



## **Club Manual**

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

*Revised 08/30/21*

## **MISSION STATEMENT**

Our mission is to provide a highly competitive volleyball program and positive teaching environment with the best possible coaching and competition for serious, motivated athletes of all skill levels.

## **DEFINITIONS**

NCVA League- the Northern California Volleyball Association league tournaments that are played in the Northern CA region. NCVA is the USAV governing body for our area.

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 & USA Divisions/Girls Open, National, USA & 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. 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.

Power League and Junior National Bid Season-

BOYS: Tryouts and tournaments August through late-January

GIRLS: Tryouts, tournaments, and training August through May

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 or through league 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 August and in May. Girls tryouts will be conducted over a 1 day period per age group and will occur in July. A tryout fee will be charged. Teams will be formed by the end of tryouts. 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. (online registration is available to collect fee and waiver).

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.

For both boys and girls, all new and returning players must attend a tryout. The exception to this requirement would include players unable to attend tryouts due to fulfilling volleyball obligations to High Performance or USAV teams. An injured player must still attend a tryout to be considered for the highest level team based on your previous playing experience. 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.

Boys Junior National Championship Bid Team rosters may be adjusted based on work ethic, attendance, and commitment.

Boys Junior National Championship tryout will be held in May and will be open to all players. Frozen 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 National or Summer Classic teams.

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

The maximum number of players placed on any team for any age group will not exceed 12 players without Director's approval. Exceptions may be made for JNC teams.

## **REGISTRATION**

All registration paperwork must be completed by the assigned date. NCVC currently uses a SportsEngine website platform for club registration. All players must register online each season.

The registration and paperwork along with the first payment must be completed 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. We will post practice schedules on the Calendar page of the 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 NCVC.

Payments are due by due dates on the website. 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 and all payments must be made per the payment schedule.

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, 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 National 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 may result in a mandatory benching at the next game (25pts) the player attends.

NCVC is a competitive, Power Volleyball program and we expect commitment from all players to attend all tournaments during the season.

## **UNIFORMS**

All uniform paperwork must be accurate and completed in full, and then signed by the parent.

Players are required to wear ALL pieces of club uniform during every game. Bring ALL uniform items to every match in case of needed uniform changes.

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**

NCVC does not offer any sponsorships or scholarships. NCVC is a Limited Liability Corporation and we do not have a tax exempt ID for donations.

## 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. Parents must book through the NCVC hotel block for tournaments that have “**Stay and Play**” policies. Current tournaments with this policy include, but are not limited to, the Junior National Championships (Boys & Girls), most Junior National Bid & Qualifier Tournaments (Boys & Girls) and SCVA Tournaments (Boys & Girls).

## CODES OF CONDUCT AND BEHAVIOR

Players and Parents will follow all rules and regulations set forth by the club, NCVA and USAV. Electronic signature agreeing to this is required with registration. NCVA rules are outlined in their Handbooks available at [www.ncva.com](http://www.ncva.com). USAV rules are listed during membership registration and online at [www.teamusa.org/USA-Volleyball](http://www.teamusa.org/USA-Volleyball).

### *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 agree to familiarize themselves with the Concussion Information in our manual and follow all the guidelines, including providing a release from a health care practitioner if you suffer a concussion before you can return to NCVC activities.

Players will be respectful always 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 for contacting 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 may sit out 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 match or tournament.**

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 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 Communication." **Parents agree to not discuss their grievances about a coach to another parent.**

Parents agree to inform their Coach and Club Director of any change in medical history on file with NCVA.

Parents agree to familiarize themselves with the Concussion Information in our manual and follow all the guidelines, including providing a release from a health care practitioner if your child suffers a concussion before your child can return to NCVC activities.

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.

## **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 Medical Release forms 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 COMMUNICATION**

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 has a grievance about playing time or position

1<sup>st</sup>: Coach and Player

2<sup>nd</sup>: Club Director/Club Coordinator, Coach, Player and Parent

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

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

2<sup>nd</sup>: Club Director/Club Coordinator, Coach, Player and Parent

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

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

Situation: Parent or Player needs a personal payment plan

1<sup>st</sup>: Club Registrar and Parent



## CONCUSSION INFORMATION SHEET



**HEADS UP  
CONCUSSION**

This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

[ INSERT YOUR LOGO ]

### HOW CAN I SPOT A POSSIBLE CONCUSSION?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

#### SIGNS OBSERVED BY PARENTS OR COACHES

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows mood, behavior, or personality changes.
- Can’t recall events prior to or after a hit or fall.

#### SYMPTOMS REPORTED BY CHILDREN AND TEENS

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right,” or “feeling down.”

## WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK OUT FOR?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

## WHAT SHOULD I DO IF MY CHILD OR TEEN HAS A POSSIBLE CONCUSSION?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a health care provider and only return to play with permission from a health care provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's health care provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a health care provider.

## HOW CAN I HELP KEEP MY CHILDREN OR TEENS SAFE?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - » Work with their coach to teach ways to lower the chances of getting a concussion.
  - » Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
  - » Ensure that they follow their coach's rules for safety and the rules of the sport.
  - » Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



NCVC



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### CHAPERONE FORM

I am unable to attend the following tournament with my child and have planned 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