

Sample HANDBOOK/CONTRACT

Our Practice Facility

. Teams practice 2 or 3 times per week at the facility depending on the team selection.

Rules and Regulations Regarding Ohio and Kentucky Schools

Club abides by all USAV rules and state high school athletic association rules. Not all USAV rules are the same as high school rules. State high school coaching rules are as follows:

- **Ohio:** High school coaches cannot coach players from their own school.
- **Kentucky:** High school coaches can coach players from their own school during the club season, with permission from their High School principal.
- **Other states**

General Information

Club provides the opportunity for girls who want to increase their knowledge, understanding, and skill playing the sport of volleyball.

Notes

- Fees will include one Qualifier and Nationals, with stipulations.
- Teams will be required to attend one Qualifier. If the team obtains a Bid to USAV Nationals at the Qualifier they will be required to go to USAV Nationals.
- Teams may choose to attend the Pioneer Bid Tournament but it is not mandatory. If a Bid is received at the Bid Tournament then the team will be required to attend USAV Nationals.
- If the number one team does not obtain a Bid at the Qualifier or the Pioneer Bid Tournament then the team will be attending Amateur Athletic Union (AAU) Nationals in Orlando.
- If the team does not finish in the top 50% or win 75% of their matches at the Bluegrass Pre-Qualifier or Qualifier they will have the option of not attending a National Tournament. If this is the case club will refund the cost of Nationals to each family.

Note

- 18-team will include one Qualifier but will **not** include a National Tourney allowing them to end their season early if desired.
- If the Team receives a Bid at the Qualifier then the team will be required to attend the National Tourney. There will be a fee addition if a Bid is obtained.
- 18 Team will practice twice a week

Note

- 12 to 17 National teams will include one Qualifier

Invitation Only All teams for ages 15 through 18 are by invitation only. Players not playing for club may request an evaluation from the coaching director for consideration. Invitations are sent out following the close of the USAV National Tournament, which marks the end of the volleyball season.

Before the First Tryout Session

Before stepping out on the floor for the first tryout session, athletes must register online with USAV and provide the following documents:

- Medical Waiver
- non-refundable tryout fee

Tryouts

Tryouts are closed to parents to foster a distraction free environment. Athletes aspiring to be a part of club will be evaluated on the following:

- A battery of physical tests such as the 20 yard dash, agility run, etc,
- Skill execution: ability to pass, set, serve, and hit.
- A game situation for their instinctive traits

We base our selections on what the athletes do during the tryout period and what we perceive their potential to be. We select athletes based on the following criteria:

- Coach ability
- Willingness to be a team player
- Athletic ability and potential
- Work ethic and drive
- Competitive attitude
- Current skill ability and experience

Any athlete who cannot participate in tryouts because of a limiting physical condition, medical condition, or other reason should talk to the Director prior to tryouts to determine their ability to play on one of the teams.

What if I Played Last Year?

Every athlete in club will be evaluated each year. Each athlete must come to the tryouts ready to compete for a position on one of our teams. Players should never assume they will automatically be on a team.

After Tryouts

After tryouts, the coaching staff will meet to determine which girls will be offered a contract to participate in the program.

What if I Play Other Sports?

School sports and activities are an integral part of the scholastic experience and we make every effort to schedule practices around some of these other activities. If an athlete will miss more than 15% of practices and tournaments, they should reconsider participation in the program. Missing such a significant amount of time does not make it cost effective for the families and makes it very difficult to build team chemistry at a competitive level.

If an athlete participates in another sport, we expect her to make volleyball a priority. **We expect the athlete to attend all practices, unless there is a scheduled competition for the other sport at the same time as a NKJV practice.** If a game for the other sport conflicts with a practice, the athlete will be excused from the practice. If a competition conflicts with another sport competition, the coach and the athlete will decide, on a case-by-case basis, which event takes priority. All teams require dedication on the part of the athlete for the team to be a success. This means that missed practices could result in forfeiture of playing time.

per Player Fees

Families with multiple players playing for club will receive a \$100 reduction in fees per player.

