



**Club Manual**  
**2010-2011**

**[www.ncvcvolleyball.com](http://www.ncvcvolleyball.com)**

*Revised 08/17/2010*

## **MISSION STATEMENT**

Our mission is to provide a highly competitive volleyball club to boys and girls in the area with the best coaching and competition possible in a positive, healthy environment.

## **DEFINITIONS**

NCVA League- the Northern California Volleyball Association league tournaments that are played in the Northern CA region.

USAV Junior National Championships- the USA Volleyball Junior National Championship tournament held once yearly during the summer at various venues across the country

Boys-Open Division/Girls Open, National & American Divisions- the Junior National Championship level of play that requires an earned or nominated bid. Once a team roster has been accepted by USAV to play in one of these divisions, players are frozen to the roster. New, eligible players may be added.

Boys-Club Division- the Junior National Championship level of play that does not require an earned or nominated bid as of 2009. This may change with the increased participation in the championships. Upon spots being available, submission of paperwork and entry fee payment fulfills the requirement for entry into this division.

League Season- **BOYS:** Tryouts and tournaments August through December  
**GIRLS:** Tryouts and tournaments November through June

JNC Open Bid Qualifier Season- **BOYS:** December – February (1 1/2 month - Invitation only - Additional costs apply)  
**GIRLS:** March – April (part of regular season events-costs included)

Junior National Championship Season- **BOYS:** Tryouts and tournaments May through July  
(Additional costs apply)

**GIRLS:** Tournament in June or July (for teams qualifying for a JNC Bid at a previous tournament only - Additional costs apply)

## **TRYOUTS**

Tryouts will be marketed through club website, local media and local Jr. High and High School coaching staffs.

Boys tryouts will be conducted over a 1 day period. Tryouts for boys will occur in May and in August. Girls tryouts will be conducted over a 1-2 day period and will occur in November. A tryout fee will be charged. Following tryouts, players earning a spot on a team will be contacted

by the Club with an invitation to join NCVC. Once available spots are filled, a player/parent meeting will be held to review club policies and begin registration.

In order to tryout, a player must present a tryout fee and a signed waiver from a parent or the player cannot step on the court.

Tryouts will be conducted similar to the USAV standards with coaches present at tryouts. The club reserves the right to change the format of the tryouts at their discretion.

Boys Junior National Championship Qualifier Teams will be chosen in December by invitation only, determined by the coaching panel of the club. These invitations will result from a private coaches meeting prior to the end of league season. No player is guaranteed an invitation and no verbal commitments by any coach will be honored prior to the final selection made at the coaches meeting. The invitation will be granted by the Director, with input from the entire coaching panel, based on work ethic, attendance, and level of play.

Boys Junior National Championship tryout will be held in May and will be open to all players. Players already on a team that obtained an Open JNC bid will not be included in this tryout but are required to attend tryouts to assist. Players that did not qualify on an Open Team are eligible for all positions that need to be filled on our Junior Olympic teams.

Girls teams that obtain a JNC Bid during regular season will remain the same. If players decide not to participate or are injured, other players from within the club may be offered an available spot.

For both boys and girls, all returning players must attend a minimum of one tryout day, although attending all days is recommended. The exception to this requirement would include players unable to attend tryouts due to fulfilling volleyball obligations to High Performance or USAV teams. All new players must attend a minimum of one tryout with prior notification made to the club director. A player not attending any tryout may be assigned to a team at the club director's discretion but it may not be the highest level team for that age group, unless there is only one team for that age group.

The club website will post rosters once teams are complete.

One parent per player is required to attend the Parent/Player Meeting following tryouts. Any parent unable to attend must make arrangements with the registrar in advance to get the registration paperwork.

The maximum number of players placed on any team for any age group cannot exceed **12** players. Exceptions may be made for JNC Open teams.

The club will not honor any pre-existing verbal commitment to sponsorship made by any coach or club representative. If any sponsorship is ever made available, the proper protocol will be followed.

## **REGISTRATION**

All registration paperwork must be completed by the assigned date.

The registration paperwork along with the first payment must be turned in before the first team practice or the player will not be allowed to participate until it is received. In addition, the player's spot on the team may be nullified. Please process all paperwork and payments in a timely manner to ensure your player's position on the team.

## **CORRESPONDENCE**

All general club correspondence will be posted in the club website. Specific club or team correspondence will be conducted via e-mail.

Posting on the club website must first get the approval of the club director.

## **PAYMENTS AND REFUNDS**

Payments of club fees for the league season will be made to Northern California Volleyball Club (NCVC).

