



# Southern Minnesota Volleyball (SMV)

A Division of



Rochester Youth Volleyball Association  
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located at

National Volleyball Center  
Rochester, Minnesota

## Policy and Procedure Manual

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## **SECTION 1 OVERVIEW**

### **SMV STRUCTURE**

- Southern Minnesota Volleyball (SMV) is a volleyball program operated by Rochester Youth Volleyball Association (RYVA).
- RYVA is a 501(c)3 nonprofit tax exempt organization dedicated to the development of youth volleyball programs.
- RYVA is managed by a volunteer board of directors.

### **SMV PHILOSOPHY**

- Centers on the growth of players as athletes, through their skills and knowledge of the game, and as people, learning skills important to everyday life.
- Strive to build an experience that touches the lives of all that are involved by working actively to build character on and off the court and providing opportunities for family and community to share in a positive experience of teamwork, pride and sportsmanship.
- Provide opportunities for players to continue playing the game at a higher level (college, professional and/or national level play).
- Provide players with a dedicated staff that emphasizes creating, developing, and maintaining a team of coaches that are committed to providing a quality program and building strong foundation skills in a healthy, competitive environment.
- Coaches are mentors and role models that demonstrate core values and shape the life behaviors of teamwork, accountability, self-discipline, positive motivation and good sportsmanship.

### **SMV MISSION**

- SMV mission statement states the club recognizes different developmental stages of the junior volleyball athlete.
- SMV will provide an environment of different levels of play and make them available to junior athletes.
- SMV in conjunction with RYVA will provide a quality volleyball training program to improve the level of play in southeastern Minnesota.

- SMV will provide opportunities for elite athletes to improve their skills to advance their careers going on to play at collegiate level programs post high school.
- Emphasis will be placed on responsibility, cooperation, teamwork and sportsmanship.
- In conjunction with RYVA, we will seek to build the confidence, abilities and self-esteem of all players through positive reinforcement.

### ***Black Level Program***

- Program Goal
  - All Black level teams will have the option of compete in a National Championship Event, such as AAU National Championships in Orlando FL or in the Asics Junior National Tournament at the end of the season. This event and related expenses would be added to the Black level participation fees if team chooses to attend.
- Season Duration
  - December – May/June
- Age Divisions
  - The goal is to form a Black Level team at each age level 13s through 18s. The exact number of teams and the age classification of the teams will depend upon the talent available at tryouts.
- Practice
  - Teams will practice on Monday and Wednesday or Tuesday and Thursday as determined upon team formation, coaching and player commitments. Practice times will be determined by the coach with the team that is built.
  - Minimum of 4-5 hours/week.
  - Minimum of 1 1/2 hours conditioning/week.
- Competition Level
  - High
  - Play high competition events in the Metro area or other metro areas in the Midwest which may include events in Twin Cities, Omaha, or Chicago.
  - Play against nationally competitive teams.
  - Option of attending a National Championship event, AAU or USAV event.
- Travel
  - 12-18 events per season
  - 4-6 local events
  - 8-12 travel events
  - Team members are expected to stay in a hotel with the team during multi-day travel events.

- Travel and lodging for players and coaches will be arranged by SMV and the costs associated with these stays are included in the club fee.

***Parents are expected to find their own accommodations at away events***

- Uniforms
  - Each athlete will receive their uniform for game days in early January.
  - Uniform package includes: 1 pair of shorts, 3 competition jerseys, and 2 practice T-shirts.
- Coaches
  - Head and assistant coach for all black level teams.
  - The most experienced coaches teach at this level.
- Fees
  - Fees vary each year based on uniform package, court rental, program changes, hotel costs, tournaments, equipment costs, etc.
  - Regardless of playing time, injuries incurred during the season, players are expected and responsible to pay the fees for the entire season regardless of player outcomes.
  - If there are more than ten players on a team, and a player becomes injured with a season ending injury (i.e. torn ACL, etc.) prior to the first practice, player fees will be excused, minus the deposit.
- Playing time
  - Playing time is competitive.
  - Starting positions must be earned.
  - Varies by skill position.
  - Varies by team rules.
  - Equal playing time not guaranteed.
  - Playing time is determined by the coach.

***Silver Level Program***

- Program Goal
  - Focus on player development.
  - Competition level and focus falls between Gold and Black level programs.
  - Coaches provide athletes with quality instruction and training to build a continuum of volleyball skills .
  - Competitions are focused on teamwork and learning more advanced skills in the game of volleyball.
- Season Duration
  - December – May
- Age Divisions
  - Silver Level teams will be formed at every age level possible 12s – 18s.
  - The number of teams and the exact age group of each team formed will depend upon the number of players that tryout and the availability of coaches and court time.
- Practice

- 4-6 hours/week on Tuesday and Thursday for most teams.
- If there is full team agreement, practices may take place on Monday and Wednesday, providing court time is available. Practice day will be determined at the formation of the team with coach having final decision.
- Competition
  - Beginner to intermediate level competition.
  - Competitions are on 10-15 events per season with some travel required
  - Most events are played at the NVC.
- Travel
  - Team members are expected to stay in a hotel with the team during away events.
  - Lodging for players and coaches will be arranged by SMV and the costs associated with these stays are included in the club fee.

***Parents are expected to find their own accommodations***

- Uniforms
  - Each athlete will receive their uniform for game days in early January.
  - Uniform package includes: 1 pair of shorts, 2 competition jerseys, and 2 practice T-shirts.
- Coaches
  - SMV will have a head coach and assistant coach for all silver teams.
- Fees
  - Fees vary each year based on uniform package, court rental, program changes, travel and hotel costs, equipment costs, etc.
  - Regardless of playing time, injuries incurred during the season, players are expected and responsible to pay the fees for the entire season regardless of player outcomes.
  - If there are more than ten players on a team, and a player becomes injured with a season ending injury (i.e. torn ACL, etc.) prior to the first practice, player fees will be excused, minus the deposit.
- Playing time
  - Varies with the level of the event.
  - Varies by the skill position.
  - Varies by team rules.
  - Determined by coach.

***Gold Level Program***

- Program Goal
  - Learn and develop volleyball skills to excel within the sport of volleyball.
  - To enhance the beginner or developing player's skills.
  - Recreational focus.
  - Coaches provide athletes with quality instruction and training to build a continuum of volleyball skills.
  - Competitions are focused on teamwork, improving each athlete's skill level, and learning the game of volleyball.

