



# --my-CLUB HANDBOOK



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## **I. CLUB MISSION OR PHILOSOPHY**

## **II. PROGRAMMING LEVELS OFFERED**

### **A. NATIONAL TEAMS-**

National teams are teams which will compete to win bids the USAV National Championships. These teams will travel out of state to (???) qualifying events. These teams may compete in the (???) Power league. These teams will compete at the Iowa Region Qualifying Event Series and Championships

### **B. ZONAL TEAMS-**

Zonal teams will compete in higher level competition and may or may not participate in qualifying event. These teams will compete in the Iowa Junior Regionals at the Qualifying or Gold event. Actual event division will depend upon whether the team has age-waivered players and the success of the team during the season. These teams will compete in about (???) events per season.

### **C. REGIONAL TEAMS-**

Regional teams will only compete in Iowa Region Events. These teams will compete in the Gold level tournaments. These teams may or may not have age-waivered players. These teams will compete in the Iowa Regional Gold event. Our Regional teams will compete in about (???) events per season.

### **D. LOCAL/CITY TEAMS-**

The Local/City teams will compete in tournament within a (???) mile radius. These teams will compete in Silver and some Gold level tournaments. Local/City teams will compete in about (???) events per season.

### **E. LEAGUE TEAMS-**

League teams will compete in the local league and will not compete in any tournaments during the season.

### III. TEAM SELECTION – TRYOUT PROCESS

#### A. THE CLUB WILL ABIDE BY ALL IOWA REGION TRYOUT POLICIES

The club will require players to sign a commitment letter indicating that they accept or decline the position the club offers. The club will also abide by the players' High School Federation rules.

#### B. THE TOTAL NUMBER OF TEAMS

The number of teams within the club is based on the number of athletes who try out, the number of available coaches, and the availability of facilities in the area for practices.

#### C. OUR GOAL FOR TEAMS

The goal is to have teams formed in the following age groups: 12, 13, 14, 15, 16, 17 and 18. If there are not enough athletes, coaches or facilities to form one team with a particular age group, then a team will not be formed.

#### D. TEAM SIZE

Team will consist of a minimum of 9 and no more than 10 athletes. Under special circumstance as determined by the coaching staff and executive committee, a team may carry more than 10 athletes.

#### E. INVITATION TEAMS

Players on the National teams will be selected by invitation. If participants are interested in playing they should contact the Club Director.

#### F. TEAMS FORMED BY INVITATION & TRYOUTS FOR UNFILLED POSITIONS.

The Zonal (and some National teams) will be selected by invitation and tryouts for positions that are not filled through invitation.

1. (1 or 2) Tryouts will be held for each age level (club)
2. Athletes should compete in (1 or both) tryouts.
3. Tryouts will cost (\$\$)

#### G. TRYOUTS

The League, Local and Regional teams will be selected by tryouts.

1. (1 or 2) Tryouts will be held for each age level (club)
2. Athletes should compete in (1 or both) tryouts.
3. Tryouts will cost (\$\$)
4. ----- more information as desired-----

#### H. OPEN TRYOUTS WILL BE HELD TO ESTABLISH TEAMS

Our teams that intention to compete for a bid for nationals will have open tryouts. Teams 15 and older are expected to accept national bids, team 12-14 will decide on a case-by-case basis to accept or decline.

#### I. ATHLETES WILL EVALUATED

Athletes will be evaluated on general athletic ability, existing and potential skill level, knowledge, effort, competitiveness, attitude, sportsmanship and interaction with coaches

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and other athletes.

### J. THE CLUB WILL ALSO TAKE INTO CONSIDERATION

Other considerations include prior comportment to the policies of the club (i.e. payment of fees, disruptive behavior, parental involvement etc.).

### K. NOTIFICATION

At the end of the tryout period, each athlete will be notified whether or not she was selected for a team.

1. The club will notify the player by either email or phone call. This first contact will be followed up with a commitment letter.

### L. THE CLUB DISCOURAGES THE MOVING OF TO AN OLDER AGE GROUP UNLESS:

An athlete shows superior skills, and playing within the age group will hamper the athlete's development. In that case, she may benefit from playing with an older age group.

### M. MOVEMENT OF PLAYERS BETWEEN TEAMS

Occasionally, we will move an athlete from one team to another. Movement is at the sole discretion of the club. We will not move an athlete from or to another team until we discuss the move with the parents.

