

**Policy and Procedure Handbook**

Updated for Upcoming Season

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**Central Valley Volleyball Club**

**Policies & Procedures**

**Mission Statement**

Central Valley Volleyball Club was established February 2008 with the intention to promote volleyball as a competitive sport in the Gallatin Valley. The goals of the Central Valley Volleyball Club (referred hereafter as CVVC) are to develop and master the fundamentals of the game through practices and competitions, foster positive attitudes in teamwork, responsibility, and sportsmanship. A Board of Directors guides the club, and all board members are volunteers that are dedicated to the advancement of volleyball and the improvement of the players’ skills. Participation in club volleyball will create a desire in our players to succeed and excel with the philosophy of doing one’s absolute best and to deal with any outcome with dignity and grace.

**Activities Policy**

**I. Philosophy**

Participation in these activities is voluntary and can bring students many rewards.

Participation requires the athlete to make a commitment to the activity, submit to the discipline of the coach, and develop the self-discipline to be successful. Participation requires considerable mental discipline and or physical exertion and conditioning, as well as adherence to training rules and team regimens.

Involvement in club volleyball provides athletes with an opportunity to be involved in a constructive venture. Athletes who are involved in activities tend to be good citizens and also perform better in the academic arena. The goal is to have the athlete walk away from their volleyball careers with a more positive feeling about their experience and gain knowledge that will assist them throughout their entire lives. Parents should encourage and support their children throughout this journey, but should also allow the experience of club be their athlete’s own experience.

**II. Purpose**

CVVC believes that participation in volleyball is a privilege extended to the athletes who are willing to make the commitment to adhere to the rules that govern the program. The club believes that participation in organized activities can contribute to the all-around development of young women and implementation of the rules will serve the following purposes:

1. To emphasize concern for the health and well-being of athletes.

2. To provide a chemical-free environment that will encourage the development of a healthy lifestyle. 3. To promote self-discipline and commitment to excellence among athletes.

4. To and support existing state laws which prohibit use of mood-altering chemicals and performance enhancing drugs of **ANY** kind.

5. To emphasize standards of conduct in our students who, through their participation, are leaders and role models for their peers and younger students.

6. To assist students who desire to resist peer pressure.

**III. CVVC Board**

The CVVC Board directs and oversees all activities of CVVC. Board members will make decisions in accordance with the CVVC mission statement and philosophy.

**IV. Participation Requirements**

The Board of Directors for CVVC has set forth the following requirements:

1. A sports physical is required and must be turned in prior to the first day of tryouts. A copy of a school sports physical for the current school year is sufficient.

2. A medical release form and liability waiver must be signed and turned in prior to the first day of tryouts. 3. Scorekeeping and Officiating will be taught & addressed by coaches before club tournaments begin. 4. A copy of the CVVC Policies & Procedures Handbook sheet signed by both the participant and parents/guardians.

5. AAU membership is required. A signed copy of your AAU card is required prior to the first day of tryouts.

a. AAU Membership Card Instructions

b. Go to AAUvolleyball.org

c. Click on Join AAU

d. Click on Get a Membership

e. Click on Youth Athlete Membership

f. Sport - Volleyball

g. Coverage - Regular $14

h. Term - Current Membership Year

i. Are they a member of a club - Yes

j. Enter our Club Code - **Look up Central Valley Volleyball Club**

k. Fill out the rest of the personal information

l. Submit.

m. Print out a copy of the AAU card. A receipt will print also but make sure

to give us a copy of the AAU card.

6. Attendance at all practices. Your daughters’ coach will handle tardiness to practice at their discretion. 7. If a participant was home sick from school, let the club coach know about the situation and please stay home from practice.

8. The first violation of an unexcused absence will result in being benched for a tournament. If a second violation occurs, the result will be a dismissal from the team and CVVC. **No refund will be issued for this dismissal**.

9. If a participant is unable to attend a scheduled tournament, they must notify their coach at least 24 hours before the tournament. If you know in advance please let them know as soon as possible so the coach has time to make adjustments.

**V. Payment Policy**

The participation fee for the upcoming season will be posted on our website. If more than one family member is participating, you qualify for the family discount. You may deduct $25 for each child, for 2 or more athletes in one family.

All paperwork is due before tryouts can take place, **no exceptions.** Payment will be due the first night of practice after team placement has been made. Checks should be made out to Central Valley Volleyball Club or CVVC.