- Season Duration
  - Winter Season is December through early March.
  - Spring (if offered)
- Age Divisions
  - 10, 11 and 12
  - If there is space, coaches and demand; a 14s Gold team may be formed.
- Practice
  - 3-4 hours/week on Monday and Wednesday or Tuesday and Thursday.
  - Days will be determined upon the formation of the team and court time available for practice.
- Competition
  - Beginner level competition.
  - 4-6 events per season.
  - All events take place at the NVC.
- Travel
  - None anticipated.
- Uniforms
  - Each athlete will receive their uniform before the first formal competition of the year.
  - Uniform package includes 1 pair of shorts, 1 competition jersey and 2 practice T-shirts.
- Coaches
  - RYVA will have a head coach for all Gold teams.
  - Assistant coaches are desired but not guaranteed.
  - Parents may be asked to coach Gold level teams.
  - Teams may not be formed at this level if there is not a parent willing to coach.
- Fees
  - Fees vary each year based on uniform package, court rental, program changes, equipment costs, etc.
  - Regardless of playing time, injuries incurred during the season, players are expected and responsible to pay the fees for the entire season regardless of player outcomes.
  - If there are more than ten players on a team, and a player becomes injured with a season ending injury (i.e. torn ACL, etc.) prior to the first practice, player fees will be excused, minus the deposit.
- Playing time
  - Determined by coach but should ideally be equal and shared.
  - Varies by skill position.
  - Varies by team rules.

## **SMV ADMINISTRATIVE STRUCTURE**

- RYVA is an organization governed by a volunteer board of directors and officers.
- RYVA Board members are comprised of volleyball and youth sports supporters.
  - Parents
  - Coaches
  - Sponsors
  - Volleyball enthusiasts
- RYVA Board members are appointed and officers are elected at the Annual Board meeting held in March of each year.
- RYVA Board establishes committees made up of board members, coaches, and player's parents for the current season to act at the direction of the board.
- RYVA Board holds quarterly meetings with various subcommittee meetings being held as needed.
- RYVA Board meetings are open to the public.
- Current board members (Appendix A)
- Standing committees and responsibilities with each (Appendix B)



## **SECTION 2 INFORMATIONAL MEETINGS AND CLUB FEES**

### **PRE SEASON INFORMATIONAL MEETING**

- Prior to each tryout SMV holds an informational meeting to allow interested players and parents to ask questions about SMV and learn more about the program.
- The date, time and location of this meeting will be published through:
  - SMV tryout flyer
  - Post Bulletin Youth Sports Extra
  - RYVA web site <http://www.rochesteryouthvolleyball.org/>

### **PARENT AND PLAYER MEETING**

- Held after tryouts and before the first practice.
- The date, time and location of this meeting will be announced at tryouts.
- Consists of a 15-20 minute question and answer session with SMV staff and a 40-45 minute meeting with parents, players and coaches.

### **CLUB PARTICIPATION FEES**

- Participation fees are based upon a season program developed by the planning committee and adopted by the RYVA board.
- Participation fees are all inclusive and cover:
  - Court rental
  - Uniform
  - Event registration
  - Player, coach, chaperone & team registration
  - Coaching stipends
  - Overnight travel expenses
  - Equipment
  - Miscellaneous supplies & administrative fees
- Participation fees will be available at the informational meeting and posted on the RYVA web site <http://www.rochesteryouthvolleyball.org/>

## SECTION 3 TRYOUTS AND PLAYER SELECTION

### AGE POLICY

- **Age divisions** are established by the Junior Volleyball Association (JVA) rules.
- Age divisions are based on an athlete's age on September 1<sup>st</sup> of the fall of the tryout year. The exact details can be found on the JVA web site at <http://jvavolleyball.org>
- **Age requirements for Black, Silver and Gold teams**
  - For all level teams all athletes must try out for their designated age division.
  - Athletes wishing to try out outside their age group can file a waiver to participate in an older age group for a season which must be approved by a committee appointed by the board. (Appendix C)
  - Based on the results of tryouts, Black, Silver and Gold level teams may be formed at the following age designations:
    - 12s
    - 13s
    - 13s/14s
    - 14s
    - 15s
    - 15s/16s
    - 16s
    - 16s/17s
    - 17s
    - 17s/18s
    - 18s
- **Black Level teams require** minimum of 9-12 elite level players to commit to play the entire season in order to form a black level team – **no exceptions**.
- **Silver and Gold teams** will form with a minimum of 9 players up to a maximum of 12 players after discussion with coach and players filling the 11<sup>th</sup> and 12<sup>th</sup> position on the specific teams. SMV goal is to place 10 players on each team but will be dependent on how many multi-sport athletes there are on the team.

## TRYOUT PROCESS

**Preregister by going to RYVA website:**

**<http://www.rochesteryouthvolleyball.org/> and click on SMV Tryouts**

1. Upon arrival to National Volleyball Center, **all players will go to the registration table.**
2. **At registration** players will:
  - Fill out all necessary forms
  - Receive a tryout T-shirt with their number assignment on it
  - Receive directions for uniform sizing
  - Receive directions for which court they must report to after sizing
  - Pay on site registration fees if not preregistered (\*\* note onsite registration fees are higher than preregistration fees done on line)
3. **After registration, players will be fitted for uniforms.**
  - Players will try on uniforms in the locker rooms (the locker room is staffed with several moms and/or uniform shop personnel to help out).
  - Once the player has determined their uniform size, they must report this to the individual recording player sizes at the uniform table.
  - Players do not keep the uniforms they try on in the locker rooms, these are only for sizing.
  - Players will keep their tryout T-shirt, and then receive designated uniforms prior to the first competition of the season.

*Note: Players cannot start tryouts until they are registered and have been sized for uniform.*

4. **After uniform fitting, players will do a brief warm up and then be directed to go to height, reach, approach, block jump measurements and agility testing.**
  - There will be at least one station for each physical measurement, but there may be additional stations depending on the number of players.
  - Players will be given a card with columns for shirt #, height, reach, block, approach and ball retrieve.
  - As the measurements are made, they are written on the players card.
  - Physical data, combined with player's name and age will be used to create a master list for each age group. The master list will be used during the drills so coaches can view the physical data while viewing skills. The sheet will also have room for comments.
  - **After each player has their measurements complete:**
    - They will take their card to the data collection center.
    - Return to the courts and start warming up.
5. **After all players have finished their measurements**, there will be a short welcome and explanation of the tryout process to players and parents.

Material covered in presentation will include:

- Welcome & thank you
- Brief club history

- What is included in the fees; what you get for your money
  - Brief program summary including practices, conditioning, and competition
  - Statement about commitment to the team and club regardless of team level
  - Club expectation that players will balance their personal lives in order to be at all conditioning sessions, practices and competitions.
  - Any known conflicts need to be brought to the attention of the coaches as soon as possible.
  - Tryout process
    - Goal is to complete the selection process before the day is over
    - Explanation of drills
    - Explanation of player selection process
      - The club attempts to place players on teams that best matches their skill level. This will allow the player to get the best possible volleyball experience and help our teams be as successful as possible. If the player is selected for a black team and does not want to play at that level, a place on a lower level team will be offered.
      - Once they accept an offer for a spot on any team, they will be directed to the registration table to complete additional paper work, sign a letter of commitment and pay the deposit.
6. **Tryouts begin following the presentation** (and the master sheets are complete) Players will be sent to designated courts for tryouts. Parents are welcome to stay for tryouts but are required to observe from the NCV balcony. Parents are not permitted to sit in bleachers courtside during tryouts.