## IV. FINANCIAL INFORMATION

### A. CLUB FEES

1. All players are responsible for registering with USA Volleyball Iowa Region and paying their own registration fee.
2. National Teams: \$ \_\_\_\_\_
3. Zonal Teams: \$ \_\_\_\_\_
4. Regional Teams: \$ \_\_\_\_\_
5. Local/City Teams: \$ \_\_\_\_\_
6. League Teams: \$ \_\_\_\_\_

### B. DUES BREAKDOWN

Here are the items that your Club Dues will cover. The exact amount is not listed as each level and team within the level may play different events with different expenses.

1. Facility Rental
2. Tournament Entry Fees
3. Uniforms Jerseys
4. Uniform Shorts
5. Team Jackets/ warm-ups (Optional at \$ \_\_\_\_\_)
6. Volleyballs & Carts
7. Coach's Travel Fees
8. Coach's Stipend
9. Memberships or Background check fees for team staff
10. Club Director Stipend

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### C. FEE AGREEMENT

1. All travel, hotel and food expenses will be the player's responsibility.
2. The 1<sup>st</sup> half of team fees will be due at the Parent and Team orientation meeting. These fees will be none refundable.
3. The 2<sup>nd</sup> half of team fees will be due by \_\_\_\_\_ or the 2<sup>nd</sup> half of team fees may be paid in 3 monthly installments due on the 5<sup>th</sup> day of January, February and March.
4. Teams that qualify for the National Championships will have a meeting to discuss the fees for the event. These fees will include entry fee and coaches' travel fees.
5. If a player needs to make other payment arrangements contact the club treasurer.

### D. METHOD OF PAYMENT

1. Fee may be paid by cash or checks made out to: (\_\_\_\_\_ Club)
2. Fee may be paid by MasterCard or Visa

### E. FUNDRAISING

1. The club will be doing (1-2) fundraisers this season
2. The fundraisers will be (\_\_\_\_\_) and will be held from \_\_\_\_\_ to \_\_\_\_\_
3. Each player is expected to participate in the fundraiser and raise (\$\$\$) or pay the same fee instead of participating in the fundraiser.
4. Players/families who need assistance with team fees may earn fees by working tournament jobs such as: tournament set up staff, tournament director, ticket takers, concession stand staff, or clean up staff.

## V. CLUB STRUCTURE

### A. BOARD

The club has a board chaired by the Club Director. The board will be composed of (3-9) members. The members will be 1 coach and 2 parents (\_\_\_\_\_). The board will be in charge of setting fees and approving club policies.

### B. CLUB DIRECTOR

The Club Director will chair the Board of Directors and run the club. The Club Director will be paid a stipend for this task. The club director will hire the coaches, find facilities and run club programs.

### C. CLUB SAFESPORT CONTACT

The SafeSport contact will be a team parent that will be a contact for those with bullying, harassment or hazing incidents. Their job will be to help the complainant's fill out the reporting forms and finding the correct place to file the report.

### D. TEAM REPRESENTATIVES

The Team Representative can be a team parent that will coordinate team travel, team phone trees and communications.

### E. TEAM COACHING STAFF

The coaching staff will be hired by the club board. They will meet all USAV and Iowa Region Coaching requirements, including: membership, cleared USAV background screening, signed Jr Personnel Code of Ethics, completed coaches IMPACT training course or higher CAP certification. The coaching staff will also have completed mandatory USOC SafeSport training.

## **VI. CONTACT INFORMATION**

### **A. CLUB DIRECTOR & BOARD**

1. Board Director
  - a) Email
  - b) Phone
2. Club Director:
  - a) Email
  - b) Phone
3. Board Treasurer:
  - a) Email
  - b) Phone
4. Board Member:
  - a) Email
  - b) Phone

### **B. TEAM INFORMATION**

1. TEAM #1 NAME:
  - a) Team Representative Name:
    - 1) Email
    - 2) Phone
  - b) Coach Name:
    - 1) Email
    - 2) Phone
  - c) Assistant Coach Phone:
    - 1) Email
    - 2) Phone
  - d) Assistant Coach Phone:
    - 1) Email
    - 2) Phone
  - e) Chaperone
    - 1) Email
    - 2) Phone

#### **2. TEAM #2 NAME:**

- a) Team Representative Name:
  - 1) Email
  - 2) Phone
- b) Coach Name:

- 1) Email
- 2) Phone
- c) Assistant Coach Phone:
  - 1) Email
  - 2) Phone
- d) Assistant Coach Phone:
  - 1) Email
  - 2) Phone
- e) Chaperone
  - 1) Email
  - 2) Phone

## **VII. PRACTICE FACILITY INFORMATION**

### **A. SITE:**

- 1. Address:
- 2. Enter Through:
- 3. Site Supervisor:
- 4. Site Phone number:
- 5. Site Rules:
- 6. Equipment Storage:
- 7. Emergency Exits & Tornado Shelter:
- 8. Ice on Site:

