



**POLICIES and PROCEDURES
Program Handbook**

For Coaches, Players and Parents

2022 – 2023 Season

northfieldvolleyball@gmail.com

www.northfieldvolleyball.com

For more information, visit our website.
If you still have questions, visit the contact page and email a member of the NVC Board.

PROGRAM OVERVIEW

Northfield Volleyball Club (NVC) is a non-profit organization established to provide an opportunity for girls in the Northfield and surrounding areas to play the game of volleyball, with emphasis on sportsmanship and teamwork, in an atmosphere that is positive and constructive. The NVC oversees a Fall Volleyball League for 12 and under and/or 14 and under players, as well as the winter season for girls ages 10 to 17. This handbook covers the Policies and Procedures of all programs, camps or clinics sponsored by NVC, and the players, parents and coaches that participate in them.

NVC is sanctioned by the USA Volleyball Association (USAV). The USAV is divided up by regions in the US; therefore, we are aligned in the North Country Region (NCR). The NCR office provides us with our USAV directives. We purchase our team insurance through the Junior Volleyball Association (JVA), which also provides our background screening.

Mission Statement

The Northfield Volleyball Club fosters the development, education, and participation of athletes 16 and under. NVC provides a supportive environment for coaches to instill the concept of team play and good sportsmanship under competitive conditions.

Our Goal

The goal of the NVC is to have players compete and be successful at a high level of competition while still having fun. We strive to continually improve our program by providing our players with a positive, competitive volleyball experience.

Our Philosophy

The NVC program is geared towards players 10 to 16 years old that are committed to improving their volleyball skills through hard work, positive attitude, and time commitment.

Generally, teams will consist of 9-10 players for competitive teams and 10-12 players for developmental teams. Participants learn sound fundamentals, individual volleyball and team skills, competitive skills, and game strategies.

Players, parents and coaches are expected to demonstrate community values through good sportsmanship toward opponents, officials and each other at all times. Open, two-way communication between all parties is imperative.

Roles and Responsibilities

The NVC Board of Directors administers all programming for the club. Only those activities authorized by the NVC Board of Directors will be allowed. It is the role of the Board to protect the interests and goals of the club as a whole.

The Board consists of officers and board members made up of volunteer parents and typically meets the third Monday of every month. All participating players' parents are invited to attend board meetings, but only board members have voting rights. Decisions are based upon majority vote of members in attendance. For a listing of the Board of Directors and their contact information, visit our website at www.northfieldvolleyball.com and click on the Contact tab.

PROGRAM FEES

Program Fee Guidelines

The first half of the player fee is due at the first practice. The second half payment will be required by the date specified.

No players will be allowed to begin team practices without receipt of payment and the NVC reserves the right to refuse an athlete based on failure to pay.

Payment can be paid via check and cash. Any checks returned due to insufficient funds will also be charged a \$30 service fee.

Hardship Cases

Northfield Volleyball Club participates in the Youth Sports Collaborative. Please contact the Community Action Center to see if you qualify for reduced fees.

Refunds

Once a player or parent accepts team placement, verbally or in writing, program fees are no longer refundable.

No refunds will be allowed due to lost playing time relating to an injury. However, if the injury occurs prior to the start of the tournament season, and is a season ending injury as indicated by a doctor's handwritten note, a refund totaling 30% of the program fees will be refunded. The refund does not include tryout fees or deposits which have been deemed as non-refundable.

BEHAVIOR EXPECTATIONS

Unacceptable Behavior

We expect every player, parent, coach and volunteer to conduct their behavior in a respectable manner. If a player has engaged in unacceptable behavior, depending on the nature of the disruption, the coach will try to handle the consequences. However, if the coach feels that he or she cannot handle the situation, the following guidelines may be considered:

<u>Problem Behavior</u>	<u>Punishment</u>	<u>Authority</u>
Miscellaneous Practice Offenses* (includes attitude challenges, socializing, disrupting team, etc.)	Extra conditioning, equipment detail, sitting sets/matches, etc.	Coach
Tardiness (10 minute rule)	Sitting sets/matches	Coach
Leaving Event Unexcused	Sit the rest of the event or Equivalent at next event	Coach
Disobeying Away Event Rules	Suspension from play	Coach
Unexcused Absences/Tardiness	Suspension from play	Coach & NVC Coach Coordinator
Conduct Detrimental to Team	Suspension from play	Coach & NVC Coach Coordinator

Unsportsmanlike Behavior	Suspension from play	Coach & NVC Coach Coordinator
Abusive Behavior to a Player and/or Coach	Suspension or expulsion from club	Coach, NVC Coach Coordinator & Board
Stealing, Drug or Alcohol Use	Suspension or expulsion from club (see policy)	Coach, NVC Coach Coordinator & Board

***If there are several “minor” offenses that are deemed to be disruptive to the team chemistry and performance, the issue will be brought to the attention of the Coach Coordinator and Board for options to help the player become more accountable.**

Excused vs Unexcused Absence

There are two types of absences, Excused and Unexcused. Regardless of the situation, we ask that any absence be communicated to the coach as soon as possible.