Coaches will watch the players warm up and take a moment to talk to each player about their experience, player expectations, and team they are planning on trying out for during the tryout session. This provides an opportunity to welcome back returning players and a chance to get to know a little about new players to the club.

## SCHEDULE OF TRYOUTS

- **Tryout schedules vary from year to year.** The tryout format will be discussed at the informational meeting and will be posted on the SMV web site <http://www.rochesteryouthvolleyball.org/>

## PLAYER SELECTION PROCESS

### Black Team Selection

- All observing coaches must work together to determine the elite level players.

- When the black head coach determines that they would like a player on their team, they can ask the player ANYTIME during the tryout if they'd like to be on the team
- In case of disagreement among observers, the black head coach has the "last say" in player selection.
  - ***If the player wants to commit to the Black Team*** she must go to the registration table with her parents, sign a Letter of Commitment, complete registration forms and pay the deposit.
  - ***Players and parents must initial an agreement to attend all SMV activities associated with the scheduled national related events indicated by an "\*" on the team schedule. A Black team must have agreement by at least 9 players (with all key court positions filled) in order to form a team.***
  - ***If the player does not want to commit to the Black Team***, the player will be placed on the Silver Level team. For players in the 12's division, players will sign up to play on Gold teams only. Coaches will stress to players and parents that we are interested in placing players at the appropriate skill level and if they select to play at a lower level, they may not be getting the best possible experience.
  - ***If the player wants to commit to the Silver or Gold team*** she must still go and participate with the Silver tryouts to be evaluated by the coaches for a team. Then if she is selected, she must go to the registration table with her parents, sign a Letter of Commitment, complete registration forms and pay the deposit.

#### Silver Team Selection & Gold Team Selection

- Any player that has not been chosen for the Black team will be placed on a Silver or Gold team (we will try to place all players on a team if possible but we may be faced with "cutting" players if we do not have enough players to fill teams or have too many players for the number of coaches or practice times available).
- ***If the player wants to commit to a Silver or Gold Team*** she must go to the registration table with her parents, sign a Letter of Commitment, complete registration forms and pay the deposit.
- ***If the player does not want to commit to the Silver or Gold Level team***, the player will not be placed on a team.

#### Gold Team Selection

- Any 12 year old and younger player that is wanting to play at the Gold Level will need to sign up in advance on the website.
- Teams will be formed by the number of girl athletes that are 12 years or younger, and/or in grades 5, 6 or 7.
- Sign up will occur after 14,16, and 18 year old tryouts have been completed.
- Gold level competition will be part of the RYVA organization.
- Players must go to the website and register online. Players will complete the registration forms and pay the deposit.

**\*If a player does not sign the Letter of Commitment on the day of tryouts they are not considered on the team and they will be replaced by an alternate.**

## **SECTION 4**

### **PLAYER, PARENT AND COACH RESPONSIBILITIES**

#### **FEES**

- All fees must be paid on time according to the schedule set by the Executive Committee of RYVA.
- If there are more than ten players on a team, and a player becomes injured with a season ending injury (i.e. torn ACL, etc.) prior to the first practice, player fees will be excused, minus the deposit.
- A deposit must be made at tryouts if player is placed on an SMV team.
- RYVA offers monthly payment plans.
- Payments can be made by cash, check or credit card.
- All payments are due by the 15<sup>th</sup> of each month.
- Consequences of no payment or late payment:
  - Coaches will receive notification of payments late or not received
  - Players will not be able to practice until payment is made
  - Players will not be able to play in competition until payment is made
  - Exceptions to payment plan must be made by written request to the executive committee for review. If approved, a revised payment schedule will be devised. Late payments to the revised payment plan will result in exclusion from practice and completion until payments are made

#### **RULES AND SCORING**

- **Attendance is required at the Rules/Scoring Clinic** for all players and coaches at the beginning of the season at the NVC.
- In lieu of training clinics, training may be completed via internet. Print certificate at end of course to present to coach. Players at 12's level need to complete at a minimum Level 1 testing.
- If a player cannot attend the rules and scorers clinic held at the NVC there are other clinics that will be held in other facilities in and around Rochester.
  - Players are to contact Darla Heikes at the NVC at 529-4199 to obtain dates of other clinics the player may attend
- If a player does not attend this clinic she will not be allowed to practice or play.
- All players will be required to keep score and officiate at all matches during the season including tournaments.
- One coach must be the up or down official while the team is officiating (exception is at tournaments where up/down officials are provided).
- At the 12 and under age level, a coach must up officiate during the match.
- All players will be required to know the current JVA rules and will use the proper scoring techniques and hand signals while officiating.

## COURT ETIQUETTE

- Volleyball shoes should not be worn outside the volleyball facility. Players should wear other shoes to and from practice, other than volleyball shoes.
- Players will be responsible for checking the net before each practice.
- Coaches may assign player responsibility to check net before practice at the beginning of the season.
- Players will be responsible for getting balls needed for practice from the equipment room before the start of practice.
- Coaches may assign players responsibility to get practice balls from the equipment room at the beginning of the season.
- If necessary, players will be responsible for sweeping their practice court using 6' dust mops before practice.
  1. A "court" goes from the divider or wall, to the next divider or wall.
  2. When sweeping turn the mop on the scoreboard end of the court by pushing the mop around in a half circle rather than picking it up and turning it around.
  3. When sweeper is back to the white line in front of the bleachers shake off the dust. Then start the next pass.
  4. Sweep end of court into dustpan and throw in trash can.

## TRANSPORTATION

- Transportation to all practices and local events is the responsibility of the player and their parents.
- Team parents and/or chaperones will be asked to organize ground transportation for travel events; however, *it is the parents' ultimate responsibility to make sure the player is on time to practice and tournaments.*
- Coaches and club officials cannot provide transportation to players without written permission from the player's parent or guardian.
- SEE APPENDIX C for the **Transportation Permission Form**.

## CHAPERONES

- The coaches are responsible for arranging chaperones for each multi-day travel event.
- Each team will have a minimum of 1-2 adult chaperones for each event.
- Chaperones must be registered with JVA and complete BG/APS screening. It is important to arrange chaperones at least 30 days in advance of the event.
- Chaperone hotel expenses are paid by the club for all nights that the chaperone is "working".
- Family members are not allowed to stay in chaperone rooms during events.
- If the event requires air travel, the chaperones will be required to reimburse the club for their airfare.
- What is expected of a chaperone?
  1. Chaperones function as the central planner for each away event



2. Chaperones are responsible for communicating with all players and their families
3. Chaperones are there to support the players' needs
4. Chaperones set an example for the club and for each athlete, and need to be respectful, accountable, and follow athlete guidelines
5. Chaperones should not consume alcohol while on chaperone duty
6. Chaperones should stay with athletes when walking between events

## CHAPERONE RESPONSIBILITIES

### Prior to every away event:

- The chaperone should communicate with the coach about what the coach expects of the chaperone
- Some coaches want a lot of chaperone involvement and some coaches like very minimal chaperone involvement
- Plan on having a player and coaches meeting at least one week before the event (ideally parents should be there if possible)
- If a meeting is not possible, chaperones are asked to send a letter home with the player explaining the procedures in place for the upcoming event
- Important questions to have answered before an event:

#### **1. Transportation**

- Will each player get their own ride to the hotel and/or event?
- Will the team car pool to the hotel and/or event?
- How will the team members get from the hotel to the event site and back, and from the hotel to restaurants and back.

