



## **Capital Volleyball Club (CVC) Handbook**

**Rev. 10/27/2025**

### **INTRODUCTION**

The purpose of this handbook is to inform all prospective members, parents, or guardians of the services, guidelines, regulations, and requirements of CVC. Throughout the document the use of the word "parent" will refer to a child's parent or guardian. It is required that ALL ATHLETES and their PARENTS/GUARDIANS read this publication in its entirety before attending tryouts and participating in our program.

CVC is committed to their mission of creating opportunities for growth in the sport of volleyball for young athletes of all skill levels in Bismarck-Mandan and surrounding areas. Our goal is to not only educate and train girls in the sport of volleyball, but to also educate players on teamwork, sports ethics, communication, and sportsmanship.

### **OUR TRAINING PROGRAM**

The CVC training program was developed and is conducted by CVC staff. We feel that this program will best suit those who have participated in our program in the past, as well as those joining the program for the first time at any age. With consistency in practice and tournament attendance, we feel we can enhance the performance level of each athlete. Coaches are provided a handbook for all age levels and will teach advanced skills if the team has successfully learned the core training listed for their age group.

CVC is a developmental program designed for high school, middle school and elementary age athletes. Our purpose is to improve the volleyball skills of all athletes through participation in structured practices, skill building, and competition. CVC will attempt to field AT LEAST ONE team in each age classification sanctioned by USA Volleyball with respect to the commitment and availability of qualified coaches. CVC is a member of the North Country Region (NCR) and USA Volleyball (USAV).

CVC will have multiple levels to register for—National, Open, Regional, Local and Academy Divisions. The athlete will be able to register for the highest level they want to play. If the athlete does not make a team in that division, they will roll over to the next division and so on. Why are we offering these options? To find a great fit for each athlete!

- The National Division will travel to highly competitive tournaments with an emphasis on recruitment. Tournaments will consist of mostly 2-day tournaments with some 3-day tournaments. These tournaments are highly competitive tournaments within our region as well as Nationally ranked tournaments outside of the region. Teams will be competing for the chance to qualify for the USAV National Tournament or AAU National Tournament. The season is December – June.
  - National season fees cover December-May. The month of June is an additional season fee, the fee will be dependent on if a team receives a bid. Additional fundraising opportunities will be available.

- The Open Division will include mostly two-day highly competitive tournaments, including AAU National Qualifying Tournaments within our region. If a bid is received the team will attend The National Volleyfest in Phoenix, AZ;
- The Regional Division will include more regional competition and more one-day tournaments, while also offering the option for a couple larger tournaments and similar travel to what we have continuously offered in the past;
- The Local Division will include more local tournaments and/or league play with less travel.
- The Academy Division will be focused on skill development.

## MANDATORY OFFICIATING CLINIC

Online officiating information can be found on the club's website, [www.cvcnd.com](http://www.cvcnd.com), under Programs/ NCR & Online Training tab once each season has begun. **These training modules must be completed before the first tournament of each season. Players will not be allowed to play in any tournaments until this is completed.** Players in all divisions are required to complete the officiating clinic.

## TRYOUTS

1. All athletes participating in tryouts must turn in all necessary membership forms, handbook and waivers, and pay established tryout fees.
2. Try out fee is \$100 non-refundable deposit and will be applied to athlete's season fee once placed on a team.
3. Athletes are asked to not try out if they do not have sincere intentions of playing.
4. Athletes must attend all try out dates as scheduled in order to guarantee accurate evaluation and scoring within the athlete's age-appropriate group. In the event that an athlete should miss any or all tryouts as listed below, CVC coaches will evaluate as follows:
  - Athletes preregistered and missing SOME of tryouts due to injury, in-season sports, school events, etc. will be evaluated and scored on the remaining tryout dates with the age-appropriate group.
  - Athletes preregistered and missing ALL tryouts due to injury, in-season sports, school events, etc. will be evaluated and tryout during 1-2 team practices once cleared to play/event concludes. A spot on a team will not be held open or guaranteed for any athlete; if, after evaluation, an athlete is deemed to fit with the skill level of an age-appropriate CVC team, she will be added to the team roster. A preregistered athlete missing tryouts may tryout no later than one week prior to the first tournament; injuries, quarantine and other like situations will be dealt with on a case-by-case basis by CVC director(s). If an athlete is injured at the time of tryouts, CVC requests any video of that athlete playing in a match. If videotape is not available, 1-2 written recommendations from a coach along with their contact information is recommended. Please notify CVC of this situation before tryouts. A Doctor's Note may be required at that time.
5. The coaching staff will assess the skills of each player and place them on the appropriate team through tryouts in November/March.
6. CVC Board members not coaching a current CVC team have no involvement in assessing the skills or placing players on teams during the tryout process.
7. Directors may assist coaches with assessing the skills or placing players on teams during the tryout process.