The higher amount for the Elite teams is to cover the longer season, higher tournament entry fees, number of tournaments, more practice time, and number of hotel nights for coaches.

Fees include the following:

- Uniform
- Tournament entry fees for allowable tournaments
- USAV registration and insurance for each player and coach
- Balls, gym rental, coaches expenses (other than air travel if required)
- Coaching fees and coaches' hotel accommodations on allowable overnights

Select, Teams that decide to compete in the Bid Tournament must recognize that additional fees will be required if they qualify for a National Tournament. The additional fees will be estimated and presented to the teams before a decision to compete is made. All teams that qualify for a National Tournament are expected to play in the tournament. Club faces a \$1,000 fine per team for teams that qualify and do not compete and possible suspension from Nationals.

Fee Deposit

All Teams:

A non-refundable 2nd deposit of \$\$ is due on ?, provided you paid the initial deposit fee of \$, otherwise, you owe \$

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Do not give any money to a coach. They have been instructed not to accept payments.
Any charges incurred by club for returned checks will be added to the balance of your fees. All Club fees are due in full by February 1,

Coach Fees and Costs

It is imperative that all parents understand that coaches should never incur any exceptional costs during the course of a season. **Coaches do not pay for tournaments, hotel rooms or airline flights at any time.** All additional costs for teams and coaches not covered by Club player fees must be paid for by fundraisers or by the team parents.

- When driving to tournaments, the coaches should provide their own transportation within a 3 hour drive (or they can travel with someone from the team).
- If driving to Nationals or a Qualifier other than Indianapolis or beyond the 3 hour limit. Coaches will need their gas expense covered by the team.
- When flying to tournaments, the coach should not incur the cost of the flight. Fundraising (or a collection of money from parents on the team) should be done to make sure this is not an issue.
- Coaches are responsible for their own food.
- If your team incurs additional tournaments or overnights, the team will be responsible for these costs.

New Parents of Elite Team Players

The team commitment, travel requirement, and potential additional expenses for Select teams are considerably more than for # 2 & 3 teams.

- Select teams practice three times per week.
- Select team coaches will schedule extra team meetings including team bonding, fundraising activities and possibly film review.
- Select team fees include coaches' hotel accommodations on allowable overnights.
- Select teams may decide to compete in additional tournaments. Coaches will discuss this option with players and parents and all additional expenses must be covered by fundraising or by the team as a whole.
- Select teams may travel by air to a Qualifiers and a National Tournament.
- Hotel and travel fees for parents are not included in fees.

Parents concerned about the commitment required for Select teams should discuss the expectations with the club immediately after learning their daughter has been selected for a Select team.

Fund Raising

We offer club players the opportunity to earn some, if not all, of their playing fees through fund raising. Advertisement Policy for the 2016 season:

****Any additional Fundraisers or Merchandise Selling must be approved by the NKJV Board of Directors****

Playing Time

We do not guarantee playing time on any team or at any event.

Club has the philosophy that you pay for instruction time during practices. Attendance, attitude, effort, performance, the athlete's potential, the team's needs at the moment, and the team's needs in the future are all factors in determining playing time for athletes, and the decision is left solely to the discretion of the club coach.

The coaching decision is not up for debate or question. Athletes are encouraged to ask what they can improve on to get more playing time. (See Grievance Procedure)