Payments are due by the first of the month for league or by due dates on contracts. If payments are not received in a timely manner, the player will not be allowed to participate in practices and tournaments until the account is brought up-to-date.

The Club's cost structure of a player's participation is not variable. This means that if a player no longer plays with his team, the costs do not decrease: his Coach receives the same salary, the same gymnasium rental fees must be paid and his team's tournament entry fees are unchanged. Therefore, there are NO REFUNDS.

Each travel tournament has fixed costs and each player is responsible for his share of those costs, even if the player does not go to the tournament (pro rata tournament fee, travel and lodging costs for coaches and chaperones, etc.). The decision to attend an additional tournament outside those designated for a team is a Club decision and the financial cost will be born equally by all members of that team attending. Teams seeking to attend additional tournaments, i.e. an additional Junior Olympic Qualifier, must meet with Club Director for approval.

Refunds will not be given for players or parents discharged from the club for disciplinary reasons.

## **ATTENDANCE**

Attendance should be a priority for all practices and tournaments. Any player absent from a practice or match must notify his coach ahead of time. A no-show at a practice or match without **DIRECT** verbal notification to the coach will result in a mandatory benching at the next game (25pts) the player attends. The numbers of games benched beyond the required one game is at the discretion of the coach.

## **UNIFORMS**

All uniform paperwork must be accurate and completed in full, and then signed by the parent. Parent assumes all responsibility for ordering the wrong sizes.

Players are required to wear **ALL** pieces of club uniform during every game.

New players are responsible for purchasing jerseys, shorts and any other gear that returning players are required to wear.

Prior to the start of the league season, players may be required to purchase all new uniforms.

## **SPONSORSHIPS**

No financial aid will be offered by the club in terms of a sponsorship. If financial aid is ever made available, any player in need of financial assistance must submit in writing a request to the Director seeking financial assistance. A financial statement must be supplied by the family with the request.

## **TRAVEL**

Parents and players are responsible for all travel arrangements. This includes transportation and hotel accommodations. Parents are responsible for their players at tournaments or must have a Chaperone appointed for their child. (See last page of manual for the form that needs to be given to the team coach prior to the tournament). The club will help arrange hotel room blocks for major out-of-town tournaments only.

## **CODES OF CONDUCT AND BEHAVIOR**

The following codes have been adopted by NCVC from the Northern California Volleyball Association: 2010-2011 Handbook.

### *Codes of Conduct*

The following is not a complete list of conduct codes, but it gives a starting point in considering what proper behavior at a volleyball event is for spectators and parents.

#### ***Volleyball Spectator Code of Conduct***

- Remain in the spectator area during matches.
- Do not make derogatory comments to coaches, officials, tournament directors or players of either team.
- Do not drink alcohol at tournaments or come to a tournament having consumed too much alcohol.
- Respect the integrity and judgment of the officials without taunting or approaching them at any time.
- Be in control of your emotions.
- Respect the rights of others and treat the visiting team and their spectators courteously.
- Abide by all applicable federal, state, and local laws while attending any match.
- Cheer positively for your team, using socially acceptable language.
- Follow the rules of the tournament
- Follow the rules of the facility, such as NO FOOD IN GYM, no beach chairs, etc.
- Use litter receptacles to properly dispose of trash.
- Use only designated smoking areas that are clearly posted.
- Applaud good performances by both teams. Excessive noise during such as pounding on bleachers or use of artificial noise makers is not permitted.
- Discourage all forms of violent behavior.

#### ***Volleyball Parent Code of Conduct***

- Remain in the spectator area during matches.
- Do not advise the coach on how to coach.
- Do not make derogatory comments to coaches, officials, tournament directors or players of either team.
- Do not try to coach your child during the match.
- Do not drink alcohol at tournaments or come to a tournament having consumed too much alcohol.
- Cheer for your child's team.
- Show interest, enthusiasm, and support for your child.
- Be in control of your emotions.
- Help when asked by coaches or officials.
- Thank coaches, officials, tournament directors, and other volunteers who conducted the event.
- Know the rules.
- Avoid conduct that is inappropriate as determined by comparison to normally accepted behavior.

- Physical or verbal intimidation of any individual is unacceptable.
- Follow the rules of the tournament, such as NO FOOD IN GYM, no beach chairs, etc.

### ***Codes of Behavior***

The NCVA and NCVC are committed to creating and upholding traditions of excellence through volleyball by focusing on responsibility and accountability. Everyone involved in the sport of volleyball will fit into at least one of the following categories.