## 2025-2026 USA VOLLEYBALL AGE CLASSIFICATION INFORMATION

### USA VOLLEYBALL JUNIOR PLAYER AGE DEFINITION

#### For use during the 2025-2026 Season

To determine the correct age division, please find the Month of Birth in the left column and then the year of birth in the same row. The heading of the column matching the Year of Birth is the correct age bracket.

	18 & Under <sup>1</sup>	18 & Under <sup>2</sup>	17 & Under	16 & Under	15 & Under <sup>3</sup>	14 & Under <sup>4</sup>	13 & Under <sup>5</sup>	12 & Under	11 & Under	10 & Under	9 & Under	8 & Under
July	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Aug	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Sept	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Oct	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Nov	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Dec	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Jan	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Feb	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Mar	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Apr	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
May	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
June	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<sup>1</sup> Players who were born on or after July 1, 2006 <u>and</u> a high school student in the twelfth (12 <sup>th</sup> ) grade or below during some part of the current academic year are eligible to compete in 18 & under.												
<sup>2a</sup> Players in this age range that have graduated high school are ineligible only if they have been enrolled at a university, college, community college or junior college AND have been cleared to participate by that (volleyball) program.												
<sup>2b</sup> Players who were born on or after July 1, 2007, (who are defined as 18 & under by the USAV Age Definition) and are in the 11th grade for the current academic year are eligible to compete in 17 & under.												
<sup>3</sup> <b>Male Only</b> - Players who were born on or after July 1, 2011 OR players who were born on or after July 1, 2010 (15 years or younger) who shall neither have completed nor are in a grade higher than the eighth (8 <sup>th</sup> ) grade during the current academic year <b>are eligible to play in the 14 &amp; Under division</b> . This is because the net height difference of 7'4 1/8" to 7'11 5/8" between the 14 and Under Division to the 15 and Under Division.												
<sup>4</sup> <b>Male Only</b> - Players who were born on or after July 1, 2011 (14 years or younger) who shall neither have completed nor are in a grade higher than the seventh grade (7 <sup>th</sup> ) during the current academic year are eligible for a Region approved waiver to compete in the boys 13's age group.												
<sup>5</sup> <b>Male Only</b> - Players who were born on or after July 1, 2012 (13 years or younger) who shall neither have completed nor are in a grade higher than the sixth grade (6 <sup>th</sup> ) during the current academic year are eligible for a Region approved waiver to compete in the boys 12's age group.												

\*North Country Region Team Transfer Rule:

Once a player has committed to a team, season, and has played in a USA Volleyball sanctioned event, they are not allowed to transfer teams. All transfers must be done before the first sanctioned event. CVC, through this handbook, notifies you of this rule as required by North Country Region USA Volleyball.

### UNIFORMS

CVC jersey tops **must be worn** when representing CVC in any scheduled tournament. Navy blue shorts/spandex are required for each tournament. All uniform tops and any other CVC provided gear must be returned to each player's respective coach at the last tournament of each season. Academy Division athletes will receive a CVC t-shirt to wear during their season. Each athlete and parent will have the option of purchasing apparel, such as sweatshirts, long-sleeve t-shirts, hats, etc. at the beginning of each season through the Team Shop. Each season CVC will post a link to the Team Shop on our website, [www.cvcnd.com](http://www.cvcnd.com).

- CVC has a partnership with Under Armour and it is recommended that all players wear white Under Armour knee pads and navy blue spandex.

### PLAYER COSTS/Fundraising

- Tryout Fee: \$100/season (non-refundable and to be applied to registration fee)
- National season (December – May): \$2250
  - Month of June is an additional cost dependent on National tournament team attends
- Winter season (December – March): Open \$900; Regional \$600; Academy \$175
- Spring season (March – May): Open \$900; Regional \$600; Local \$375; Academy \$175

Registration fees cover the following: CVC Uniform top, tournament and practices fees, NCR coach/director fees, coaching fees and tournament fees. **Athletes are responsible for NCR player fees of \$60 (Estimated) annually (This fee is only for traveling teams), navy blue spandex, white knee pads, and shoes.**

<https://www.cvcnd.com/registernow>

- **If jerseys are not turned in at the end of a season, players will be charged \$60 per jersey.**

All players will be required to sell \$200 worth of raffle tickets this season. If a player is playing a winter and spring season they will only be required to sell \$200 worth of raffle tickets once. This is in an effort to keep our fees low and provide more opportunities to players.

