



MANDURAH VOLLEYBALL ASSOCIATION INC.  
Where everyone can play.



# Procedure

## MVA Player and Coach Induction



## Preface

This procedure describes the actions, processes and responsibilities required to ensure all players and volunteers such as coaches and referees, have been inducted and are suitably trained and competent to perform their duties for the Mandurah Volleyball Association Incorporated (in WA).

Access to Acts, Standards, Regulations, Codes and Guidelines may be necessary for further reference and clarification. Detailed and specific information should always be obtained from the relevant Acts, Regulations and Standards.

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## **Introduction**

### **Induction**

Induction is the process of introducing a new member and/or volunteer, to the Mandurah Volleyball Association's (MVA Inc.) values, objectives, and processes. The aim is to make them feel comfortable and aware of their responsibilities, and obligations to MVA and other affiliated organisations.

This particular induction sets out the requirements for playing, coaching or officiating in the WA Volleyball League (WAVL), the local social league or any other competition conducted by or attended by members of MVA.

It is intended that this induction will be at or near commencement to ensure each new member has a good grasp of the WAVL, in particular, is about, how it integrates with the MVA core structure and requirements, as well as member responsibilities and costs.

### **Purpose**

To formalise the process of inducting its members, volunteers and sponsors in the knowledge, and processes for participating in competitions within MVA and including the WAVL. This process will ensure consistency in the level and quality of all programs and their participants, within the association and in consultation with Volleyball WA (VWA) so that all work conducted by MVA volunteers and members is performed safely and to the agreed standard.

### **Scope**

This procedure is intended for all volunteers and members of the Mandurah Volleyball Association, or external agents proposing to work for MVA and its affiliates.



## Definitions

Association	The Mandurah Volleyball Association
HHRC	Halls Head Recreation Centre
MARC	Mandurah Aquatic and Recreation Centre
MVA	Mandurah Volleyball Association (VA)
NZS	New Zealand Standard
OHS/WHS	Occupational (Workplace) Health and Safety
VWA	Volleyball WA
WAVL	Western Australian Volleyball League
WWCC	Working With Children Check



## Procedure

### Induction

All MVA members including the Committee and players, must be inducted in this process to ensure they are appropriately instructed, trained, and deemed competent to perform the necessary actions required for MVA to participate in the WAVL. The induction shall consist of a pre-check prior to, and formal induction at, commencement with MVA as a participant in the WAVL.

MVA management must approve all sponsors, facilities, players' suitability and resources as competent prior to their commencement, to ensure they are aware of the correct (and need for) use of MVA and VWA systems and processes according to the required policies, procedures, and regulations. All inductions, including training/certifications and approvals, shall be recorded and kept in appropriate MVA (digital) storage.

### Code of Conduct

Every employee, contractor or agent must be made aware of, and agree to The Mandurah Volleyball Association's code of conduct prior to commencement with MVA. This is to be recorded at the induction.

Essentially, MVA requires the following of its members, volunteers, and agents—

1. Workplace, health, and safety
  - a. no bullying, harassment, discrimination, vilification, or any other similar form of behaviour
  - b. a commitment to OHS/WHS by following all relevant legislation, procedures, codes, guidelines, and similar instructions to ensure a safe place of work
  - c. complete all inductions and training as provided
2. Learning and development
  - a. all volunteers are to participate in training and professional development
3. Technology
  - a. consider fair use of technology such as phones, the Internet and online systems
  - b. ensure security, confidentiality, and privacy of information, both MVA and its affiliates
4. Conflict of interest
  - a. where a potential, whether perceived or real, conflict of interest may exist between MVA, its affiliates or agents, and the member, then the member must immediately inform the MVA committee to resolve any issues.

### Completed documents

On completion of the induction, all recorded information is to be forwarded to the relevant committee person for processing with other documentation as required. MVA may be asked to provide records to a client—these documents are to be managed according to MVA confidentiality and affiliate requirements.

All MVA documents and records shall be retained in accordance with document control requirements.



## Member Types

Membership is open to all people interested in volleyball. The Management Committee of MVA maintains a register of all members of the Mandurah Volleyball Association through a designated officer. This can be viewed by any member upon request of the committee but, strict confidentiality must be observed.

Membership types include juniors, adults and life as described in the Constitution, and reference should be made to it in regards to their rights, obligations and matters such as application, cancellation and any grievance a member may have, either with another member, the Committee or other volleyball matters.

Junior players are also sub-divided into kids (6–12), teens (13–15) and juniors (under 19 as per WAVL membership criteria) for the purpose of available programs. Other memberships will exist such as players who play exclusively in the WAVL and will be granted membership of MVA as they are representing the Mandurah Volleyball Association.