Excused absences: Notice must be given to the coach **as far in advance as possible or at least within 2 hours of the event wherever possible.**

Please understand that if the player’s performance or understanding of the team’s system or strategy is affected, the absent player may see decreased play time.

Unexcused Absences:

An unexcused absence is when a player misses practice or competition because they choose to miss. Any player who misses a practice or a game **without an authorized excuse, or without notifying the coach** will have their playing time addressed accordingly and may be excluded from playing in the next set at the discretion of the coach. If excluded, the player is expected to dress for and attend the match.

Generally, an unexcused absence will result in the player sitting for one set at the next competition date for every practice missed. If a player has excessive missed practices or competitions, the coach has the discretion to increase or decrease the consequence for the player.

If a player sustains an injury that prevents them from participating in practices and/or tournaments, the player is still expected to attend all practices and dress for and attend all tournaments during their recovery time.

Substance Abuse

Regardless of the quantity, a player shall not:

1. Consume alcohol or a beverage containing alcohol
2. Use tobacco (smoking, vaping, or chewing)
3. Use or consume, have in possession, buy, sell or give away any other controlled substance (including steroids)

The first offense will result in suspension for up to two tournaments, community service, a combination of suspension and community service, or expulsion from the team, depending upon

the severity of the infraction, as determined by the team coach and/or Coach Coordinator. A second offense will result in expulsion from the team, with no refund of player fees.

Social Media Policy

Social media, such as Facebook, Twitter, Instagram, etc., are public media sources. As such, any posts by coaches, players or parents that reflect poorly on the Northfield Volleyball Club, its directors, or other members, will be addressed in accordance with our club policies.

Cell Phone Policy

It is the philosophy of NVC that players should engage in team bonding during practice and competitions. We ask that all cell phones and electronics stay in backpacks during practice and competitions.

Communication

The primary source of communication for the NVC is publishing information on the website. There you will find practice schedules and league tournament schedules. In addition, you will find contact information for Board Members. The website is also a good source of other valuable information. It is your responsibility to check the website daily. The NVC website is www.northfieldvolleyball.com.

The secondary source of communication for the NVC is email. Under the Contact tab on the website, you will find email links for each of the NVC Board Members. Email is available 24 hours a day for both you and the NVC Board. Emails to Board members will generally be responded to within 24 – 48 hours. Coaches predominantly use email to communicate to their teams, either through SportsEngine or directly. Therefore, parents and/or players have the responsibility to check their email often for important team information.

It is your responsibility to ensure the NVC has a current email address on file for your family. This needs to be an email address that is checked at least once each day. If you have an additional email address you would like us to add to the database or you have a change in your email address, please add all emails to the player's Sports Engine account to ensure that each account receives emails from the Club. **We are not able to add or change information in your Sports Engine account** – it must be done by the owner of the account, and is best done on the Sports Engine website, not through the app.

Communication is an important role shared by players, parents, coaches and administrators. We have put in place a specific communication plan to expedite and appropriately address any concerns or issues you may have.

Players are encouraged to discuss concerns or questions regarding participation on their teams directly with their coach. If a player is not comfortable talking with the coach, they are encouraged to talk with the Coach Coordinator of the NVC.

Players are encouraged to discuss playing time concerns directly with their coach and not to other players or coaches.

Parents are not permitted to discuss playing time or coaching philosophies directly with the coach. **Under NO circumstances shall a parent approach a coach during competition or practices regarding playing time or coaching philosophy.**

If a problem or concern arises, it is recommended you wait a minimum of 24 hours “cooling down period” after an incident before contacting the Coach Coordinator to express concerns. If you are uncomfortable reaching out to the Coach Coordinator directly, contact the Club President.