- Any additional tickets sold over the required can be used for fundraising toward player fees.

Fundraising is offered to all athletes each season to help offset registration fees. Additional fundraising outside of the raffle is not mandatory and athletes are not able to redeem more than their paid registration fee. A portion of the fundraising will go toward the athlete's registration fee.

All registration fees must be paid via Sports Engine or Check. Fundraiser payments can be submitted in the form of a check or cash. All checks should be made out to **CVC or Capital Volleyball Club**.

**CVC will host its annual Capital Classic Tournament January 10th and 11th. It is required for all players/families to fill a volunteer shift at the tournament or donate items on the donation sign-up list.**

## **PLAYING TIME & POSITIONS**

The biggest challenge for any coach is assigning playing time and positions to athletes. CVC gives complete discretion to the coaches regarding playing time and positions assigned. The coach will evaluate the athlete's attitude, skill, practice attendance, needs of the team, opponent competition, and other individual philosophies when it comes to playing time. It is important that each athlete understands that she may not receive all the playing time she believes she deserves. CVC coaches will try to provide equal playing time by position during pool play, but CVC's tournament standard is a play to win philosophy.

Regarding positions on the floor, the coach will put athletes in a position that he or she feels best suits the team. It may or may not be the same position that the athlete has played in high school or middle school. Athletes are welcome to train at multiple positions, but this will be at the discretion of the coach.

CVC coaches may hold team and/or individual meetings to discuss this subject and other philosophies the coach has. **It is an expectation that the athlete and parents respect the coach's decisions and give 100% effort towards the success of the team.**

If there are any questions regarding playing time, the meetings should be as follows:

Player with Coach

Player with Parent(s) and Coach

Player with Parent(s), Coach, and Director

## **COMMITMENT**

CVC's winter season starts at the beginning of December with the season running through the beginning of March. Spring season for CVC begins in March and runs through the middle of May. Practices occur two or three evenings per week for travel divisions and once weekly for Academy division, about one and a half hours each session. Practice times vary and may start as early as 6PM with no practices ending later than 10PM. Variables such as court availability, staff schedules or tournament importance will determine the practice times and schedule. Practices will be held at facilities in Bismarck-Mandan. A practice schedule will be posted on our website and SportsEngine once it is finalized. CVC will strive to schedule practices for the younger athletes during the earlier time sessions, but it is not always guaranteed.

Traveling CVC teams will participate in at least 3-5 tournaments per season. Please remember that our tournament schedule is subject to change due to tournament availability as well as any weather-related cancellations. As a part of committing to CVC, we ask that you find a way to participate in each tournament. If you commit and then need to leave a tournament remember you are affecting your whole team, as they may not have enough players. Please refer to our TOURNAMENTS section for more information.

National Division: This team will compete in both the Winter and Spring season. All interested players will need to attend the winter tryout. The team should have a roster of 8-10 players. We encourage multi-sport athletes to tryout. We will do our best to accommodate sports/extracurriculars during the season. If a player can only play one out of the two seasons, we will find an additional player to play the other season. They will attend 2- and 3-day tournaments that will give the opportunity to qualify for either USAV Nationals or AAU Nationals. If a team qualifies for USAV Nationals they will attend in Minneapolis, MN or Indianapolis, IN. If the team does not qualify for USAV Nationals, they will attend AAU Nationals in Orlando, FL. Please refer to the Nationals schedule listed on the website, to confirm your availability. Contracts to sign will be sent out 1 week prior to tryouts and must be returned at the start of tryouts.

**We recognize that many of our athletes are involved in extracurricular activities and athletic programs while simultaneously participating in our program. CVC is a commitment, and we ask that you try your absolute best to keep that commitment the entire season. To get the most out of CVC, it is recommended that you make a solid commitment to this program. Attendance will be kept by coaches for record keeping purposes, but please recognize that your coaches and teammates will be counting on you to make the best effort to be at each practice.**

Commitment to CVC by both parents/guardians and players is shown by attending the mandatory parent informational meeting at the beginning of each season, completing the required NCR training in a timely manner, attending any supplemental parent/player meetings, and attending all scheduled practices and tournaments.