#### **2. Money**

- Each team will be given an allowance for food from the treasurer of the club
- In addition to the allowance, a dollar amount should be determined and collected from team member before the event (if the chaperone thinks they will need more money)
- Usually this dollar amount should be between 20 and 40 dollars depending on how many days the team is traveling
- Chaperones should keep track of the dollar amounts given to them from players and how much of that is actually spent
- If the chaperone needs more money they can collect that from the players
- If the chaperone has money left over they should keep it for the next event's chaperone
- If it is the last event of the season, chaperones must redistribute the money evenly between players

#### **3. Food**

- Food on tournament mornings

- If the hotel provides a continental breakfast the players will eat there (try to call ahead or ask the club organizer for hotel food information)
- If the hotel does not provide a breakfast the players should be provided food at the hotel well before the departure time to the event site.
- Food during the tournament
  - Players will not be able to leave the tournament site therefore will eat there.
  - Suggested “cooler” items for the tournament (you can ask the players for suggestions but you don’t have to create a “menu” list)
    1. Bagels
    2. Crackers
    3. Cheese
    4. Fruit
    5. Vegetables and dip
    6. Peanut butter and jelly
    7. Sandwiches
    8. Gatorade
    9. Juice Drinks
    10. Water
- Food after events
  - Players must be prepared to eat out at away events
  - Chaperones may want to call to the hotel to get an idea of what restaurants are available to eat at then provide a suggested dollar amount for the players to bring with them
  - NOTE: Teams must eat out as a group. It is not acceptable for a player to go out to dinner with her family if she could eat with her teammates. With permission of the coach, at team and families dinner is acceptable
  - Dinners are typically out at a restaurant or often times players will want to order in take-out at the hotel (depends on how late the tournament went and how early the players have to get up in the morning). Ordering food into the hotel is acceptable.

#### **4. *Sleeping arrangements***

- Chaperones will get a room list from the coach and/or club director
- Chaperones are expected to assist the players when at the hotel with room arrangements
- In general, the coach determines who will sleep with whom therefore roommate changes should be avoided unless cleared with the coach.
- Coaches need to submit room assignments to hotels and will also give chaperones the same list

**5. Curfew (determined by the coach)**

- Chaperones are responsible for assuring players obey curfew.
- Curfew may include chaperones taking cell phones from players to allow them less sleep disruptions and players to focus on getting a good night's sleep.

**6. Extracurricular activities at away events**

- Some coaches allow the players to go to a movie, the mall, etc. if time allows. Chaperones must confirm with the coaches that doing non volleyball related activities at away events is acceptable.
- Chaperones are generally expected to make the transportation and meeting place arrangements of the players.

**7. Fact Sheet**

- Once all the information is set about an away event, players should receive the following information on a "fact sheet" from the coach and/or chaperone/team rep for the event:
- Tournament schedule
  - Playing site and driving directions (if necessary)
- Transportation responsibilities
  - Carpooling
  - Each player responsible for their own transportation (decision will be made by coach/chaperone)
- Food responsibilities
  - Sharing food responsibilities?
  - Chaperone collection money?
  - Each player responsible for bringing their own food?
- Hotel information
  - Name
  - Phone number
  - Address
- Chaperone and/or Team Parent information
  - Name
  - Cell number
- Miscellaneous information

## **Section 5 PRACTICES**

### **PRACTICE GEAR**

- Players will wear designated SMV practice gear at every practice with shirts tucked in. *The following are required practice gear:*
  - SMV practice T-shirt
  - Dark tris or spandex shorts
  - Kneepads (if worn, need to be up on knees at all times)
  - Shoes should be worn only indoors for court use only.
    - Players need to bring shoes they can change into before/after they are on the court.
- It is recommended that players leave practice with either warm-ups or a dry change of clothes on.

### **PLAYER ETIQUETTE DURING PRACTICE**

- To prevent choking on gum, players will not be allowed to chew gum during practices, while playing or officiating events.
- Players are expected to run:
  - in and out of drills
  - when shagging balls
  - when getting water
- Players are required to bring a personal water bottle to practice and games.
- Players should listen attentively to the coaches at all times for instructions and feedback.
- Players should not get any body parts pierced during season to avoid injuries or having to have earrings removed or taped during games/practices.
- Players should be at practice at least 15 minutes early:
  - To be fully dressed and ready to practice at the designated start time
  - To make sure the nets are set up properly
  - To get the balls/equipment for their team court
  - To sweep the courts with the dry mop (if necessary)
- Players are expected to attend all practices unless communication to coach has occurred.
- Cell phones should be left in volleyball bags, and should not be used during practice or game day events or while officiating.

### **MISSING PRACTICE POLICY**

- *Players must call their coach at least 1 hour before practice* to notify them of absence.
- To emphasize player responsibility, parents are to not call on behalf of their child.

- If a player cannot get a hold of their coach, they may call the volleyball center number at 529-4199 to leave a message that they will not be attending practice. The following information should be provided on the message:
  - Time called
  - Player name
  - Reason for absence
- Athletes who skip practice are missing valuable information and training time and, potentially may have their playing time decreased. **See Section 7 (“Conflicts”) for information on how to report absences.**

## PLAYER ETIQUETTE AFTER PRACTICE

- Players will help make sure equipment is put away in its proper place at the end of each practice.
- Coaches may designate these responsibilities to players at the beginning of the season.
- Players must be picked up no more than 15 minutes after the scheduled ending time of each practice.

## CANCELLATION OF PRACTICE

- The only time practices would be cancelled is if the NVC closes. This is a rare case so if players are not sure if the facility is closed call 529-4199. If it is closed there will be a voice mail stating that it is closed.
- It is up to the parents to decide whether or not the roads are safe to drive on when coming to practice.
- If the roads are dangerous, players must call their coaches to leave a message that they will not be coming due to weather.

## PRACTICE SCHEDULES

- Practice schedules are different for each team
- A practice Schedule will be posted on the club web site  
<http://www.rochesteryouthvolleyball.org>

## HOLIDAY PRACTICES & CONDITIONING SCHEDULES

- Practices are not scheduled during the Rochester Public School winter and spring breaks.
- Coaches can schedule OPTIONAL practices during this time by contacting the NVC office. Players can not be penalized for missing OPTIONAL practices.
- Coaches must also be sensitive to the surrounding community school breaks which may or may not be at the same time as the Rochester breaks. Many

- players come from outside Rochester and need to receive the same consideration for missing practices due to school break activities.
- Coaches need to be considerate of NVC staff and try to schedule as many “school break” practices at the same time as possible.
  - The conditioning room and weight room are not available during Rochester Public School breaks. During Rochester school breaks, there will be NO CONDITIONING.

