

PIONEER REGION

SAMPLE

CLUB HANDBOOK



The following is an example of a club handbook that can be used as a starting point for your own club handbook.

CLUB HANDBOOK EXAMPLE

INTRODUCTION

Welcome to *Your Club* Volleyball! We are one of the many clubs in the Pioneer Region of USA Volleyball. We've put this handbook together to tell you about Junior Olympic Volleyball, our club, its philosophies, and what it takes to become successful in our program.

JUNIOR OLYMPIC VOLLEYBALL

The United States Volleyball Association is the governing body for competitive volleyball in the United States. In 1981, it made a commitment to provide opportunities for young players to play outside of their school programs and in 1981 created a division of the USA exclusively devoted to Youth and Junior Olympic Volleyball Development. The USA states that Junior Olympic Volleyball Programs represented "...the future of volleyball in the U.S. (Its Junior Program) was created to serve as a major building block for scholastic, collegiate, recreational and club play throughout the country."

The purpose of the USA Junior Olympic Volleyball Program is to offer youths the opportunity to become involved in a wholesome and beneficial athletic activity, which they can pursue at various skill levels. In many cases it is a chance for all athletes to receive high quality instruction in skills development and team strategy. The program is a co-educational system that emphasizes instruction through the fun of participation. It is a progressive skills program, based on the physical development of young volleyball players by age group.

Junior Program athletes have been so successful that most NCAA Division I, II, and III coaches recruit exclusively from the Junior Program ranks. The reason for this is simple. Coaches can see many solid prospects in a single day at a Junior Tournament, while it is difficult to see more than one prospect a day during the high school season. This becomes even truer with the NCAA rules governing the number of times a collegiate coach can contact or observe in person a given player.

Junior Volleyball is not only for the college bound athlete. Many athletes play to improve their skills in order to make their high school or top-level grade school teams. Junior Volleyball allows players of all skills levels to learn, improve, and progress at a pace they can achieve.

AGE GROUPS

18 and under:

Players who were born on or after September 1st, or high school students in the twelve grade or below during the current academic year (for purposes of these definitions, the scholastic grade of record shall be the grade in which the player is enrolled on January 1st of the current playing season) and are 19 years of age or younger on June 15th of the current season (born on or after June 16).

17 and under:

16 and under:

15 and under:

14 and under:

13 and under:

12 and under:

11 and under:

10 and under:

Players must be born on or after September 1st, 20--.

To figure if a junior athlete is of the proper age to compete in a specific age division - subtract the age division plus one from the current year and the athlete must have been born on or after September 1st of that year.

Example- (Year 2003)- (age division 16 plus 1 =17) = 1986
2003-17=1986

To play 16 and under the athlete must have been born on or after September 1st, 1986

All members of the team must meet the age requirements.

All participants must submit a photocopy of their birth certificate ASAP.

Your Club VOLLEYBALL

Your Club is a volleyball program devoted to the development of the volleyball skills of girls (or boys) who live in the *Louisville* (enter your) area. Our club exists for the benefit of those who wish to achieve excellence in the sport of volleyball, and to promote interest in the sport at the local level. We believe that our club teaches individuals to excel, promotes competitiveness, and develops leadership skills that affect every aspect of an athlete's life. The following pages will cover our philosophy, dues, training and tournaments, fundraising and our expectations.

PHILOSOPHY

Your Club Volleyball has as its objective to be recognized as one of the finest volleyball organizations in the nation. This can be best accomplished by:

1. Developing interest and encouraging participation in large numbers by conducting clinics, camps and leagues for players at all levels.
2. To provide quality training that will enhance and develop the skills of our athletes. Thorough participation in our program an athlete will benefit physically, emotionally, and socially.
3. Developing competitive teams whereby recognition is gained through winning.
4. Encouraging and helping our athletes to pursue higher education.