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**VI. Uniform and Equipment**

CVVC has a required uniform (jersey), which may also include Libero jersey, that will be provided to the athlete by the club.

\***At the end of the season the athlete’s uniform must be returned to their coach or there will be a $60 fee assessed.\***

CVVC will also provide a warm up shirt to the athlete and requests that the athlete wear the current year warm up to tournaments. Warm ups do not have to be returned.

A dress code is required of all participants.

• No shirts that reveal undergarments are allowed.

• Jewelry is not to be worn during practice or competition.

• Appropriate shoes are required; street shoes are not allowed.

• Kneepads are required.

• Hair needs to be properly tied back and not allowed to hang in the athlete’s face. **No bobby pins or barrettes are allowed during tournament play.**

**VII. Code of Conduct**

All participants shall abide by a code of conduct, which will earn them the honor and respect from others as well as for themselves. Any conduct that results in dishonor to the participant, the team, or CVVC will not be tolerated and may warrant a dismissal from the program.

1. **Liability:** The Board of Directors, coaches and any other member of the CVVC will not be held liable or responsible in case of any accident incurred during practice, tournaments or trips.

2. **Travel Requirements:** All participants are responsible for getting themselves to and from all tournaments and practices. Coaches are not allowed to provide transportation.

3. **Injuries:** All injuries are to be reported immediately to the coach regardless of the nature of the injury. Any athletes who receive significant injuries may not return to practice or play until they have a signed release form from a doctor.

4. **Tryouts & Selection Policy:**

The placement of athletes will be as follows, according to Montana AAU guidelines:

**12 & Under** – 4th, 5th, & 6th Graders

**14 & Under** – 7th & 8th Graders

**16 & Under** – 9th & 10th Graders

**18 Under** – 11th & 12th Graders

There will be 9 -12 players on the team. Tryouts will occur for these teams and placement on the team is objectively determined based on the athlete’s skill level. Athlete’s will be privately informed if placement on a team is achieved. Any adjustments to teams are up to the discretion of the coaches. Players may be substituted to make best use of their skills to achieve team success. You may also be asked to participate with another team, due to unforeseen circumstances (i.e. injury, etc.).

5. **Practice Expectations:** All participants must attend all practices and tournaments that have been scheduled by the club unless they have been excused ahead of time by the coach or a board member. Any unexcused absences; the first violation will result in being benched for a tournament. If a second violation occurs, the result will be a dismissal from the team and CVVC.

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6. **Behavioral Expectations**: Participants will be expected to conform to the rules of the coach and the CVVC. It is important to understand that being a member of CVVC means being a member of the whole club, not just a member of a specific team. All participants are expected to treat coaches and fellow athletes with respect. Any outbursts, such as yelling at coaches or teammates will not be tolerated. Consequences for unbecoming behavior include participants being suspended or dismissal from CVVC. Participants should conduct themselves in an exemplary manner at all times.

7. **Parental Expectations:** Parents are expected to refrain from coaching their daughter(s) or other CVVC players from the stands during matches. This can be very distracting to the player, her teammates, and the rest of the coaching staff. These guidelines are in place for the protection of coaches, officials, and most importantly your daughter. There will be ZERO TOLERANCE policy for any parent(s) that do not follow this policy at home and away games. You will be escorted out of the game and your daughter can and may be benched for the remainder of the match.

8. **Playing Time:** For coaches, delegating playing time is a zero-sum exercise:

a. Understand that playing time is the decision of the coach.

Accept this fact and help your daughter to understand and accept it as well.

b. Strong teams have strong benches. Players who remain focused on the match, while not on the court, greatly increase their chances of success once they enter the game. Spirited bench

players usually infect their teammates with optimism and extra energy. Encourage your

daughter to be “in the game” whether she is on the court or on the sidelines.

*c.* Resist emphasizing the amount of playing time that your daughter is receiving. The coaches will do their best to make sure that all participants get an opportunity to play. *Remember*

*playing time is earned not handed out.*

9. **Tournament Rule:** All participants must keep our area clean; be respectful of the locker rooms. Pick up after yourself! When we travel to tournaments, CVVC families will follow all host tournament rules, no exceptions. **No cell phones on the courts!**

10. **Serious Infractions:** Participants charged with serious misdemeanors or felonies will be suspended from the club pending disposition of the case.

**VIII. Practice and Tournaments**

Participants are required to be at practice 15 minutes before practice is to begin to help set up the nets and prepare the court for practice. **ALL** players are responsible for setting up, taking down, and putting away the equipment used for practice.