## **PRACTICE/TOURNAMENT ATTENDANCE & ABSENCE NOTIFICATION**

Attendance will be taken by coaches at each practice and tournament for record keeping purposes. It is the sole responsibility of the athlete and parent/guardian to notify the coach of an illness, upcoming absence or if the athlete will be late to practice. Remember, your absence not only affects you, but also your team. Attendance may play a role in the playing time an athlete receives. The attendance policy is as follows:

### **Practices**

Excused Practice (In-season sports, confirmation, school-related extracurricular practice or competition, illness, out of town, etc.)

- The coach must be notified beforehand.
- The first two excused absences will not impact playing time in a tournament.
- If it goes beyond two, the coach will review the situation with directors.

Unexcused Practice: (did not notify the coach beforehand)

- 1st Offense
  - Will not start in the next tournament.
- 2nd Offense
  - No playing time in the first match of the next tournament but need to attend .

Late to Practice

- Will be dealt with by the team coach.

### **Tournaments**

### Late to Tournament

- Will receive less playing time for the first two matches of the tournament.

### Leave Early from a Tournament (does not help officiate, clean up, etc.)

- Will receive less playing time in the first two matches of the next tournament.

### Unexcused Tournament (did not show up to the tournament and did not call the coach.)

- No playing time in the next tournament

## TOURNAMENTS

The CVC staff will develop a proposed tournament schedule for each traveling team. This schedule may change, depending on evaluation of teams at tryouts, availability to enter the designated tournament, and/or weather-related cancellations. Our goal in schedule development is to find competitive tournaments, while keeping the opportunity for success in mind. At times, CVC teams may play in older age divisions. It is an expectation of each CVC player to try their best to attend all scheduled matches of each tournament. To see a list of tournaments for the upcoming season, visit <https://www.cvcnd.com/tourneys>.

Travel to all tournaments will be the responsibility of the **PARENTS/GUARDIANS**. Athletes cannot drive themselves to tournaments that are outside the Bismarck-Mandan area as this may lead to situations such as getting lost, fatigue after playing, or other circumstances. It is required that the parent/guardian, an adult family member/relative (+23 yrs.) or another CVC parent drives the player to the tournament site. CVC staff members and board members will be keeping a close eye on this activity. CVC will not give or be expected to provide any athletes with a ride to tournament sites. If there is a unique situation where a CVC staff member will be giving a ride to a player, the coach must receive written permission from the athlete's parent/guardian, releasing Capital Volleyball Club and all staff of **ALL LIABILITY**. Please contact the coach and other parents on the team about arranging alternate tournament transportation in the event a parent/guardian is unable to attend.

## AAU NATIONAL CHAMPIONSHIP TOURNAMENT INFORMATION

National tournaments are only available to the National and Open divisions. The National team will attend Nationals and will pay for the additional "National" season (May and June) despite how they finish at qualifying tournaments. (See "Commitment" Section above). An Open team will attend the AAU tournament in Phoenix Arizona IF they win a bid at a qualifying tournament. Fundraising will be offered and available to teams attending Nationals.

- If an Open team qualifies, the tournament entry fee is waived. However, athletes will be responsible for the coaches' pay, all coaches travel cost (hotel, flight, car, etc.), practice cost (May-June gym rental) as well as the athletes travel costs (hotel and flight). The club will cover the cost for a Director to attend.
- Final cost information and fundraising opportunities will be discussed during the spring season.

### Practices

- Teams that are going to Nationals will practice 3x/week leading up to Nationals. Athletes schedules will be considered and we will try our best to make sure an athlete can attend at least 2 practices/week.

## INJURY POLICY



All injuries must be reported immediately to the coach and/or the club director. In the event of an injury, the athlete **will not** be permitted to participate in any practices or tournaments unless written clearance is obtained from the athletes' physician or school athletic trainer.

Registration payments made to CVC are NOT refundable, except in the case of an injury or illness that precludes an athletes' ability to participate for a percentage of the season. Upon approval, the amount to be refunded will be prorated based upon the amount of participation and other budgetary items directly used by the individual. Parents must request IN WRITING and attach a statement from the athlete's physician. This can be emailed to [capitalvolleyballclubnd@gmail.com](mailto:capitalvolleyballclubnd@gmail.com). Keep in mind that **ONLY PERSONAL PAYMENTS MADE DIRECTLY FROM THE PARENTS OR GUARDIAN/S ARE REFUNDABLE**. Any money raised through fundraising opportunities is not refundable under federal law. The CVC Board of Directors will review all refund situations for approval.

