

Club Board

Aim: To run the club smoothly and effectively to the best interest for all its members and to gain new members.

Objectives:

- 1: To be more than a handball club - create community links
- 2: To improve communication with members and parents/guardian to gain more interest for volunteering in the club.
- 3: To improve attendance in junior sessions
- 4: To qualify more coaches
- 5: Set up North East Junior League/Tournament
- 6: Agree on a Sponsorship deals

Refereeing

Aim: To provide high quality refereeing in training and matches

Objectives:

- 1: All members by the end of their first season in the club to know all rules
- 2: To have minimum 6 qualified referees

Coaching

Aim: To provide high quality coaching in all of our sessions

Objectives:

- 1: To have minimum 4 qualified coaches with Level 2
- 2: To have minimum 4 qualified coaches with Level 1
- 3: All coaches to hold Emergency First Aid and Safeguarding and Protecting Children Certificates

Teams

Aim: To offer handball to children from age 3+ and adults, including walking handball

Objectives:

- 1: Run mini handball sessions
- 2: To have U10, U12, U14 and U16 teams
- 3: To have senior men and women's team competing in EHA Leagues
- 4: To have walking handball sessions

VOLUNTEER INDUCTION CHECK LIST

Name of Volunteer: _____ Date Induction Started: _____

Newcastle Vikings Handball Club (NVHC) Programme:

o NVHC - structure

o Club Programme - Aims and Objectives, Policies, Procedures and other important documents

o Who's who in the Club: Introduction to other volunteers and contact person

o What volunteer will be doing - their role/tasks

o Relevant qualifications checked (first aid/DBS)

o Training and development needs discussed

o Tour of club / centre (i.e. first aid, toilets, kit)

o Club/centre activities - kit and equipment

The following should be read and understood:

o Code of Conduct

o Club Rules - Formal & Informal - Smoking / Drinking

o Child Protection - Health and Safety - Equal Opportunities

o Confidentiality and Data Protection (if appropriate to role)

o Issued with list of relevant NVHC policies and procedures and knows where/how to obtain documents if required.

o Dress code

o Communications - messages, meetings, notices

Date Induction Completed: _____

Signed: _____ Signed: _____

Volunteer

Club Volunteer Co-ordinator