Participants are expected to arrive at the competition site at least 30 minutes before the first game begins. Athletes should be dressed and ready to warm up 30 minutes prior to your team’s first match.

Officiating responsibilities are shared equally with all the team members. No one is allowed to leave the gym until the match that the athletes are officiating is completed. No team members may leave the tournament until the coach has released them. Failure to fulfill this obligation will result in a consequence decided on by the coach and Board of Directors.

If an athlete is going to be late or absent from either a practice or a competition, for

**ANY** reason, they need to immediately contact their coach (if the coach cannot be reached then you should call a board member).

CVVC will provide the equipment needed to compete in club volleyball.

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CVVC, nor its members, will be responsible for any lost or stolen items both during practice times and at competitions. Keep track of your belongings and only bring what is necessary for you to compete.

CVVC hosts a club tournament every season

• **ALL** players and parents are required to provide the help needed to support the tournament. • **Parents must sign-up for their preferred time slot or the athlete will not play in the Rockin the Rockies Tournament.**

• The U16 & U18 players and parents are required to work Saturday.

• The U12 & U14 players and parents are required to work Sunday.

• All the proceeds from the tournament(s) will go to CVVC; the funds will assists in purchasing equipment, securing gym time, etc.

**CVVC tryouts and practices are closed to parents, spectators and the public.**

**If there is a concern, the Chain of Command needs to be followed in order for a solution to be found.** Above all and most important, HAVE FUN!!!

**IX. Chemical Use/ Violations**

**Participants must abide by the following terms and policy:**

1. No underage proximity, consumption or possession of alcoholic beverages.

2. No use, possession or within proximity of illegal drugs or drug paraphernalia.

3. No use, possession or within proximity of tobacco or vaping in any form.

4. No attendance at an underaged party/function where alcohol/drugs are present.

**CVVC enforces a zero tolerance policy of violation of this chemical use policy.**

**Any infractions, will result in immediate dismissal from CVVC.**

**No refunds will be issued.**

**Parents and authorities will be immediately notified.**

**X. Grievance Procedure Steps**

If you as a parent or athlete as a participant on a CVVC team have concerns, questions, or issues the procedures to follow are, in this order:

1. The athlete should talk to the coach about the matter.

- If the matter remains unresolved, or if the athlete has reasonable concern that talking to the coach will not resolve the matter, then:

2. The athlete and a parent should talk to the coach.

- Parents and/or athletes should call or email the coach to schedule a meeting.

- Meetings need to be at times and locations other than tournaments.

- If a parent approaches a coach during a tournament, we have instructed the coach to refuse to discuss any controversial matter, to refer the parent to the Board of Directors,

and to walk away from the parent.

- **A 24-HOUR COOLING OFF PERIOD IS REQUIRED AS EMOTIONS ARE**

**HIGH FOR BOTH PARENTS AND COACHES IN THE MOMENT.**

- The recommended time for a parent or athlete to talk to a coach about a problem is a previously arranged time either before or immediately after a scheduled practice. If the

matter still remains unresolved, or if the parent has a reasonable concern that talking to

the coach will not resolve the matter, then:

3. The parent should request a meeting with the coach and a member of the Board of Directors. - In certain situations, we may ask the athlete to attend the meeting also.

- Meetings should be previously arranged. Meetings will not be scheduled during or at

tournament sites.

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4. If the parent or the athlete is not satisfied by the action taken by the coach, they may request, in writing, that the Board of Directors review the matter.

- The Board may, at its sole discretion, review or refuse to review the matter.

- The Board will not review coaching decisions, training regimens or skill development.

5. In General – We encourage parents to approach us earlier rather than later about concerns they may have. There is little we can do to rectify a situation that is not brought to our attention until the end of the season. It is much better to have open lines of communication about problems as soon as they arise.

**XI. Due Process**

The coach has the authority and responsibility to suspend any participant from practice or competition for violation of the activities policy until a meeting is arranged with parent(s)/ guardian(s) and the Board of Directors. The meeting will be scheduled through the Board of Directors and will occur no sooner than 24 hours from the time of the suspension.

The coach and Board of Directors have the authority to investigate if he/she suspects a violation of the activity’s policy.

Due process will be followed in each disciplinary case. The athlete, coach and Board of Directors will meet in conference with the parent(s)/guardian(s) prior to the athlete being dismissed from the team for a violation of training rules.