## **INSURANCE**

USA Volleyball insurance covers practices, sanctioned events, competitions and travel to and from such events. It is a supplemental insurance policy. A medical release form is included in the participant forms and will be required for participation. Please completely fill out all the information requested. The insurance company requires this form to be in the possession of a staff member at all practices and events.

## **STATE ELIGIBILITY & NCAA ELIGIBILITY**

CVC is structured to be in full compliance with the North Dakota High School Activities Association (NDHSAA) and with National Collegiate Athletic Association (NCAA) rules and regulations.

## **CAPITAL VOLLEYBALL CLUB BOARD OF DIRECTORS**

CVC Board of Directors provides approval for policy, staff hiring and provides recommendations for the direction of the program. Board Member Descriptions (see website for current board members):

- **President:** The president shall be responsible for planning and presiding over the board meetings. Works directly with the Director's wants and needs of the club and how the money should be spent. Applications for any open board positions are the responsibility of the president. The president shall also assist in any area of the club that is needed.
- **Vice-President:** The vice-presidents shall be responsible for presiding over meetings in the absence of the president, assisting the president in conducting the business of the club and its board of directors and is responsible for marketing and promotion of the club.
- **Treasurer:** The treasurer shall record all deposits and expenses of the club's funds. In addition, he/she shall keep correct and complete books and records of the club's accounts and he/she shall allow such books and records to be inspected by any officer or his agent or attorney, for any proper purpose at any reasonable time.
- **Secretary:** The secretary shall be responsible for recording and providing minutes of the meetings of the board of directors and the club, and for assisting the president in preparing meeting agendas. The secretary shall also keep a record of the names and addresses of the officers and shall allow such minutes and records be inspected by any officer or his agent or attorney, for any proper purpose at any reasonable time.
- **Director(s):** The board of directors hires the Club Director(s), as this is a paid position. The board of directors will review the position and the pay each year at the annual meeting to address any changes or adjustments that need to be made. The duties of the director(s) include overseeing the CVC volleyball program, selecting coaches, practice and tournament schedules and maintaining the CVC website.
- **At Large Community Member 1**
- **At Large Community Member 2**

- **At Large Community Member 3**
- **Parent Representative 1**
- **Parent Representative 2**
- **Parent Representative 3**
- **High School Coach Representative**

## **CVC COMMUNICATION LINES**

- Club Directors' E-Mail: [capitalvolleyballclubnd@gmail.com](mailto:capitalvolleyballclubnd@gmail.com)
- Website: <http://www.cvcnd.com>
- Facebook: Capital Volleyball Club
- Instagram: cvc\_nd
- Phone: 701-581-5599

## **COMMUNICATION**

Frequently, pre-tournament information is often delayed until the week of the tournament. The club directors will release the information to parents and athletes as soon as it becomes available, which is typically the Wednesday prior to the tournament. As a parent/guardian, please familiarize yourself with any information that comes home with your athlete. A parent representative from each team will be responsible to be the liaison for information between the board/coach and athlete/parents. If interested in becoming a parent representative, please contact the board.

Information will be posted on the website and sent through the SportsEngine app. Please be open to the fact that sometimes last-minute changes are made, and we will do our best to inform you ASAP. It will also be helpful to establish communications with other parents/guardians in the club or on your daughters' team. Your patience and cooperation is appreciated. If you have any questions, please do not refrain from asking at any time.

## **WEATHER ANNOUNCEMENTS**

We are all aware of the unpredictable weather in North Dakota, Minnesota, and South Dakota. In the event of severe weather, practice will be canceled. If Bismarck-Mandan schools have been closed, we will not hold practice. Announcements will be posted on our website as well as Sports Engine. **DO NOT TRAVEL IF YOU DO NOT FEEL COMFORTABLE DRIVING TO PRACTICE.**

If severe weather is predicted for the weekend of tournament travel, a final decision by the directors will be posted to the website by 9:30AM on the day of travel. Example: If tournament play is on a Saturday and a day of travel is required, a decision will be posted by 9:30AM on Friday on whether CVC teams will be attending said tournament.

## **CONFLICTS & COMPLAINTS**

CVC would like to handle any conflicts and complaints in a professional manner. It is an expectation that all players and parents read the CVC Handbook before beginning a complaint process.