### **B. SITE:**

- 1. Address:
- 2. Enter Through:
- 3. Site Supervisor:
- 4. Site Phone number:
- 5. Site Rules:
- 6. Equipment Storage:
- 7. Emergency Exits & Tornado Shelter:
- 8. Ice on Site:

### **C. SITE:**

- 1. Address:
- 2. Enter Through:
- 3. Site Supervisor:
- 4. Site Phone number:
- 5. Site Rules:
- 6. Equipment Storage:
- 7. Emergency Exits & Tornado Shelter:
- 8. Ice on Site:

## **VIII. WHERE TO FIND INFORMATION**

### A. CLUB WEBSITE:

### B. PRACTICE SCHEDULE LISTINGS:

### C. TOURNAMENT SCHEDULE LISTINGS:

### D. CLUB SOCIAL MEDIA SITE

1. Facebook:
2. Twitter

### E. CANCELLATIONS POSTED

1. Facebook:
2. Emails:
3. Twitter
4. RainedOut.com

### F. REPORT INJURIES AT PRACTICE OR EVENT

1. Club contact:
2. Incident Report:  
[http://www.iavbreg.org/files/5214/1037/9022/2015\\_IA\\_address\\_Incident\\_Report\\_Form.pdf](http://www.iavbreg.org/files/5214/1037/9022/2015_IA_address_Incident_Report_Form.pdf)
3. Medical Claim form:  
[http://www.iavbreg.org/files/4914/1018/4568/2015\\_USAV\\_Medical\\_Claim\\_Form.pdf](http://www.iavbreg.org/files/4914/1018/4568/2015_USAV_Medical_Claim_Form.pdf)
4. Fax to Region office: 515-727-1861
5. Scan and email to: [office.mail@iavbreg.org](mailto:office.mail@iavbreg.org)
6. Parents report injuries to team head coach.

### G. IOWA VOLLEYBALL REGION

1. Phone: 515-727-1860
2. Fax: 515-727-1861
3. Email: [office.mail@iavbreg.org](mailto:office.mail@iavbreg.org)
4. Website: [iavbreg.org](http://iavbreg.org)
5. Membership Login: <https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp>
6. Commissioner: Lynne Updegraff, [Lynne@iavbreg.org](mailto:Lynne@iavbreg.org)
7. Registrar: Carol Anderson, [Carol@iavbreg.org](mailto:Carol@iavbreg.org)
8. Tournament Director: Brett Myres, [Brett@iavbreg.org](mailto:Brett@iavbreg.org)
9. Officials/Rules: Brett Myres, [Brett@iavbreg.org](mailto:Brett@iavbreg.org)
10. Junior Regionals: Jim Sixta, [Jim@iavbreg.org](mailto:Jim@iavbreg.org)
11. Beach: Jim Sixta, [Jim@iavbreg.org](mailto:Jim@iavbreg.org)
12. SafeSport & Education: Michelle Goodall, [Michelle@iavbreg.org](mailto:Michelle@iavbreg.org)
13. High Performance: Kurt Trout, director, [HP@iavbreg.org](mailto:HP@iavbreg.org)
  - a) Michelle Goodall, office staff, [Michelle@iavbreg.org](mailto:Michelle@iavbreg.org)
  - b) Molly Steffens, office staff, [Molly@iavbreg.org](mailto:Molly@iavbreg.org)

### H. USA VOLLEYBALL

1. USAV Website: <http://www.teamusa.org/USA-Volleyball>
2. Phone: 719-228-6800
3. Fax: 719-228-6899
4. Email: [postmaster@usav.org](mailto:postmaster@usav.org)
5. Website: <http://www.teamusa.org/USA-Volleyball>
6. AES Tournament Website: <https://advancedeventsystems.com/splash.aspx>
7. Volleyball Officials Training Site: <https://www.volleyballreftraining.com/>
8. Jr Qualifier Info:
  - a) Girls: <http://www.teamusa.org/USA-Volleyball/Events/Indoor/Girls/2015-Girls-Junior-National-Qualifiers>
  - b) Boys: <http://www.teamusa.org/USA-Volleyball/Events/Indoor/Boys>

### I. SAFESPORT CONTACTS

1. USAV: 1-855-306-7775
2. REGION: [Michelle@iavbreg.org](mailto:Michelle@iavbreg.org), 515-229-6114
3. STATE DHS: 1-800-362-2178
4. CLUB:

## IX. CONFLICT RESOLUTION GUIDE

### A. PARENTS ARE NOT PERMITTED TO CONFRONT COACHES ON TOURNAMENT DAYS

Parents are not permitted to confront the coaches on tournament days to discuss playing time, or to complain about tactics, strategy, individual, or team performance.