TEAMS

The primary objective of club volleyball is to give individuals the training and playing experiences necessary to improve their overall volleyball skills. Not all players will play equal time based on the position played, ability of an athlete, level of competition, the needs of the team, and the importance of the tournament. Players will be played at the discretion of each team's coach. Maintaining membership on a specific team will be at the discretion of the director of the club and the coach. Changing memberships from one team to another is possible depending upon the development of the individual player including her commitment, coachability, behavior, and needs of the coach, team, and club. Disciplinary actions (i.e. suspension or dismissal from club) will be at the discretion of the Director and Board of Directors. All fees are still owed if the player is suspended or dismissed from the club.

FEE STRUCTURE

Your Club is a non-profit corporation. A fee is charged to cover expenses incurred with operating the club. Participants must remember that going to a major end-of-the-season event such as the USA-JO Championships or the AAU Championships will add a substantial charge.

Payments for teams are due as follows: *Example*

| | |
|--------------------------|------------------|
| Tryout Deposit | \$200.00 |
| December 5 th | 250.00 |
| January 5th | 250.00 |
| February 5th | 300.00 |
| Total | \$1000.00 |

It is the responsibility of the parent to insure that all membership fee payments are received on or before due dates. Fees must be paid on a timely basis in order for the club to operate. **Unpaid fees will result in a player being withheld from participation in tournaments and practices.** All fees submitted should be in form of a check or money order made payable to *Your Club* Volleyball and mailed to:

Director Name

Director Address

****ALWAYS REMEMBER TO WRITE PLAYERS NAME ON CHECKS OR MONEY ORDERS****

A \$50.00 fee is charged for returned checks

Items included in Fee:

- USA Registration: Pioneer Region registration.
- Uniform Shirts: Two numbered uniforms.
- Entry Fees: Each team will be allocated a budget to use for “X”(insert #) tournament days Teams **that choose to go to more tournaments than their budgets allow will have an added charge.**
- Coaches: To insure quality coaching, our coaches are paid. This payment is minimal compared to the time and commitment of our coaches for a six-month season.
- Administration Expenses: Telephone, postage, accounting, printing, and other general office expenses.
- Practice Facilities and Equipment: Each player has a built-in allocation for a share of our expenses for renting practice facilities, balls, and other necessary equipment.

What is Not Covered?

- **Transportation:** Travel to tournaments is not covered in fees. We encourage ride sharing for tournaments and practices.
- **Meals:** There are always concession stands, and of course, restaurants near-by. You can also pack a cooler with food and drinks for the whole day. Most all facilities allow you to have a cooler in your car.
- **Rooms:** For the few overnight tournaments it is best to try to double up with team members and their parents to cut expenses.

SPONSORSHIPS

Some parents may be able to help us obtain sponsorships for their athlete's team. Funds can be used to obtain sweats and/or additional sets of uniforms or to lessen the cost of going to Tournaments. If you have a possible sponsor, please contact the Club Director for additional information. There are some minimum standards for team sponsorships.

WHAT CAN YOU EXPECT FROM PLAYING *Your Club* VOLLEYBALL

Each player has a different experience as a club member. Naturally, some players are more successful than others. Players who put more effort into the program usually get more out of it than those who don't work as hard. These are what we feel are the major benefits of the program:

- **Instruction:** Coaches who have previous
- **Extended Training Schedule:** Top collegiate programs work nearly year round because volleyball takes a long time to master. Since high school programs are restricted to a few week of practice followed by an intensive match schedule, good technical instruction is hard to obtain during school. Our training allows ample time for work on techniques so that players may improve their skill levels.
- **New Friendships:** Since our players are committed to becoming the best they can be, many new friendships can be formed from different schools.
- **Increased Discipline:** The time commitment required to be in a junior program requires that study habits improve and players budget their time better. It's also vital that players have disciplined work habits on the court.
- **Exposure to College Recruiters:** As a member of most high school programs, it is likely that the only way a college coach will see you is if your or your opponent has an outstanding player. Coaches regularly attend junior competitions. Some even occasionally attend practices.
- **Fitness:** Conditioning does not play a large part in our plans because it takes vital time away from practices; however, it is necessary for players to be fit in order to succeed. Therefore, conditioning outside of practice sessions is encouraged.
- **Leadership Skills:** The age-group system requires that younger players become leaders. The oldest players in the 16 and under for example, are sophomores. Players returning to high school as juniors are often leaders ahead of their time due to their junior volleyball experience.
- **Education:** We are trying to create smarter players, not just better players. Volleyball is a sport in which new situations happen frequently and outstanding players learn to deal effectively with new situations.
- **Fun:** We think it is a lot more fun to play volleyball at a higher level. As player's progress and the speed of the game increases, it becomes more fun all the time.