**Please use the 24 hour rule when a grievance occurs. This asks that you take 24 hours to reflect before addressing any grievances. This allows everyone to approach situations thoughtfully and respectfully.**

Any coach, at any time, has the right to have another staff member present for liability purposes. Any coach also has the right to set a time to meet with that athlete if there are no other staff members available. The coach has the right to end any meeting at any time if the conversation goes beyond a civil conversation. All staff members will document meetings with players.

It is the belief of CVC that players and coaches discuss issues first. It is the players who play for the coach, not the parents. **Parents will not be allowed to discuss these issues or any conflicts with coaches unless the athlete has first had a conversation with the coach. If an issue is still unresolved after the athlete/coach discussion, then a**



**parent/guardian may schedule a meeting to sit down with the coach, athlete, and one and/or both directors to discuss. If problems are still not resolved the Board of Directors will advise and, if necessary, vote on the problem.**

Please refer to our feedback form with any concerns and suggestions: [Feedback Form](#)

The club director and coaches have the right to walk away from any discussion involving playing time, position, or volleyball strategy and philosophy conversations. If any parent or guardian has a conflict or complaint, we ask that they first wait 24 hours before starting the complaint process highlighted above. CVC believes that this policy is a great first step to open up communication doors between coaches and athletes.

It is an expectation that each player, parent or guardian follows CVC's complaint policy. If not, the following discipline procedures will be enforced:

**1<sup>st</sup> Offense/Level One offense**-A level one offense is defined when a parent/guardian generally discusses playing time, positioning or coaching strategy with the coach at any time. This conversation is done on a concerned level, but done in a civil manner. It will also be considered an offense when a parent/guardian is verbally degrading the play of the team or another player during a match out loud. The player will be withheld from one match.

**2<sup>nd</sup> Offense/Level Two offense**-A level two offense is defined when a parent/guardian commits a level one offense for the second time. A level two offense will also be defined as when a parent/guardian is behaving in an uncivil manner to a coach, player, team, official. The player will be withheld from playing for the remainder of the tournament.

**3<sup>rd</sup> Offense/Level Three offense**-A level three offense is defined as "third strike, you're out." Two previous offenses plus a third offense, or any situation that goes above and beyond behaving in an uncivil manner to a coach, player, team, or official will result in the player being removed from the program. The participant, parent or guardian will still be responsible for all financial commitments despite being removed from the program.

It is the hope of CVC that we reach a solution via the formal complaint process and can avoid having any of the above situations. With your cooperation, this hope is possible. However, this is a no-tolerance policy and no exceptions will be made. The club directors will be responsible for all decisions in regards to discipline procedures. The parents will be notified of any infractions through email, phone call or civil discussion.

## **RESPONSIBILITIES & CODE OF CONDUCT**

Membership in the CVC program carries with it certain responsibilities. This applies not only to the club participants, but to the parents and guardians as well. Please keep in mind that you are not only representing yourself, but also representing our club.

1. At any time, no athlete, parent or coach shall make any disparaging remarks about or gestures towards another player, team, coach, official or parent/s. Doing so may result in a disciplinary action/offense.
2. Players, coaches and parents should have general knowledge of the sport of volleyball, USA Volleyball, North Dakota High School Activities Association and North Country Region rules and regulations.
3. At all times members and coaches are expected to act appropriately and dress tastefully, keeping in mind that they are representing CVC.
4. When participating in a tournament, players and coaches should not leave personal property or team belongings unattended.
5. Players and parents are responsible for leaving all facilities neat and clean. Please follow the rules of the playing sites regarding food, drinks and coolers. The use of drugs and alcohol at any CVC event (tournaments home and away, practices, etc.) is strictly prohibited.

6. No team member may leave an event without checking out with the team coach or club director. \*CVC reserves the right to use our offense policies for breaking the code of conduct.

## **SEXUAL & NON-SEXUAL HARASSMENT, VIOLENCE & ABUSE**

### **General Statement of Policy**

Harassment, violence and assault either sexual or non-sexual are violations of North Dakota and Federal laws. Sexual harassment is a form of sexual discrimination. Men and women may be victims or may be offenders. It is the policy of CVC to maintain a learning and working environment that is free from all harassment and violence. CVC prohibits any form of harassment, abuse and violence.

It shall be a violation of this policy for any club member, club parent/guardian, director, board member, coach or employee of CVC to harass or be violent in any manner to a club member, club parent/guardian, director, board member, coach or employee through conduct or communication as defined by this policy. CVC will investigate all complaints, formal or informal, verbal or written of harassment, violence or abuse either sexual or non-sexual and to discipline any club member, club parent/guardian, director, board member, or coach who violates this policy.