1. Parents are encouraged to take notes about their concerns, and follow our conflict resolution procedures as outlined below.
2. If a parent approaches a coach during a tournament, we have instructed the coach not to discuss any controversial matter and to walk away.
3. The recommended time for a parent and/or player to talk to a coach about a problem is at a previously arranged meeting either before or immediately after a scheduled practice.

### B. IF A PLAYER HAS A CONCERN

If a player has a concern with a coach, parents have the responsibility for teaching their child steps to remedy the concern.

1. The club recommends the following steps if any player has a concern with a coach.
2. Player should discuss the concern with their respective coach and try to arrive at a solution. None of the coaches should be considered unapproachable. They are all very willing to listen to a player's concern and try to arrive at a mutual solution.
3. Until the coach is made aware of the concern nothing at all can be done to alleviate it.
4. It is understood at the younger ages sometimes the parent will be the first contact with the coach.

### C. IF THE CONCERN IS NOT RESOLVED

If the concern is not resolved, the player and parents may make an appointment to speak with the coach. Please do not approach a coach to discuss a concern at practice or a tournament.

### D. IF A SOLUTION IS STILL NOT REACHED

If a solution is still not reached, contact the club office to set up a meeting with the player, parents, coach, and club director\*.

1. \*In the event the coach and the club director are the same person, then the club vice-president participates in this meeting.

### E. IF A PLAYER OR PARENT WISH TO APPEAL

To appeal a decision made by the club director an appeals committee of **three neutral board members will** be formed and will be the final step in the conflict resolution process.

## X. PLAYING TIME EXPECTATIONS

### A. THE CLUB PHILOSOPHY

The club philosophy is that a player's instruction during practices is what is paid for, with playing time being determined by the player's attendance, performance, attitude, and effort during practice times. Moreover, it is left solely to the discretion of the coach.

### B. PLAYING TIME WILL VARY

Playing time will vary according to team, position, and attitude. Coaches are advised to give everyone opportunities to contribute their individual skills and abilities to the team during pool play matches.

### C. PLAYING TIME IS EARNED

Playing time is earned through practice and past game performance.

1. If you are negatively affecting the team's morale or group attitude on the court, the coach will make decisions to substitute you for a player who contribute positively to an aggressive team "vibe".

### D. PLAYING TIME IS NOT TO BE DISCUSSED

Playing time is not to be discussed with the coach by players or parents during or after a game. Coaches have the right to play whomever they think is best suited for a position and helps positively contribute to the team development and chemistry.

### E. WHEN TO ASK THE COACH ABOUT PLAYING TIME

You may ask the coach about playing time after or before practice.

An appropriate question would be, "What can I do to play more or be a starter?"

1. The coach will be as honest as possible to let you know where you stand with playing time at all times.
2. Remember, assertive language is much more well-received than accusatory.

## **XI. CLUB RULES**

### **A. ATTENDANCE**

1. Practices - All athletes are expected to attend every practice.
2. Tournaments- All athletes are expected to attend every tournament.
3. Excused Absences: Illnesses serious enough to keep the athlete home from school, genuine family emergencies, or active in a school-sponsored activity are exceptions for missing practice. Regardless of the reason, if an athlete misses practice, playing time may be affected.
4. If an athlete cannot be at practice, the athlete is expected to call the coach. It is the athlete's responsibility (not the parent's) to reach the coach before the practice starts.

### **B. PRACTICES**

1. Teams will generally have practice **two nights a week for two hours**. Teams may have additional practices and longer duration. The team coach will communicate the practice schedule. The practice schedules will also be listed on the club website.
2. Players are required to be ready to begin practice at the designated start time. Please allow yourselves enough time to put on kneepads, change shoes, be taped if needed, and do routines. Players are expected to assist in practice set up such as setting up and taking down nets and standards, and putting away volleyballs and other equipment that may be used that day.
3. Coaches determine whether or not their practices are opened or closed.
4. Begin practice mentally prepared.
5. Have personal goals for all practices. A good time to think about goals is during warm-up.
6. If a player must miss a practice, a telephone call to their respective coach is mandatory. Only after attempting and failing to reach the coach, can a player contact a teammate to pass the word along to the coach.
7. Advance notice is mandatory if a player cannot make a practice or tournament due to vacation, family commitment, etc.
8. Part of being a student athlete is planning. Players need to schedule their time so they can complete homework and participate in practices.
9. Each practice session is very important to the development of our athletes. Players need to make every effort to be at every practice. Also, coaches prepare practice plans according to whom and how many are attending. They need to know in advance if someone will have to miss a practice. It is important to note, if players do not attend practices on a regular basis, playing time will be impacted.
10. Please bring your own water bottle to practice and tournaments.
11. There will be no jewelry allowed at practice. Please leave your jewelry at home.
12. Athletes are not to leave the practice site before the end of practice without notifying the coach. Parent should let the coach know that they are aware that the athlete is leaving early.