## **SKILLS SESSIONS & ALL CLUB PRACTICES**

- Skills Sessions may be offered occasionally throughout the season to any athlete that is interested in working on specific skill sets.
- All club practices:
  - Occasionally throughout the season the entire club practices together on a large number of courts
  - All coaches attend the all club practice.
  - Drills are run simultaneously with all age groups.
  - Age groups are mixed so players get to know other players in the club.

## SECTION 6 TOURNAMENTS

### TOURNAMENT SCHEDULES

- A tentative schedule of tournaments will be available prior to the start of the season for all teams. Players and parents must be prepared to have events changed or added to the schedule. *This schedule can change but players will know at the very least 1 to 2 weeks in advance what days they will play.*
- For many events, the exact play schedule is not finalized until the night before the event but, approximately 3 to 5 days before an away event players will receive the following information from the coach and/or chaperone for the event (Note: Most event organizers post the schedule on their club web site. By watching these websites, players/parents will know the event schedule as soon as it is posted):
  - Playing site and driving directions (if necessary)
  - Transportation responsibilities
    - Black level teams attending tournaments outside of Twin Cities or NVC will have transportation provided.
    - Car pooling is an option for players attending tournaments away from NVC.(Twin Cities)
    - Each player is ultimately responsible for their own transportation.
  - Food responsibilities
    - Tournaments outside of NCV, players will have \$10 /day allowance for food
    - Sharing food responsibilities is up to individual players/teams
    - Chaperones will receive the monies for each team prior to the tournament and will be expected to coordinate food at tournaments.
    - Each player is responsible for bringing their own food if they do not want team food.
  - Hotel information
    - Name
    - Phone number
    - Address
  - Chaperone and/or Team Parent information
    - Name
    - Cell number
  - Miscellaneous information

## ARRIVING AT A TOURNAMENT

- Players will arrive at the competition facility and be ready to warm up or officiate at the time specified by the coach (usually 30-45 minutes prior to start of the event).
- ***Players will bring their complete uniform including shoes, socks, kneepads and all extra jerseys and shorts to every competition.***

## DURING THE TOURNAMENT

- Players must never leave a facility during the tournament day (even with parents).
- When playing at locations that allow outside food, players should bring food with them to the tournament.
  - Unless chaperones are organizing food for all players but this will be arranged ahead of time
- Players must be aware of the schedule during the tournament and always be available to the coach in case of schedule changes.
- Players are expected to hang out with teammates during tournaments and consider this a “special bonding” time.

## OFFICIATING AT TOURNAMENTS

- Players must have their own whistle at competitions.
- While officiating, players will pay attention and conduct themselves in a manner that reflects positively on SMV.
- No extra players will be allowed at the scorer’s table; only the following:
  - One player to keep the scorebook
  - One player to run the scoreboard
  - One player to track the libero
- The officiating team is responsible for helping keep balls from going onto the adjacent courts during warm-ups.
- No dissent or insubordination to officials, coaches or the opposing team will be tolerated. The captains will discuss any complaints or discrepancies with the officials or coaching staff.
- No electronic devices, including cell phones will be allowed while officiating either at the table, line judging or in a reffing position.
- Eating at the table while officiating is not allowed.
- Shoes need to be worn while officiating matches.

## LEAVING A TOURNAMENT

- Players may leave a tournament only after all refereeing duties have been assigned or completed and permission has been obtained from their team



coach. This is considered a team responsibility, not individual player responsibility.

## **FACILITY RULES**

- SMV players, coaches, staff and parents are required to observe facility rules during every event, at every facility, home or away.
- “Away” facilities may have additional rules not covered by SMV policy.
- Food and/or drinks are not allowed in any gym that SMV uses for competition.
- Players may bring water bottles to the bench during games.
- Players will be responsible for removing all trash from under the team bench after every match.
- Coolers may be brought to tournaments but are required to be left outside of the gymnasium/playing area.
- Ball handling will only be done in a gymnasium to prevent damage at playing sites.
- Players should pick up all trash (tape, wrappers, food, etc).
- Players should store gear/personal belongings in a neat and orderly fashion. Bags zipped shut with all belongings inside.
- During competitions team “camp sites” must be out of the way of foot traffic

## **SMV PROCEDURE FOR ADDING AN EVENT TO CURRENT SCHEDULE**

- Southern Minnesota Volleyball (SMV) supports any team that wishes to participate in additional events. Since this is a change from the original event schedule, the following checklist must be completed before an event can be added.
- The deadline for completion of the checklist is:
  - JVA National Events -reference:  
<http://jvavolleyball.org/tournaments/jva-hosted-events/>
  - USAV Regional Qualifier 2 months prior to the date of the Qualifier
  - USAV National qualifier 3 months prior to the date of the Qualifier
  - AAU Nationals March 1<sup>st</sup>
  - USAV Jr. Nationals February 15<sup>th</sup> (plus the team must qualify)

Each of the following items needs to be completed in the following order:

- ☐ At least one coach from the team must be available and agree to go for the entire trip.
- ☐ If travel is involved, acceptable chaperones must commit to the entire trip. This commitment must be made after all scheduled travel events have chaperone

coverage. Chaperones will have their housing paid for but will be responsible for any airfare costs and they must travel with the team.

- ☐ The coach must verify that at least 8 players in the correct positions wish to make the trip
- ☐ SMV Management will send a letter to each player's parent outlining the trip and requesting that they sign either approving or disapproving the additional trip and cost. Only SMV management will see the returned forms. The letter will not be sent until all of the previous items are completed. At least 8 players of the proper position must have parental approval before the event will be added.

Additional cost for the event is based on the actual cost of the event and if required travel expenses. The additional cost will be divided by the number of months remaining in the season and added to your total balance due.

Estimated costs:

Local one day tournaments and play dates:	\$15 - \$25 per player
Local 2 -3 day events with 1 to 2 nights in a hotel:	\$175 – \$300 per player
Regional and National events:	\$700 - \$1200 per player

Firm costs will be determined at the time the letter is sent to the parents.

## SECTION 7 CONFLICTS

### MISSING AN EVENT

- SMV players are required to make volleyball a priority.
- Black teams have the ultimate goal of national competition, therefore SMV Black team players are expected to commit to at least 90% of the events and attendance at AAU National Championship is mandatory.
- Silver and Gold players are required to make volleyball a priority, however it is understood that more school and family events such as vacations may interrupt scheduled volleyball time. Attending less than 85% of scheduled events and practices may significantly affect skill and team development and player's playing time
- Players must notify their coach about known conflicts as soon as possible
- **Process of reporting a missed event**
  - Submit a "**Conflicts and Missed Events Form**" (**APPENDIX D**) to the coach
  - Form can be found on the SMV website
  - Coach must approve this missed event in writing by signing the form
  - A copy of the form must go to the player and coach.