This policy also covers any extension of the CVC environment; i.e. club-sponsored events, members, parents/guardians, directors, board members, coaches or employees are prohibited from engaging in any form of harassment violence or abuse at these events.

### **Reporting Procedure**

Victims of alleged harassment, violence or abuse in both a sexual or non-sexual form and third person/observers with knowledge or belief of conduct constituting such acts should report the alleged act immediately to CVC director, as designed herein. Cases of harassment may be turned over to the Bismarck Police Department or other delegated organizations.

## **SOCIAL NETWORKING**

CVC supports its member's rights to freedom of speech, expression, and association, including the use of social networks. However, playing and competing for CVC is a privilege, not a right. As a member of CVC you are a representative of CVC in the public eye. We ask you to use extreme caution in the use of social networking websites (i.e., Facebook, X, SnapChat, Instagram, YouTube, email, etc.). Members should not post inappropriate information or pictures on social networking sites that damage or embarrass individuals, teams, or the club.

### **General Rules:**

Be wise with how much personal information you post. Facebook, X, SnapChat and other social networks provide privacy settings that protect this information. Use the privacy settings to your advantage, but understand they are not a guarantee that what you post will not be made public.

Understand that what you put out there cannot be taken back. Once any text, photo, tweet, or video is placed online it is completely out of your control, regardless of whether you limit access to your page. Use discretion--anything posted online is available to anyone in the world.

### **Social Media Guidelines:**

- Be a leader, act like a leader, & post like a leader.
- Represent this organization in a first-class manner and with integrity
- Refrain from posting comments that constitute a credible threat of physical or emotional injury to another person.
- Refrain from posting comments or photos that describe unlawful assault, abuse, hazing, harassment, or discrimination.

- Refrain from any posts that may be derogatory towards any sports teams or clubs
- Be mindful of what you retweet. Although you may not have said it, what you retweet reflects how others view you.
- Using inappropriate or offensive language in comments, tweets, videos and other postings will lead to a negative image, so don't do it!

#### **Best Practices:**

- Think twice before posting. If you don't want your parents, grandparents, or coaches to see it, then don't post it!
- Be accurate and honest. Always tell the truth.
- You never know who is watching, from coaches, to teammates, parents, teachers, college recruiters or future employers.
- Take pride in what you do and who/what you represent. CVC, your team, your teammates, your school, your family, etc.
- Everything that you post online is permanent...even when it's deleted.

#### **More good tips:**

\*All that being said, don't be afraid to "re-post" or "share" CVC-related content on your Instagram and Facebook. The more eyes that see positive comments, the better!

\*Members who do not comply with this policy are subject to disciplinary action as outlined in the handbook code of conduct. CVC will also follow the disciplinary action set forth by the NDHSAA or school district, if applicable.

#### **TOBACCO/ALCOHOL/DRUGS**

The use and/or possession of tobacco products, e-cigarettes/vaping products, alcohol, drugs or drug paraphernalia by CVC players is illegal and forbidden.

- Any suspected use and/or possession of the above items will be reported to the directors and will be immediately relayed to the parents/guardian and player by involved parties in a confidential meeting.
- Confirmed use or possession of the above products by a CVC player may result in suspension from play. The length of suspension and/or the possibility of expulsion from the team will be determined in a confidential meeting between parents/guardians, player, directors and a designee from the board of directors.

Members who do not comply with this policy are subject to disciplinary action. CVC will follow the disciplinary action set forth by the NDHSAA or school district, if applicable.

#### **CVC Yearly Timeline of Events:**

A yearly timeline of events can be found on the homepage of our website, [www.cvcnd.com](http://www.cvcnd.com). This is to be used as a guide as to when things happen for CVC throughout the year.

\*Please note that due to unforeseen issues, CVC reserves the right to revise this timeline at any time as needed.

## CVC WAIVER AND RELEASE OF LIABILITY

I acknowledge that volleyball or any sporting event is an extreme test of a person's physical and mental limits and that my participation in a volleyball event can cause any or all of the following: property damage, including loss or damage to personal property; serious injury (including athletic injuries such as broken bones, concussions, or other injuries); sickness and disease (including communicable diseases and viruses; trauma; pain & suffering); accidents involving other participants; contact or collision with other participants, playing surfaces, balls, or other natural or manmade objects; and, paralysis and death.