**XII. Participation Termination**

Involuntary Termination.

CVVC reserves the right to terminate this agreement at any time that the Club, in its sole discretion, determines the participant or the responsible party has failed to comply with any of the rules and regulations adopted by the Club, or for conduct the Club determines to be improper or contrary to the fundamental purposes of the Club or unfavorable to the best interests of the Club. INVOLUNTARY TERMINATION of this agreement by the Club does NOT reduce or suspend the obligation of the responsible party for the participant to pay all fees and other

indebtedness incurred as the result of signing this agreement. A participant whose account is (30) days in arrears is subject to involuntary termination by the Club without further notice.

Voluntary Termination.

Voluntary termination of this agreement by a participant shall NOT reduce or suspend the obligation of the responsible party for the participant to pay all fees and other indebtedness incurred as a result of signing this agreement. Should a participant decide not to complete the season, there is **NO** refund. If there are extenuating circumstances prohibiting an athlete from competing in club volleyball then the Board of Directors will determine whether a refund is warranted or not.

**XIII. Sportsmanship**

All players and parents/observers are expected to demonstrate the highest level of

sportsmanship while representing CVVC. While there are many aspects of sportsmanship, we would like to remind you to:

\* Please refrain from negative cheering. Parents and fans should be focused on

 encouraging our athletes and avoiding the celebration of an opponent’s mistake.

\* While in the gymnasium, keep all comments positive. Remember you are sitting

 among the family members of your daughter’s team.

\* Avoid yelling at the referees, no matter how bad you think the calls may be.

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\* Take the time to learn more about the game of volleyball and the strategies and

 rules that accompany it. Become a true student of the game.

Every parent is required to read the article “What makes a nightmare sports parent-and what makes a great one” by Steve Henson, found at the link below. CVVC stresses the importance of positive parent participation and good sportsmanship, which provides for an encouraging environment for all players.

http://www.thepostgame.com/blog/more-family-fun/201202/what-makes-nightmare-sports-parent **XIV. Trust and Respect**

The players will earn the trust and respect of their coaches by understanding that there is often more than one way to do things. You must be willing to make changes according to your coach’s suggestions. Players should also behave in a way that will earn the trust and respect of their teammates. A great athlete is always focused and ready to learn. Personal baggage needs to be left at the door of both practice and tournaments. It is important to understand that being a member of CVVC means being a member of the whole club, not just a member of a single team.

All electronic devices, including cell phones, are not allowed anywhere in the gymnasium during practice, and will not be used anywhere on the competitive tournament court(s). This rule applies even during the time a participant is line judging or scorekeeping a match. **Our coaches reserve the right to confiscate any device until the end of that day.**

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**CENTRAL VALLEY VOLLEYBALL CLUB**

I have read, understand and will abide by the activities policy for Central Valley Volleyball Club.

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Participant’s Printed Name

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Parent/ Guardian’s Printed Name

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Parent/ Guardian’s Printed Name

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**CENTRAL VALLEY VOLLEYBALL CLUB**

**PERMISSION/LIABILITY WAIVER AND PHOTO RELEASE**

As the parent or legal guardian of the below named minor (or participant of legal status), I grant permission for this minor to participate in all activities of this program. I assume all risks and hazards incidental to such participation, including transportation to and from such activities at my own expense, and do hereby release and waive all claims against the Central Valley Volleyball Club of Gallatin Valley, Belgrade, Montana, and all sponsors, volunteers, agents, AAU and its affiliated organizations, the volleyball facilities and other principals associated with the program. I further grant permission for emergency first aid to be administered to the participant in case of emergency. I also grant permission for Central Valley Volleyball Club to use any photos of my daughter in the CVVC website, newspapers, flyers and any other media.

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Participant’s Full Printed Name

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Participant’s Signature Date

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Parent, Guardian or Participant of Legal Status Printed Name

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Parent, Guardian or Participant of Legal Status’ Signature Date

Every parent is required to read the article “What makes a nightmare sports parent-and what makes a great one” by Steve Henson, found at the link below. CVVC stresses the importance of positive parent participation and good sportsmanship, which provides for an encouraging environment for all players. By signing, I agree to abide by the positive parenting guidelines stressed in this website.

http://www.thepostgame.com/blog/more-family-fun/201202/what-makes-nightmare-sports-parent

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Parent, Guardian or Participant of Legal Status Printed Name

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Parent, Guardian or Participant of Legal Status’ Signature Date

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