Examples of excused absences include:

1. Religious obligations such as Mass, Sunday School,
2. Retreats
3. Family celebrations such as weddings, anniversary celebrations
4. School obligations such as band and theater

Examples of unexcused absences include:

1. Forgetting/skipping
2. Homework
3. Babysitting
4. Job
5. Social activities with friends or boyfriend
6. Grounded -- (Coaches will support parental assigned punishment and will treat missed practices due to grounding as unexcused absences. We will not place any pressure upon the parents and athlete to demand attendance during these times.)

## CONCERNS ABOUT PLAYING TIME

- If a player is concerned with playing time THE PLAYER will need to talk directly to the coach and not to other players or coaches.
- Players can improve and increase chances of getting more playing time by discussing with the coach what they can do to better their personal level of play.
- If the player does not get desired results after talking with their coach then the player is to set up a meeting with the Head Coach, the parents and the player to discuss concerns.
- It is never acceptable for a parent to talk to the coach without the player present.
- If there is still no resolution between parents and players and the coach, then ideally the player (not the parents) are responsible for discussing these concerns with the Coaching Director.

## PARENT & PLAYER CONCERNS WITH COACHING BEHAVIOR

- If a player and/or parent feels that the coach's behavior is unacceptable they are required to report the event(s) to the coaching director who will in turn report the information to the board of directors.
- To report a coach or SMV staff member use the **"Player Grievance Form" located in APPENDIX E**
  - If the behavior is deemed as inappropriate by the Board of Directors corrective action will take place with the coach.
  - Player and parents will be kept aware of any pertinent information regarding the corrective action
  - If action has been taken to correct the behavior of the coach and there are little or no desirable results, the player and parents must submit another formal complaint.
  - Based on several factors, board members will determine the outcome of the coach's actions accordingly.

## UNACCEPTABLE/DISRUPTIVE BEHAVIOR OF PLAYERS

- All players, coaches and chaperones registered to play through JVA must sign a "Code of Conduct". The "Code" lists unacceptable behaviors and the punishment for violation of the "Code". All SMV players, coaches and chaperones will be expected to obey the "Code" and can expect disciplinary action for infractions.
- SMV players are expected to demonstrate proper behavior during all SMV related events (on and off the court) and can include but are not limited to:
  - Overnight stays in hotels
  - Car pooling
  - Restaurants

- Practices
- Tournament days
- 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 are below:

Examples of problem behavior, the punishment and who would administer the consequences:

<b>Problem Behavior</b>	<b>Punishment</b>	<b>Authority</b>
-“Miscellaneous” practice offenses	Determined by team rules	Coach
-Tardiness to tournaments	Determined by team rules	Coach
-Leaving a tournament unexcused	Determined by team rules	Coach
-Unexcused absences and tardiness	Determined by team rules	Coach
-Disobeying away event rules	Suspension from play or tourney	Coach & Bd
-Unsportsmanlike behavior	Suspension from play	Coach & Bd
-Abusive behavior to player/coaches	Expulsion from club	Coach & Bd
-Unexcused absences & tardiness	Expulsion from club	Coach & Bd
-Stealing, drug use, or alcohol use	Expulsion from club	Board

Please note: if there are several “minor” offenses that are deemed to be disruptive to the team chemistry and performance, the player will be approached by the coach and then options to help the player become more accountable will be discussed. If that doesn’t work, the next step would be to set up a meeting with the parents to discuss some other options. If that still does not help the player may be expelled from the club.

## **SECTION 8**

### **GENERAL EXPECTATIONS FOR PLAYERS**

- Know that school course work is a child's first priority.
  - Players are expected to balance time between volleyball and schoolwork.
  - If a player is having difficulty balancing school and volleyball and needs help finding a solution they are encouraged to talk to coaching staff and parents.
- Players must understand that every person on their team is important and serves a purpose.
  - Each person has a role they will need to fulfill.
  - This role will be determined over time.
  - Some people will be leaders, others will be motivators and others will be supporters.
- Each person must be respectful of others regardless of differing values, beliefs and personalities.
- To be a team, players are not expected to be friends but do need to respect individual differences.
- Players will be held accountable for their actions and behavior.
- Communication is the key to each team's success.
  - Players are encouraged to discuss concerns or questions about things having to do with volleyball and/or personal situations with coaching staff.
  - If a player is not comfortable talking to the coach they are encouraged to go to the coaching coordinator and she can then find plenty of other resources for the player.
- Players are responsible for being the best they can be.
  - Players are expected to work 100% at practices, striving to be a team player by supporting others.
  - Players should tell the coach when it is not possible to be 100% before practice so the coach can understand why there is a decreased level of performance during practice. Example: Getting over or having a cold.
- Understand team dynamics.
  - Each team member must understand tension between team members and coaching staff is often normal. However, it can be lessened.
  - To do this, each person must try to deal with conflict in a manner that is respectful of others and when appropriate address issues with the other team members (or the coaching staff).
  - The best scenario would be to try and understand the reason for other players/coaches behavior with the intention of seeing the best in each person and not dwelling on the negative.
- Players will sometimes need to sacrifice social engagements to be a committed player.
  - The night before a tournament player's should get a restful night of sleep.

- Not every event can be scheduled around the school's social calendar, so some sacrifices need to be made on the weekends (i.e., missing a dance, concerts, birthday party, etc.)
- All players on an SMV Black team will be expected to attend qualifiers and nationals, no exceptions. These events are scheduled months in advance therefore absence from these important events will result in dismissal from the club (some exceptions will be made based on circumstance)

## **GENERAL EXPECTATIONS FOR PARENTS**

- Support athlete in a positive manner on and off the court.
- Cheer for all players on the team.
- Be a good role model.
- Positive behavior and good sportsmanship during all contests.
- Be on time to pick up player from events/practices.
- Communicate absences via player using Conflicts & Missed Events form in Appendix D.
- Do not approach coach regarding player's playing time on day of event.
- Ask players about their playing time before confronting coach.