OUR EXPECTATIONS *FOR PLAYERS*

Just showing up for practices isn't enough. We need players who are punctual, who are in the proper frame of mind to work hard, and who pay attention to coaches and cooperate with teammates and coaches.

COMMITMENT: It is vital to be committed to the program. If you really don't want to participate, don't. If you work hard in practices, matches, and scrimmages, you are likely to have a successful season. Players who are committed to improving will have little time for you if you simply wish to turn practices into social events.

REGULAR ATTENDANCE: We know that not all players can show up to every practice. Exams and other activities **sometimes** must take priority. It's important that you attend every possible practice, though, and notify coaches when you can't attend. **Missing practices may effect playing time at the coach's discretion.**

RESPECT FOR THE RULES OF THE CLUB: This includes the USA Players Code of Conduct. Rules will be clearly stated, and will be enforced. Breaking rules could lead to expulsion from the club.

COOPERATION: You may, for example, take an overnight trip with us. These trips require that you will have some rules that you'll have to live by. We expect you to respect the rules we make and show respect for your coach and teammates.

IMAGE PRESENTATION: Most of the time, players are not aware when college coaches are present. You can make or break your recruiting chances, or even the chance of a teammate by the way you act when a member of a the team. **A positive attitude is everything.**

MAINTAINING GOOD GRADES: Even though not all players are trying to earn scholarships, we still consider ourselves a college prep program. We think that you should consider yourselves scholar-athletes, and strive for the best possible performance in school.

WHAT WE EXPECT FROM PARENTS

Yes, parents, we do expect some things from you. We are a club and a non-profit organization at that, and sometimes parents forget that just writing out a dues check does not keep the club operating smoothly. Please remember that there are several areas in which you can help us:

1. Please assist us in finding gyms to use for practice. Parents, not coaches have the best chance to obtain new facilities for us. We can always use more gyms. If you think you know of a facility, please contact the Director.
2. Deliver and pick up players on time. Late arrivals to practice cause disruption. Please remember that coaches have families or other commitments after practices.
3. Please assist with transportation of players to out of town events. The club is opposed to players driving to these events. We can assist with formation of car pools if you are interested.

4. Pay dues on time. If dues are not paid on time, coaches, tournament fees, and bills cannot be paid. **Remember, players will be withheld from participation in tournaments and practices if fee payments are not made on time.**
5. Solicit corporate grants and sponsorships. Parents have the contacts available to help us gain sponsorships for our team.
6. Please watch your daughter when they compete. Even though they may not let you know, they will appreciate it if you are there to cheer them on when you can. Also, remember that your daughter has a coach, let the coach do their job while the players are on the court and you as parents are their “positive” cheerleader.
7. As spectators, please be courteous! Believe me, you are not going to like all the calls the referees make, but parents need to be role models for the players! Remember, others watch you as a representative of our club as well as the players and coaches.
8. Finally, please let your daughter work with their coach if a problem arises. We expect players to speak to coaches in these circumstances, not the parent. If the problem is not solved at that point, **the player can contact the Club Director.** Only after these two options are attempted, a parent may ask for a meeting involving the coach, player, parents, and Club Director.

With good cooperation from parents and players, we feel that the club will enjoy a great season!