All discussions concerning your player’s experience (not related to playing time) must be directed to the NVC Coach Coordinator. Meetings to discuss these concerns need to be set up in advance by the parent and will not take place at competitions or practices. If necessary, the Coach Coordinator will arrange a meeting with the coach, the player, and/or the parent(s) to discuss the issue.

Practices:

The NVC Board strives to have teams practice two nights a week for 1 ½ to 2 hours per practice. Practice times and locations can vary from week to week, day to day, depending on available gym space and coach preferences. NVC rents gym time from the Northfield School District and competes for gym time with school sporting practices and events, community education programs, Northfield Basketball Association, Northfield Soccer Association, adult recreation programs and other community groups. The school calendar and extracurricular activities directly impact gym space availability. When the practice schedules are developed, they will be posted on our website at www.northfieldvolleyball.com. The schedule will also show up on the team page in the Sports Engine app.

Tournaments

Tournament schedules for each team will be posted on the website once they are all confirmed and updated to the best of our ability. Links to various tournaments will be provided when made available. It is player/parent responsibility to know when to arrive at each tournament.

Transportation

Parents are responsible for transportation to all events. Coaches are not allowed to transport players under any circumstances.

Officiating Training

All participants are required to complete online officiating training as all teams are required to referee matches during tournaments during their non-playing time. The online training utilizes current technologies and provides flexibility for when training is done, allowing pausing, stopping and reviewing. All players will be responsible for completing the training assigned to them by their coach and must provide a certificate upon completion prior to being allowed to participate in tournaments. The online training is implemented by the NCR / USAV JO Program.

Playing Time

The head coach shall have the freedom to run his or her team while keeping within the program guidelines. Coaches are expected to develop all of the players on the team. Coaches shall endeavor to give each player comparable and fair playing time over the course of a tournament in accordance with the development of each player’s fullest potential and in accordance with the following playing time guidelines. Playing time is measured over the course of a tournament, not a specific game. A player’s playing time can be affected by unauthorized absences from practice and/or games, injuries, illness, attitude, effort, unwillingness to do as the coach has instructed on the court and ability to be a team player.

NOTE TO PARENTS: Since the beginning of competitive sports, playing time has been one of the biggest points of contention. All parents must recognize that strict adherence to the minimum playing time guidelines during a game or over the course of a season cannot be guaranteed due to player absences, the player's physical condition, player substitution patterns, player injuries and other factors that the team, players and coaches encounter. The NVC has emphasized to the coaches the importance of our playing time guidelines, how these guidelines support our program's mission and goals and our expectation that coaches adhere to the playing time guidelines to the best of their ability.

In an attempt to further clarify NVC's position, we have provided the following guidelines to both parents and coaches:

11's ~ At this level, the program has a mandate for *almost* equal playing time, as these are developmental teams. Based on the number of girls per team, the coach will develop a rotation to allow for *almost* equal play time over the course of the day.

12's and older ~ 12's and older teams are considered to be competitive teams, unless otherwise designated as development teams at the beginning of the season. There is no guarantee or expectation of playing time on the competitive teams. NVC will always strive to be competitive, and coaches are directed to create a rotation that best serves each individual player as well as the team. This may vary depending upon the competition.

PLAYER POLICIES AND EXPECTATIONS

Team [team] – noun: a number of persons forming one of the sides in a game or contest

Players' Code of Ethics:

- I will make every effort to attend every practice and game and I will do my best at all practices and during all games.
- I will listen to my coaches while at practices and at games and make every effort to play the role assigned to me to the best of my ability.
- I will practice good sportsmanship by treating all players, coaches, parents and officials with respect, regardless of race, sex, creed or ability.
- I will not use profanity. I understand that I will be warned for the first offense, and at the discretion of the coach, can be suspended from play for the remainder of the current practice, current game or for the following game.
- I will do my best to help my parents get me to practices and games on time.
- I understand that improvement comes from practice. I will be the hardest worker on my team. I will be coachable.
- I understand that playing on a team is a privilege and that if my actions are detrimental to the team or the club, I can be removed.
- I will not violate the NVC substance policy.
- I will have fun learning to play as a team!