## **SECTION 9**

### **SKILL EXPECTATIONS BY AGE**

#### 12 & Under

- Introduction of movement
- Introduction of principles of serving- underhand and over hand
- Introduction of rotations
- Introduction of Scoring
- Introduction of Officiating
- Platform awareness
- Introduction to footwork & arm swing for hitting, tipping
- Introduction to overhand and underhand passing
- Pass, Set, Hit strategy
- Communication

#### 13 & Under

- Introduction of movement
- Passing technique
- Principles of serving - overhand
- Introduction to Rotations
- Scoring proficiency
- Introduction of Officiating
- Introduction of sets – high outside and middle
- Introduction to digging (diving, rolling)
- Introduction to footwork & arm swing for hitting, tipping
- Introduction to transition footwork
- Pass, Set, Hit strategy

#### 14 & Under

- Ability to move efficiently
- Passing technique
- Officiating and scoring proficiency
- Passing proficiency
- Serving technique - overhand
- Serve location – serve consistently in zones 1, 6, 5
- Serving proficiency/accuracy
- Defensive technique
- Basic defensive system
- Introduction of blocking principles and technique
- Offensive systems 5-1, 6-2
- High outside sets proficiency - 5, 9
- Introduction of mid-tempo sets - 4,2
- Introduction of quick sets – 1
- Proper Arm swing Introduction
- Introduce read and rotate defense (proficient at one)
- Proficient at understanding overlaps



- Advanced setting
- Faster tempo offense, low freeball passing
- Transition footwork

#### 15 & Under

- Ability to move efficiently
- Passing proficiency
- Serving proficiency
- Defensive proficiency
- Introduction of Defense systems
- Blocking principles and technique advanced
- second tempo sets proficiency (mid height setting) - 4,2
- third tempo sets proficiency – (high sets) 5, 9
- Introduction of back & shoot outside quick sets -
- Introduction of Slide approach
- Introduction of simple combination plays

#### 16 & Under

- Ability to move efficiently
- Passing proficiency
- Serving proficiency
- Defensive proficiency
- Advanced Defense systems
- Second tempo sets proficiency - 4,3,2,7,8
- First tempo sets proficiency (shoot, tight, 1's)
- Introduction of first tempo sets – (Quick slide)
- Slide approach proficiency
- Introduction of combination plays

#### 17 & Under

- Ability to move efficiently
- Passing proficiency
- Serving proficiency
- Defensive proficiency
- Advanced Defensive systems
- Advanced Offensive systems
- Advanced Blocking systems
- Blocking technique proficiency
- First tempo sets proficiency – shoot, 1 tight, quick slide
- Second tempo sets proficiency – mid-height 4,3,2,7,8
- Third tempo sets proficiency – high sets 5, 9
- Slide approach proficiency
- Combination sets proficiency

#### 18 & Under

- Ability to move efficiently
- Passing proficiency
- Serving proficiency
- Defensive proficiency

- Advanced Defensive systems
- Advanced Offensive systems
- Advanced Blocking systems
- Blocking technique proficiency
- First tempo sets proficiency - shoot, 1 tight, quick slide
- Second tempo sets proficiency - mid-height 4,3,2,7,8
- Third tempo sets proficiency – high sets 5, 9
- Slide approach proficiency
- Combination sets proficiency

## **SECTION 10**

### **COACHING RESPONSIBILITIES**

#### **COACHING JOB DESCRIPTION**

- Teach and instruct young athletes to learn the game of volleyball.
- Allow players to play the game of volleyball through time on the court during practice and games.
- Create an environment that is comprised of hard work, success and is aimed at being fun.
- Give direction to the players regarding expectations on and off the court, and during practice and games
- Train athletes to become better at the physical components of volleyball.
- Create an environment that allows the player to improve their mental component of the game, both in pregame planning and also on the court during game situations.
- Plan practices that allow players to run drills individually or in team situations, have ball contact, and create game-like situations. Come prepared.
- Share knowledge and volleyball experiences with the players to develop the most skilled athletes.
- Provide teams with structure by setting team rules and regulations that are within the club expectations.
- Provide and maintain a drug free environment.
- Act as a role model both on and off of the court.
- Ensure players are safe and protected during games as well as during practices.
- Work with team to set goals for individual players as well as for team as a whole.
- Coach volleyball tactics and strategies during the game.
- Discipline players for misconduct, inappropriate actions, and unsportsmanlike behavior during practice or games.
- Attend practices and games at a 90% or better attendance.
- Do not consume alcohol during events in the presence of players.
- Work with chaperones and team to inform them of time to be at practices and events.
- Provide leadership on and off the court.
- Work with coaching staff to ensure that a coach is officiating either in the up ref or down ref position for each match.

## **REQUIRED COACHING PAPERWORK PRIOR TO START OF EACH SEASON**

- Complete JVA Coaching registration form.
- Complete Background Screen Consent form which needs to be filed with the JVA. Background Screen is good for 2 years.
- MUST attend one Impact Coaches Clinic(four hour class) during the duration of their Junior coaching career, regardless of coaching experience and/or coaching degrees.
- Complete Medical Release Form to be on file at NVC while coaching.

## **COACHING RESPONSIBILITIES BEFORE EVENT**

- Prepare team for event by working hard at practice.
- Work with team to set goals for event, expectations at event
- Inform team of report time prior to event.
- Attend coaching meeting pre event if advertised.
- Report to event at a minimum of 30 min before start of event.
- Come prepared with whistle, appropriate coaching gear.
- Assign responsibilities to players (balls, med kit, spare uniform if needed).
- If tournament is out of town, work with chaperone or team rep to coordinate travel, making sure all players have a ride to/from event, and that food for events is taken care of.
- If tournament is out of town, requiring overnight stay, and stay is part of club responsibility, submit rooming assignments by required timeframe to the RYVA/SMV travel coordinator by due dates needed.

## **GAME DAY COACHING RESPONSIBILITIES/EXPECTATIONS**

- Arrive before or at the same time the players arrive.
- Check venue site for any last minute changes or updates to schedule.
- Keep team together to make sure that players stay focused, and also stay together in “camp” to promote team bonding.
- Review officiating assignments and expectations before games begin.
- Work with assistant or head coach to determine officiating responsibilities from coaching staff.
- Provide team spirit.
- Encourage team bonding to promote team unity.
- Coach team to believe in themselves, explain changes in rotations, lineups to players, rationale for changes.

- Remain at venue till team duties are completed for the day
- Make sure that equipment is accounted for at end of day(balls, med kit).
- Recap games/highlights to SMV coaching director and other coaches to share in successes and opportunities.
- Carry player medical release information with you.

## SAMPLE COACHING PLAN

### 1) Warm Up

### 2) Blocking

#### Timing:

- Pick a partner
- Hitter stands on opposite side of the net of blocker
- Hitter stands and hits into the blocker
- Blocker works on timing (jump after the hitter, “ready, set, block”)

Variation: Hitter must stand either to the left or right of the net and use both shuffle and side step to move to the block

### 3) Hitting Footwork

#### Footwork

- Put tape on the floor for hitting
- Work on approach without a ball

#### Review Arm Swing

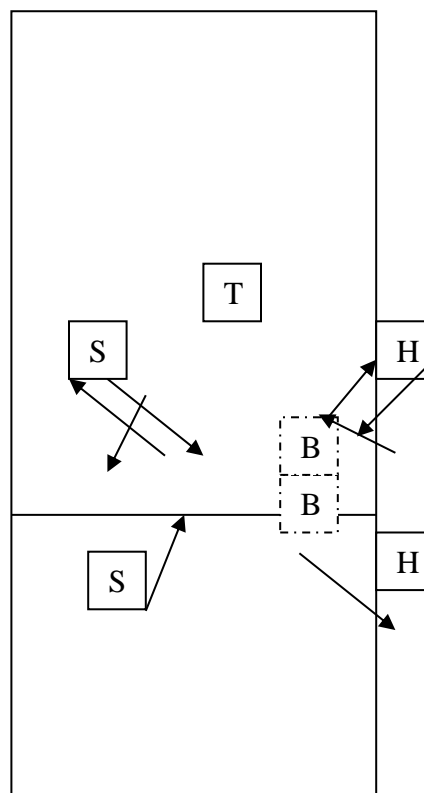
- Work on approach and swing with tennis balls