General Rules and Regulations

1. All athletes must have the following items signed by their parents or guardians before they will be allowed to practice:
 - Handbook
 - USA Volleyball online registration completed
 - Medical Form
2. Athletes are expected to participate in all team activities on and off the court (hotel accommodations, eating with the team, fundraising, etc.).
3. **While representing club, athletes are expected to behave in a responsible manner. Determination of what is responsible lies solely with club.**
4. Athletes are expected to support fellow team members in practice and in competition, display a positive attitude, good team spirit, and the desire to learn and improve.
5. Athletes are expected to conduct themselves in an exemplary manner that demonstrates pride, admiration and respect for themselves, their parents, and club.
6. All practice, game, and warm up shirts must be tucked in at all times.
7. Athletes may not drive themselves to any tournament outside of the club area.
8. Any athlete damaging equipment owned by club, any facility used by club, or at lodging facilities will be required to reimburse club and/or the facility for damages before continuing with club. In some cases, the athlete may be dismissed from club.
9. Athletes involved in any of the following behaviors will be given one warning before being subject to dismissal from the organization: * Disregard of coach or club rules *Lack of team cooperation
10. If athletes are involved with any of the following behaviors they will be immediately dismissed from club, with no refund:
 - Use of alcohol, tobacco, or illegal drugs
 - Any behavior deemed as inappropriate by club
11. Athletes that do not play the entire season for club, including all end of season National or Regional Tournaments, without a valid excuse, will not remain in good standing with club.
12. Athletes not in good standing with club will not be eligible to play for another club team for the remainder of the current season and the following season. Parents wishing to challenge this standing may do so in writing to the NKJV board. All challenges must be submitted prior to tryouts for any season. The decision of the club board regarding the challenge will be final.
13. Athletes that do not fulfill their financial obligations to club will not be eligible to register with USAV until they have reconciled with club.
14. **An athlete with a delinquent account during the current season will be denied the privilege of playing in a tournament and will sit out at practice** until the account is paid or arrangements are made with the club Director.
15. In case of inclement weather, a coach or someone from a phone chain will call your home to notify you of practice cancellations.
16. We strongly encourage athletes to make club practices and tournaments their highest priority.

Practice Rules

1. Coaches determine if practices are open or closed.
2. Volleyball shoes are to be carried and only worn for practice and tournaments. This ensures the shoes last longer and our facility surfaces remain clean and safe.
3. Horseplay by athletes or coaches at practice or tournaments is strictly prohibited.
4. Athletes can bring water in an unbreakable container. Absolutely no glass containers are allowed.
5. Chewing gum is prohibited in the training facility
6. Scheduled practice time is the start time. Arrive at least 15 minutes prior to the start of each practice. There is a consequence for arriving late to practice and competitions.
7. Athletes are expected to make every effort to attend practices. Only an illness serious enough to keep the athlete home from school, or a genuine family emergency, is a legitimate excuse for missing practice. If an athlete is absent from practice for any reason, her playing time may be affected.
8. If an athlete cannot be at practice, the athlete is expected to call the coach. It is **the athlete's responsibility (not the parent's) to reach the coach before practice starts.**
9. If an athlete has a second unexcused absence from a practice, she will be notified by the organization of dismissal from club. At this time she may appeal this dismissal to the club board.

Unexcused absences are defined as any absence for a reason other than the following:

 - School academic and sporting functions such as, team practices and competition
 - Church functions, such as weddings, confirmations, etc.
 - Family functions, such as vacations with immediate family or graduation of an immediate family member
 - Serious illness or injury

Examples of unexcused absences are:

 - Baby-sitting
 - Homework
 - Job
 - Dances
 - Vacation with a friend
 - Non-school related athletics or activities

Tournament Rules

1. Proper conduct is expected from all members of club at all times. This includes athletes, parents, and supporters. This also means treating supporters from other teams, other parents, and officials with respect.
2. The athletes must maintain good condition of her uniform and can only wear the uniform provided by club
3. Athletes and/or parents are expected to provide transportation for their athlete to and from tournament sites and practices.
4. All athletes are expected to be in the gym, ready to warm-up, at the scheduled arrival time. This means the athlete needs to arrive 15 minutes prior to the scheduled arrival time set by the coach.
5. If an athlete cannot be at a tournament, the athlete is expected to call the coach as soon as the athlete knows she will be absent. **It is the athlete's responsibility (not the parent's) to reach the coach before the tournament starts.** A single unexcused absence may result in dismissal from the team.
6. If an athlete has two or more excused absences from tournaments in a single season, the athlete may be dismissed from the team.
7. Athletes will not be allowed to leave the tournament site until excused by the coach.
8. Except in cases of true emergency, an athlete who has an officiating assignment may not leave a tournament before the assignment is completed.