Players are expected to:

1. Provide proper equipment (black spandex shorts, knee pads, socks and shoes)
2. Attend practices and development events on a regular basis. Volleyball is a team sport. Teams only get better when they practice together.
 1. Arrive 10 minutes early to practices. (Set up nets, warm up)
 2. Notify the coach at least 2 hours in advance when you can't attend practices, games or tournaments. (Excessive absences affect play time)
3. Work hard, learn and HAVE FUN!
4. Demonstrate team concept – recognize and value everyone's contribution.
5. Be coachable: Learn to accept criticism without alibi, and do your best to improve. Talk to your coach if you have questions or concerns.
6. Be supportive of teammates, coaches and officials.
7. Remain mentally "into" the game whether playing or not.
8. Motivate yourself and teammates, strive for excellence and work for the success of the team.
9. Attend a referee and scoring clinic annually. Participate as a referee, scorer, and/or line judge at competitions with teammates.
10. Participate in fund raising events.
11. Players are asked to remain on the team bench at all times during a game. Conversations with non-players and parents should be avoided during the game. The job of all players is to watch the game, learn from watching other players and be engaged during the game so they are prepared when asked to go into a game.

**** I understand that failure to follow the code of ethics or player expectations will negatively impact my playing time or other consequences up to and including expulsion from NVC at Board discretion.**

Player Name: _____

Player Signature: _____ Date: _____

PARENT EXPECTATIONS

Parents' Code of Ethics:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice, or other youth sports event.
- I will make every effort to ensure my child is at every practice and game.
- I will place the emotional and physical wellbeing of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will not coach my child or any other player during practice or a game, unless asked to do so by my child's coach.
- I will encourage my daughter to get adequate sleep and make good nutritional choices during the volleyball season.
- I will demand a drug, alcohol and tobacco-free environment for my child and agree to assist by refraining from their use at all youth sporting events.
- I will remember that the game is for children and not for adults.
- I will do my very best to make playing the sport of volleyball fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the volleyball experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.
- I understand that the NVC reserves the right to dismiss at any time a player and/or their parent(s) who by their conduct significantly creates problems for the team/club at practices or games.
- I will assign responsibility for my child to a responsible adult if I am unable to be present at a game or tournament.

Parents are expected to:

1. Encourage your daughter and give positive statements about her play at home and from the bleachers
2. Show respect for all players by providing positive encouragement from the bleachers.
3. Show respect for coaches by encouraging my player to trust the coach's decisions and refrain from abusive language to or about the coach.
4. Show respect for other parents, opponents, officials, and the program by refraining from demeaning or negative comments during competition.
5. Remember that each player and parent represents NVC and the Northfield community and strive to model community values at all times during competitions.
6. **Refrain from approaching a coach during competition or practice for any reason other than player attendance.**
7. Wait a minimum of 24 hours as a "cooling down period" after an incident before contacting the Coach Coordinator to express concerns.
8. Assist with team activities; driving, fundraising, etc.
9. Assure players arrive to practice on time and are picked up on time.
10. Parents are encouraged to attend competition events.

***I understand that any violation of these code of ethics and expectations will will negatively impact my daughter's playing time or result in other consequences up to and including expulsion from the team at the Board's discretion.**

Parent Name: _____

Parent Signature: _____ Date: _____

Website and Social Media Photograph Permission Form

As you are likely aware, social networking has become mainstream not only in our children's lives, but also in the lives of many parents. The Northfield Volleyball Club (NVC) believes that Facebook, Twitter and Instagram are powerful and wide reaching tools that offer a unique ability to promote our club, community involvement, and the sport of volleyball.

In an effort to stay relevant and offer both players and parents another way to show pride in our organization, NVC currently has a Facebook page and a Twitter account. A large part of the social networking world is sharing photographs and comments. We would like the NVC to be no different.

To ensure appropriate and acceptable content, the NVC social media pages will be continuously monitored and have a limited number of people who are allowed to post images.

Please indicate below if you grant NVC permission to post pictures of your daughter on our club website and other club social media accounts.

Players Name: _____

_____ I grant permission to have pictures posted of my daughter on the NVC Website and other social media accounts associated with the NVC.

_____ I do not wish to have pictures of my daughter posted on the NVC Website and other social media accounts associated with the NVC. (This excludes a team picture on the team home page of the NVC website).

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

NORTHFIELD VOLLEYBALL CLUB

ACKNOWLEDGEMENT OF RECEIPT

Player Name (print): _____

I acknowledge that I have received a copy of the Northfield Volleyball Handbook and that I have read and understood the contents of the handbook. I recognize that the handbook is intended to provide me with general information about the volleyball program's policies and procedures as well as seasonal information. I also understand that if I desire clarification or elaboration of any items in this handbook, I should contact the Club President.

Player's Signature

Date

Parent's Signature

Date