#### Review Transition

#### Add a setter and balls

### 4) Blocking, Transition (hitters and setters) and Real Time Hitting

- SET UP ON BOTH SIDES
- Hitter hits then stays to block
- Other hitter hits and stays to block
- Setter works on transition



Essentially, you getting the hitter to work on transition to hit and blocking

#### 5) Agility

- Tape a couple of ladders on the floor

Agility Ladder:

Front:

1 foot each box

2 feet each box

2 feet in/1 foot out

Lat:

2 feet each box (both directions)

2 sqs up/1 sq back

Front:

Slalom: jump out one side

Slalom: jump out both sides

Lat:

Hop 2 ft each sq

2 up/1 back

#### 6) Defensive Strategies

Rotation defense review – focusing on keeping the middle back person BACK on base defending back corners; focusing on getting the setter (Stacey) back on defense

- 6 defenders
- coaches on blocks
- Add real hitters when everyone has rotated through
- Use the shovels to block the hitters – practices covering

#### 7) Tipping Practice

- Stiff arm
- One hand
- Practice Looking (Place players on other side of net and person must hit the wholes)

#### 8) Conditioning

- Cones with partner (mimic movement)

#### 9) LAST 15 minutes of practice

- Setters training, everyone else dismissed

## **APPENDIX A**

### **RYVA BOARD OFFICERS 2019-2020**

President: Deb Hegerle  
Vice President: Sue Maas  
Secretary: Sherry Looker  
Treasurer: Jessica Wandrey  
SMV Director: Deb Hegerle  
Assistant Director: Brian Lund  
Youth Director: Molly Thomas



### **RYVA BOARD OF DIRECTORS:**

Sue Maas  
Sherry Looker  
Deb Hegerle  
Brittany Looker  
Darla Heikes  
Brian Lund  
Greg Herbert  
Sean Anderson  
Glen Huntoon  
Molly Thomas  
Louise Daley  
Jill Oftedahl  
Jessica Wandrey

### **RYVA STAFF:**

Mandy Anderson: Financial Advisor



## **APPENDIX B**

### **SMV ADMINISTRATIVE COMMITTEE STRUCTURE**

- **ADMINISTRATIVE RYVA BOARD**

- Overall structure of board includes representation from RYVA: President, President Elect, Treasurer, Secretary, Board of Directors, Finance Director, Public Representative/Rochester Amateur Sports Commission Member, Events Director, Communications Director, Fundraising Director and SMV Director.
- Meets at scheduled times throughout the year to oversee club, plan upcoming season and events, discuss problems, resolve problems, invite new board members to meetings, and elect officers for upcoming year.

- **FINANCE COMMITTEE**

- Oversee finances of SMV.
- Collect payments from player fees.
- Pay bills to support club and activities.

- **SMV COMMITTEE**

- Coaches and board members provide the structure to SMV Club activities.
- Purchase equipment including balls, nets, scoring equipment.
- Determine playing schedules for each team for all events.
- Define chaperone activities/requirements.
- Coordinate travel for teams including players and coaches.
- Recruit and train coaching staff.
- Plan and coordinate tryouts for teams every season.
- Process athletic data needed for tryouts.
- Advertise tryouts for SMV through website, newspaper, mailings, and radio.



- **EVENTS COMMITTEE**

- Coordinate RYVA tournament events including Frostbite Fest, Odd Cup and Med City Cup.
- Assist in coordinating RYVA/RASC tournaments including Rochester Cup I and II.
- Coordinate facilities needs for each tournament.
- Set up online sign up for workers for each tournament.
- Coordinate/design merchandise for sale at each tournament from original t-shirts design for each tournament to working with outside vendors for each tournament.
- Coordinate hospitality needs through hotel vendors, Rochester Amateur Sports Commission, and area businesses.
- Coordinate and run summer camps.
- Coordinate and run fall clinics and fall leagues for youth.

- **COMMUNICATIONS COMMITTEE**

- Oversee website placing information on website and updating when necessary.
- Marketing RYVA and SMV programs.
- Photography and video of players and teams.
- Printing and graphic needs for club.
- Advertising club to high schools and middle schools in region.
- Technical support to the club.

- **FUNDRAISING COMMITTEE**

- Coordinating and overseeing fundraising opportunities to allow players to decrease club fees.
- Work with vendors to promote products that players can sell to offset season fees.
- Seek out businesses locally to advertise their business by purchasing business signs under scoreboards for advertising.

- **EXECUTIVE COMMITTEE**

- Officers of RYVA oversee working function of club.
- Address any issues from players/parents/outside interests.
- Address conflicts from players, parents, or coaches.

**APPENDIX C**  
**TRYOUT WAIVER FORM**



I \_\_\_\_\_ (player's name) with the permission of  
my parent(s), \_\_\_\_\_  
want to try out for \_\_\_\_\_ TEAM. Because of my  
current age, I would normally be trying out for the \_\_\_\_\_  
age team. But I feel that my skill level is above the age level I am expected to  
play, in both skill and cognitive levels for my age.

**This form must be received in the NVC office one week prior to tryouts.**

Player signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

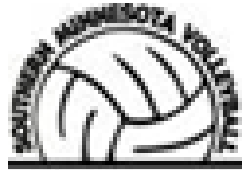
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Reviewed by SMV Director \_\_\_\_\_

Board Member review \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX D**  
**CONFLICTS & MISSED EVENTS FORM**



Player Name \_\_\_\_\_

Team Name \_\_\_\_\_

Date of Conflict \_\_\_\_\_

Event missed \_\_\_\_\_

Reason for Absence  
\_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(Coaching Signature)

**APPENDIX E**  
**PLAYER GRIEVANCE FORM**



Who is filing the complaint? \_\_\_\_\_

Today's date \_\_\_\_\_

What is the complaint?

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How would you rate the seriousness of this problem?

Very Serious      Serious      Just Concerning

**APPENDIX F**  
**TRANSPORTATION PERMISSION FORM**



Player\_\_\_\_\_

Date\_\_\_\_\_

Event\_\_\_\_\_

I have arranged alternative transportation from the event\_\_\_\_\_

\_\_\_\_\_

Signed\_\_\_\_\_

Parent(s) Signature required\_\_\_\_\_

Date\_\_\_\_\_

Note\*\*\*\* This form needs to be completed prior to event, and in the permission of the coach prior to event.