Member Type	Fee	Payments
Kids	Per term basis	NA
Teens	Per term basis	NA
Juniors	Per year	NA
Adult	Per year	NA
Life	Free	NA
WAVL	Ex gratia, per year	NA
Social	Ex gratia, as required	NA
Coach	As per VWA fee schedule	In kind, as per level and VWA schedules
Referee	As per VWA fee schedule	In kind, as per level and VWA schedules



Example budget versus actual for WAVL Players - 2021 season

Sanctioned Event	For tournaments...	<b>\$30 per player</b>
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WAVL Team/Player costs			Y 2021	Y 2022
	# Division teams -->		2	4
	SL/R teams			1
Item		Cost		
Team registration		per team	\$255.00	\$260.00
		total	\$510.00	\$1,300.00
Div. Team game fee (18 games)		per game	\$123.00	\$125.00
		total	\$4,428.00	\$9,000.00
SL/R Team game fee (18 games)		per game	\$153.00	\$156.00
		total		\$2,808.00
Training fees (weeks -->)	30	2.5 hours per week	\$132.00	\$100.00
	# teams = 5	total	\$3,696.00	\$3,000.00
Grading Days (per teams - 2021)		per team	\$170.00	\$200.00
Teams in Gradings...	4	total	\$391.00	\$800.00
Coach fees (per coach)	2	\$450.00	\$450.00	\$440.00
			\$800.00	\$2,200.00
Players (cost based on numbers...)			\$9,825.00	\$19,108.00
Common costs (e.g., training, coaching)				\$6,500.00
Division only cost				\$9,800.00
Common cost share				\$5,200.00
Per Division team				\$3,750.00
Division - cost per player/season		8		\$468.75
		9		\$416.67
		10		\$375.00
		11		\$340.91
SLR specific, additional cost				\$2,808.00
Common cost share				\$1,300.00
SLR - cost per player/season		8		\$513.50
		9		\$456.44
		10		\$410.80
		11		\$373.45
ACTUAL		17 players only		\$577.94





Note that this is an example of how we assess the cost to play in the WA Volleyball League — each year the new fees will be published at the trials and upon agreement between the player and MVA.

## **References**

This procedure references the following Australian Acts, Regulations and Standards, and MVA documents:

- MVA Constitution
- MVA Bylaws
- Volleyball WA Affiliation Requirements
- Associations Incorporation Act of WA



## Attachments

### Induction Check List

The following checklist is to be completed for every new volunteer. Once completed, it must be forwarded to the appropriate person for action and storage.

Area	Question	Yes	No	N/A
<b>Mandurah Volleyball Association</b>				
Pre-checks	Membership of other associations/clubs (e.g., is a transfer required?)			
	National police checks, where required			
	Emergency contact details— Who: _____ Relation: _____ Contact: _____			
	Licences and qualifications sighted, verified, and recorded (e.g., WWCC, first aid)			
	Employee aware of the (MVA) Constitution			
	Check of working validity in Australia (e.g., Visa required?)			
	Orientation	Introduced to the committee and other members		
Shown amenities and facilities (e.g., MARC and HHRC)				
Given, shown policies, procedures				
Signed Code of Conduct				
Conduct training needs analysis, where required				
Discussed the following—				
— the objectives of MVA, and relevant volunteer role/duties				
— time requirements...typical				
— applicable qualifications/certifications requirements				
— professional development, e.g., referee and volunteer courses				
— general working conditions, e.g., fair use of equipment				

Conducted by:			
<b>Position-</b>		<b>Signature-</b>	
<b>Name-</b>		<b>Date-</b>	

<b>Volunteer:</b>		<b>Member Type-</b>	
<b>Position-</b>		<b>Signature-</b>	
<b>Name-</b>		<b>Date-</b>	



## Contract

Players, coaches and officials are required to abide by the MVA Constitution, Bylaws, and all MVA affiliated bodies (e.g., VWA) and their requirements which may include membership and credentials such as coaching and refereeing accreditation.

Players must read and sign this declaration and adhere to its requirements to ensure there is minimal impact to the player and the Association. In some circumstances, MVA and the member can enter into an in-kind payment system where fees may be waived for services rendered.

## The Agreement

Area	Question	Yes	No	N/A
<b>Mandurah Volleyball Association</b>				
Players	Abide by the Rules of the Association (Constitution, Bylaws) and VWA			
	Pay all fees as per schedule—			
	Pay by instalment:			
	Pay in one payment			
	Have the appropriate licences and qualifications sighted, verified, and recorded (WWCC, first aid, and Referee accreditation)			
	Respect other players, officials and equipment			
	Attend events such as fundraising, promotion, etc. as required			
Coaches	Abide by the Rules of the Association (Constitution, Bylaws) and VWA			
	Agree to their fees paid for (where the coach is a player)—			
	Paid in full (one team coach only)			
	Paid Pro Rata (more than one coach)			
	Have the appropriate licences and qualifications sighted, verified, and recorded (WWCC, the correct level for the division you coach in)			
	Manage MVA equipment, e.g., balls, bags, uniforms (as required)			
Referees	Abide by the Rules of the Association (Constitution, Bylaws) and VWA			
	Apply to VWA for correct level and register details for VWA payments			
	Have the appropriate licences and qualifications sighted, verified, and recorded (WWCC, the correct level for the division you referee in)			
	Be available to referee home and away games as required			

Approved by: (committee authority)			
<b>Position-</b>		<b>Signature-</b>	
<b>Name-</b>		<b>Date-</b>	

<b>Member:</b>		<b>Member Type-</b>	
<b>Position-</b>		<b>Signature-</b>	
<b>Name-</b>		<b>Date-</b>	