Officiating

Officiating is the shared responsibility of the entire team. All club athletes are required to attend a scorekeeper clinic and help with:

- Line judging
- Scorekeeping
- Score flipping
- Officiating

Each coach will determine a procedure their team will follow for officiating assignments. **Every player is required to stay until the entire team can leave. Do not ask the coach if you can leave early. You are expected to stay.**

Grievance Procedure

Competitive team athletics, by its very nature, creates situations where everyone may not be happy all the time. Knowing when to communicate and how to communicate with your athlete's coach is a concern for almost every parent at some time during the season. Most often the concern is how to inquire about issues surrounding playing time.

We encourage the athlete to take responsibility for their participation. We expect the player to talk to the coach first when she has a problem concerning her playing time, or if she is unclear about what the coach expects from her. The appropriate way to do this is for the athlete to ask the coach what she needs to do to get more opportunities to play in matches. Most of the time, the player knows why she may not be playing as much as a teammate.

Parents can help their athlete by helping her set goals to achieve more opportunities. When a parent has a problem that is specific to their own athlete, we expect the parent to first talk to their athlete's coach. Coaches have been instructed not to discuss coaching decisions with a parent. Coaching decisions include, but are not limited to, specific match decisions such as who played when, where, and how long or who was subbed out and when. **The coach will not be required to defend his/her thought process or conclusions in the determination of playing time, and it is improper for a parent to request a defense from the coach.**

Parents are not to approach a coach at a Tournament over any controversial matter when emotions are at a high level for all involved. The 48 Hour rule is in effect for contacting a Coach or Director about grievances at a Tournament

If you are a parent, athlete or member of a team, follow the grievance procedure, in order, as listed below:

1. **The athlete will speak or meet with the coach to discuss the matter.**
2. **The parent should speak to or meet with the coach** if the matter remains unresolved, or if the athlete has reasonable concern that speaking to the coach will not resolve the matter. Parents should call the coach to set a meeting. Meetings are to be held at times and locations other than tournaments.
3. **Meetings are to be held at times and locations other than Tournaments or Practice.** 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 Director, and to walk away from the situation. **Again a reminder of the 48 Hour Rule.**
4. **The parent may speak to the Coach and the Director** if the matter remains unresolved, or if the parent has reasonable concern that speaking to the coach will not resolve the matter. Club may ask the athlete to attend the meeting. The recommended time for a parent and/or athlete to talk to a coach about a problem is at an arranged meeting time before or after a scheduled practice. The Coach or the Director will not engage in discussions about coaching decisions.

Policies Regarding Grievances

1. Club will not tolerate hostile, aggressive confrontations between a parent and official, a parent and coach, a parent and athlete, or a parent and other parent, whether the coach, athlete or other parent is a member of club or not. Violation of this policy may result in the athlete being dismissed from club without refund.
2. It is inappropriate for an athlete or parent to approach other club members about a problem the athlete or parent is having with a coach, about objections to coaching decisions, or about disagreement with an administrative decision. For the psychological health of the teams and the club as a whole, grievances need to be handled between the parties involved and in the proper manner.
3. If a player or parent is approached and asked to listen to, or express an opinion about matters between two other parties in club, they should refer the complaining party to the coach in question or the Director .
4. Any member who, as a third party, hears remarks or stories about club, its employees or its policies, that cause the member to be concerned, should contact the coach and/or the Director immediately to determine the facts, or to alert administration to the situation. It is detrimental to everyone involved to repeat complaints you hear to other uninvolved parties.
5. Refrain from negative comments around your daughter and the other athletes. Young players are vulnerable and if they hear complaining about the coach, the coach's style or club policies, this can have an adverse effect on their performance and/or attitude. If you, as a parent, are unhappy about something, you should follow the grievance procedure to resolve the matter.
6. Repetitive complaining to the athletes or other third parties may be cause, in the sole determination of club, to ask a member to resign.