With a full understanding of the potential risks, I HEREBY ASSUME THE RISKS OF PARTICIPATING OR OFFICIATING IN A VOLLEYBALL EVENT. I hereby take the following action for myself, my executors, administrators, heirs, next of kin, successors and assigns:

- I WAIVE, RELEASE, AND DISCHARGE from any and all claims or liabilities for death, exposure to disease, personal injury or damages of any kind, EXCEPT THAT WHICH IS THE RESULT OF GROSS NEGLIGENCE AND/OR WANTON MISCONDUCT OF PERSONS OR ENTITIES LISTED BELOW, which arise out of or related to my traveling to and from or my participation in any volleyball event, THE FOLLOWING PERSONS OR ENTITIES: CVC and its Board members, directors, sponsors, and the officers, coaches, representatives, facility owners, employees, staff and agents of any of the above;
- I AGREE NOT TO SUE any of the persons or entities listed above for any of the claims or liabilities that I have waived, released or discharged herein; and
- I INDEMNIFY AND HOLD HARMLESS the persons or entities mentioned above from any claims made or liabilities assessed against them as a result of my actions.

*\*Participant's Signature as well as Parent/Guardian's Signature will be obtained on the final page of the Capital City Volleyball Handbook to acknowledge consents, participation, and understanding of all items contained in the following documents: **CVC WAIVER AND RELEASE OF LIABILITY; CVC ILLNESS LIABILITY WAIVER FORM; and the CVC Handbook.***

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Athlete's Name (print)



## CVC HANDBOOK SIGNATURE PAGE

I, the parent/guardian of the athlete named above, hereby give permission for my child to participate on the team and participate in all the team's activities, as directed by CVC.

I, the parent/guardian of the athlete named above, am obligated to pay the balance of my invoice following team assignment/s, less the deposit required and paid at tryouts. I will not be refunded or exempt from the balance due once tryouts have begun.

I understand that my child will be obligated to attend regularly scheduled practices and tournaments.

I understand that my child is responsible for his/her behavior at all times and agree not to hold CVC or any of its coaches responsible for any expenses or damages incurred as a result of my child's behavior. I also understand that any violation of the CVC's handbook may result in disciplinary action or expulsion from the team.

## CVC HANDBOOK SIGNATURE PAGE, CONTINUED

I agree to inform CVC of any change in my child's medical or physical condition which develops or is discovered at any time after the date this document is signed.

I agree to be responsible for the return of any CVC jersey assigned to my child during each season.

I have read the entire CVC handbook with the athlete names above and agree to all terms and conditions.

If the participant is under 18 years of age, a parent or guardian must execute, in addition to the foregoing **Waiver and Release**, the following, for and on behalf of the minor. The undersigned parent and natural guardian or legal guardian of the participant (\_\_\_\_\_) executes the foregoing Waiver and Release for and on behalf of the minor named herein. I hereby bind myself, the minor and all other assigns to the terms of the Waiver and Release. I represent that I have legal capacity and authority to act for and on behalf of the minor named herein, and I agree to indemnify and hold harmless the persons or entities named in the Waiver and Release for any claims and liabilities assessed against them as a result of any insufficiency of my legal capacity or authority to act for and on behalf of the minor in the execution of the Waiver and Release. I fully consent to my child's participation in CVC events.

- **Further:** I acknowledge the contagious nature of certain illnesses and voluntarily agree to the participation terms stated here and in any other documentation provided by Capital Volleyball Club, whether provided in another document or conveyed on-site during the event and assume the risk that my child(ren), my family at home and I may be exposed to or infected while participating in this program.
- I agree that I will take responsibility for the personal protection of my child(ren) and/or myself when entering this facility and placing my child(ren) and/or myself when entering the facility and/or participation in the event.
- I agree to, and permit my child to, undergo temperature screenings as a condition for entry into the facility and/or participation in the event.
- I agree to indemnify and hold harmless Capital Volleyball Club, North Country Region, USA Volleyball, the facility where this event is taking place, and any other unnamed organization, their employees, agents, and representatives working to organize and operate this program.

\_\_\_\_\_  
**PRINT** Name of Parent/Legal Guardian

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Date

**HANDBOOK SIGNATURE PAGE MUST BE SIGNED & TURNED IN TO CVC STAFF AT TRYOUT  
CHECK-IN, PRIOR TO PARTICIPATING IN TRYOUTS**