#### ***Athlete Code of Behavior***

- As an athlete, I:
- will participate in volleyball free of alcohol and drugs
- will use positive verbal and physical behavior, controlling my temper and aggression
- will give true information concerning another individual's involvement in or knowledge of an incident relevant to a violation of the rules
- will play by the rules of volleyball
- will display fair play by treating all those involved in the match with dignity and respect
- will treat others as I would like to be treated
- will work hard and honestly to improve performance and participation
- will maintain a positive image of myself by participating for enjoyment
- will respect the decisions of officials and tournament directors

#### ***Parent Code of Behavior***

- As a parent, I:
- will be positive in attitude toward volleyball and emphasize the cooperative nature of the sport
- will encourage hard work and honest effort that will lead to improved performance and participation
- will encourage and respect referees and officials and their integrity
- will encourage athletes to participate for their own enjoyment
- will be supportive of all attempts to remove verbal and physical abuse from organized volleyball activities,
- including the use of inappropriate language
- will stay away from the playing area during the match
- will applaud fair play during matches
- will respect the decisions of officials and tournament directors

#### ***Spectator Code of Behavior***

- As a spectator, I:
- will respect the rights of others and treat the visiting team and their spectators courteously
- will abide by all applicable federal, state, and local laws while attending any match
- will cheer positively for my team, using socially acceptable language
- will respect the integrity and judgment of the officials without taunting or approaching them between sets or at the end of the match
- will use only designated smoking areas that are clearly posted
- will use litter receptacles to properly dispose of trash
- will applaud good performances by both teams
- will discourage all forms of violent behavior
- will respect the decisions of officials and tournament directors

### ***Club Director Code of Behavior***

- As a club director, I:
- will insist that coaches conduct themselves in a professional manner
- will provide equal opportunities and equal access for everyone to participate
- will insist that unruly fans be removed from the premises
- will follow the rules and regulations of USAV/NCVA to ensure that the association's philosophy and objectives are enhanced
- will develop programs that encompass fairness to the participants and promote fair play
- will positively promote and publicize volleyball
- will hire positive role models for athletes
- will assist in the provision of appropriate first aid and injury treatment of athletes

### ***Officials Code of Behavior***

- As an official, I:
- will maintain a dignified appearance at all times
- will display impartial, consistent and courteous officiating behavior
- will display quiet efficiency in the performance of officiating duties
- will enforce rule modifications for those with special needs
- will work with other officiating personnel as an officiating team
- will accept officiating feedback positively

### ***Successful Coaching Behavior***

- The successful coach is one who conveys:
- the joy of competition
- the meaning of effort
- the worth of character
- the power of kindness
- the wisdom of honesty
- the influence of example
- the rewards of cooperation
- the virtue of patience
- the importance of fair play

NCVC has also adopted the following codes and consequences in addition to the above NCVA Codes of Conduct and Behavior.

### ***Player Conduct and Consequences***

The club supports a zero tolerance code for alcohol and drugs, both inside and outside of club functions. Any player caught with drugs or alcohol at a club event will be immediately released from the club for the remainder of the season with no refund of club fees. Any player caught by authorities using or in the possession of drugs or alcohol will be released from the club unless the player and parent agrees to the terms and conditions of probation outlined by the Director. No refund will be made for this probationary period.

Players agree to the consequences of inappropriate behavior, either on or off the court, at the discretion of the coach and Director.

Players will follow all rules and regulations set forth by the club, NCVA and USAV. A signed letter of responsibility will be required by all players and parent.

Players will be respectful at all times of coaches, officials, teammates, opponents, spectators and parents, both on and off the court.

Players are responsible for doing their share of officiating duties. Failure to do so may result in being benched at the discretion of the coach and club Director. No player will leave a tournament until the entire team is finished with the officiating duties.

No cell phones are to be used during practice time or during games/matches unless for emergencies.

Players are responsible to contact their coach upon arrival to an out-of-town tournament and supply him with contact information.

Players arriving after the designated check-in time at any match will sit the first game and not be allowed to play until the second game unless there are not enough other players present to play.

Disciplinary action concerning players will be handled by the Director. Standard policy and procedure will be followed for disciplinary action to a player:

1<sup>st</sup> infraction: Verbal warning

2<sup>nd</sup> infraction: Parent Meeting

3<sup>rd</sup> infraction: Player behavioral contract

4<sup>th</sup> infraction: Dismissal from the club without refund

(Major infractions may be cause for immediate dismissal without refund)

## **PARENT CONDUCT AND RESPONSIBILITIES**

Parents will be responsible and prompt with payment of their club fees.