Tournaments

Tournaments can last anywhere between **one and four days**. Arrive early to help set up your team area warm-up. Except for starting times, most tournaments do not follow a set time schedule. Matches will begin 10 minutes after the end of the previous match. If the tournament is run well, it should be over around 6:00 p.m. But to be on the safe side, **expect to be there all day**.

Teams will begin pool play where they will play each team in their pool with the winning teams advancing to a Gold bracket and other teams advancing to a Silver or Bronze bracket. Most tournaments are best two out of three games with rally scoring.

Seating is sparse in most of the gyms so we recommend that you bring your own chairs. We strongly advise that you pack a cooler for your athlete for the day of a tournament. Most tournament facilities will not allow coolers in the facilities but they may be kept outside the entrance for access by the athletes. You can bring pillows and sleeping bags so the athletes can rest between rounds. Games, homework, books, etc. are all recommended for some of the longer tournaments.

Team Parent Duties

A team parent is needed for each Team. As team parent you would be required to fulfill, but not limited to, the following responsibilities.

- Assist the coach in any way possible.
- Establish a phone tree and email list for the coach, players and parents.
- Make calls to parents (athletes) regarding practice times, places and changes.
- Provide written directions to tournaments, hotels and practice locations.
- Arrange car pools for tournaments.
- Act as a liaison between the parents, coaches and players.
- On overnights ensure that all parents attending (not just the team parent) assist the coach in making sure that the players are in bed on time, curfew is enforced and lights are out, as directed by the coach. **It is important that each parent/guardian take responsibility for their athlete on overnights.**
- Help the coach to determine eating arrangements (such as ordering pizza, going for carry-out during a tournament, calling ahead for reservations to a restaurant, buying breakfast items, etc.). Some coaches may be stricter than others and may want the team to eat together. This should be discussed with the coach and every effort should be made to comply by all parents.
- Make hotel reservations for all team athletes, coaches and parents on overnights. Costs for the coaches' rooms are covered by players' fees (up to a certain number of nights, depending on the type team, at an average of \$90 -\$100 per night). The team parent needs to find out the exact cost of the coaches' rooms (with taxes), and notify the Treasurer to get a check for the **exact amount** of the coaches' rooms before leaving for the tournament. **Do not hold rooms for other parents on your credit card.** Get a confirmation number for each parent room and get that number to the appropriate parent so they can confirm their own room. You are responsible for confirming your own room and the coaches' rooms.
- If traveling by air, make sure that travel arrangements are made for everyone from your team that is flying. On some teams, someone other than the team parent may be able to handle this due to travel experience or connections at airlines.
- Assist in securing fund raising opportunities to help offset team costs, unless someone else on the team has taken on this responsibility.

Privacy Statement

The personal information that you provide to apply for membership is used within club to provide the services that we offer to you. Club does not share your personally identifiable information with any nonaffiliated third party businesses, organizations, or individuals.

Handbook Contract

Please sign and return this contract.

As a player, I understand the commitment I am making to Club and the team I have been assigned to. **I am willing to commit myself to the program and my teammates for the entire season.**

SIGNATURE _____ DATE: _____
Player

Understanding the stipulations and having discussed these with our child, we agree to and will support her participation in club. We do understand the **fee is not refundable** and that this is **not a pay to play organization**. We have read the Handbook/Contract and agree to abide by all Policies. **I understand the commitment we are making for our daughter and by signing this I am committing her to club for the season.**

SIGNATURE: _____ DATE: _____
Parent/Guardian

PHOTO RELEASE

I hereby give permission for my photograph and/or video image to be used in club publications. These publications include, but are not limited to, recruitment publications, newsletters, newspapers, magazines, videos, and web sites. I understand that I will receive no compensation for my time or the use of my name, photograph/video image.

SIGNATURE _____ DATE: _____
Parent/Guardian

Printed name: _____
Player

Please place a check mark below to prohibit use of the player's name in the same manner as stated above.

_____ Player's name may not be printed in publications

SIGNATURE: _____ DATE: _____
Parent/Guardian

Printed name: _____
Parent/Guardian