**Parents will not approach a coach to discuss their child's play for a minimum of 24 hours following a tournament or match.**

Parents will act respectfully towards officials, coaches, spectators, players, opponents and other parents.

Parents agree to be responsible for their child at all times except when their child is under the direct supervision of a coach (or team chaperone, JOs only) during practices or games. Parents agree to complete a chaperone form if they are not attending any tournament with their child. This form must be signed by parent(s) and adult chaperone and must be given to the coach prior to the tournament start.

Any parent having a complaint or situation agrees to follow the steps for resolution of conflict outlined by this club manual under “Chain of Command.” **Parents agree to not discuss their grievances about a coach to another parent.**

Parents agree to inform the Director of any change in medical history on file with NCVA.

Parents agree to read the current NCVA Handbook available on line and be familiar with NCVA policies.

Parents agree to contact the club Director concerning NCVA matters, and not NCVA directly, unless suggested to do so by the club Director.

Call or email to arrange a meeting with the Director.

## **COACHES RULES AND CONDUCT**

The club supports a zero tolerance code for alcohol and drugs during tournament hours and practices.

Coaches agree to the consequences of inappropriate behavior, either on or off the court, at the discretion of the Director.

Coaches will follow all rules and regulations set forth by the club, NCVA and USAV.

Coaches will be respectful at all times of other coaches, officials, teammates, opponents, spectators and parents, both on and off the court.

No cell phones are to be used during practice time or during games/matches unless for emergencies.

Coaches must wear club gear at tournaments and practices. Coaches must wear athletic shoes at all practices (no sandals). Sunglasses are not allowed at any time during practices or tournaments.

Coaches will not allow players with incomplete paperwork or overdue accounts to practice or compete, at the discretion of the Director.

Coaches must adhere to all coaching guidelines set forth by club coaching manual.

Coaches must remain courtside while their team is officiating.

Coaches must communicate with team parent about tournament times, travel accommodations, reservations, etc. in a timely manner.

A coach cannot add a player to a team without consent of the club Director AND registrar.

It is mandatory that all coaches attend all tryout sessions and the team selection meeting unless arrangements have been made with the club Director.

Coaches will enforce the rules and regulations set forth by the club.

Coaches must have team binders with them at all practices and tournaments.

The Director has jurisdiction over the coaches of the club. Disciplinary action concerning coaches will be handled by the Director. Standard policy and procedure will be followed for disciplinary action to a coach:

- 1<sup>st</sup> infraction: Verbal warning
- 2<sup>nd</sup> infraction: Written warning
- 3<sup>rd</sup> infraction: Possible Termination and replacement

Situations requiring disciplinary action:

- Not attending a scheduled practice without proper coverage (either a substitute coach or club floater coach)
- Non-attendance at a tournament without pre-approval of the Director
- Infraction of any coaching rules and regulations listed in the club manual

## **CHAIN OF COMMAND**

NCVC promotes healthy player/coach relationships. We feel it's important for players to be able to interact in a positive manner with their coaches. The club encourages our players to address grievances first before involving parents. This will help them find their voices on, as well as off, the court. Parents are encouraged to support this character-building process.

Situation: Player or Parent has a grievance about playing time or position

- 1<sup>st</sup>: Coach and Player
- 2<sup>nd</sup>: Coach, Player, Parent and Club Director

Situation: Player or Parent has grievance about any coach's conduct or philosophy

- 1<sup>st</sup>: Club Director and Player or Parent

Situation: Player or Parent has a grievance with policy or procedure enforcement

- 1<sup>st</sup>: Club Director and Player or Parent

Situation: Player team placement

- 1<sup>st</sup>: Club Director, Coach, Player and Parent

Situation: Parent or Player needs a personal payment plan

- 1<sup>st</sup>: Club Director and Parent



### CHAPERONE FORM

I am unable to attend the following tournament with my child and have made arrangements with the listed adult to act as chaperone in my absence. By signing this form, we both understand and agree that the chaperone is responsible for my child at all times when my child is not under the direct supervision of the team coach during games/warm-ups/officiating duties. We also understand that the Club requests a 10:00pm curfew for players during tournament play to ensure ample rest during these periods of intense play.

Tournament: \_\_\_\_\_ Tournament Date(s): \_\_\_\_\_

Player's Name: \_\_\_\_\_ Team Name: \_\_\_\_\_

Chaperone: \_\_\_\_\_

Chaperone Cell #: \_\_\_\_\_

Chaperone/Player Hotel: \_\_\_\_\_

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature/Date

\_\_\_\_\_  
Chaperone Signature/Date