## **XII. CLUB TOURNAMENT RULES**

### **A. THE TYPICAL TOURNAMENT DAY**

The typical one-day tournament schedule starts at 8:00 AM with "pool play" consisting of three or four "round-robin" matches. Some tournaments follow "pool" play with single elimination "bracket" play for top pool finishers.

### **B. BRACKET PLAY**

Bracket play for one-day tournament starts sometime in the afternoon, ending with tournament finals sometime that evening. Teams making it to the finals will add another two or three matches to their day.

### **C. MULTI-DAY EVENTS**

A few tournaments (Qualifiers and special events) involve two or three days of pool play, as described (three or four matches per day), followed by single elimination bracket play. In a two-day tournament, bracket play sometimes starts immediately after the second day's pool play, and wraps up that evening. In the longer tournaments, bracket play (usually multiple brackets with team position within the brackets dependent upon performance in pool play) starts early the day after completion of all pool play. Teams making it to bracket finals in these larger competitions add another three to four matches to their tournament total.

### **D. LENGTH OF EVENT**

Because the length of volleyball matches can be unpredictable and tournament formats and management varies, as discussed above, it is difficult to pinpoint the time a tournament may end. Also, exact tournament schedules or final confirmations are often not available until just before the tournaments begin (often the night before play starts). This is partly due to late entries, withdrawals or team changes, all of which impact the actual tournament playing schedule and match-ups. The Club has no control over the administration of these tournaments, but we do make suggestions, as do other clubs, to those who run the tournament for incorporation in their next one.

### **E. TRAVEL ARRANGEMENTS**

All players will be required to find their own transportation to tournaments. Coaches are encouraged not to transport players (unless they are their own child) to events. If a coach must furnish transportation another adult must be in the vehicle with them and the player or junior-aged assistant coach must ride in the backseat.

### **F. YOU CANNOT ATTEND A TOURNAMENT**

If an athlete cannot be at a tournament, the athlete is expected to call the coach as soon as the athlete knows she will be absent. It is the athlete's responsibility (not the parent's) to reach the coach before the tournament starts.

### **G. LEAVING AN EVENT**

Athletes are not to leave the tournament site before notifying the coach. Parent consent to leave early must also be received by the coach.

### H. TEAM AREA

Upon arrival, the team will identify a team area where the athletes can leave their bags and hang out between playing and officiating.

1. The area may be a room or simply a spot in a hallway. Either way, the team area represents our club and should be kept neat and organized at all times.
2. Most athletes will bring some type of blanket and/or pillow, homework, a book, an mp3 player or other items to help pass the time between events.
3. Remember, the team area is not secure and valuables will be left at your own risk.
4. Also, be sure to properly dispose of any trash and leave the area as we found it when the tournament is over.

### I. OFFICIATING EVENTS

All Junior Olympic tournaments are at least partially self-officiated. Officiating at tournaments is the shared responsibility of the entire team, including coaches.

1. All players are required to help with the line judging, scoring, score flipping, and down officiating. Teams assigned to the officiating and scorekeeping must fulfill this responsibility, especially during the playoffs.
2. Players may not use electronic devices at the score table at any time.
3. The team's coaching staff is permitted to take the electronic device until the end of the event.
4. Players may not leave the tournament site unless excused by the coach and parents should not ask the coach to make an exception. Except for a true emergency, all players must remain at the tournament with the team until the completion of the team's officiating and scoring duties.
5. This is non-negotiable. The following "Team Player" concept should be understood, "Win as a team, lose as a team, officiate and scoring as a team."
6. An exception is that a coach may excuse a player early due to injury, or other significant emergency.

## **XIII. TRAVEL POLICIES**

### A. TRAVEL POLICIES FOR THE CLUB

1. The Club has some teams that travel regularly to play in tournaments, has some teams where travel is limited to a few events per season, and some teams where there is no travel other than local travel to and from our own area. [Club] prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Volleyball SafeSport Handbook. [Club] has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

### B. LOCAL TRAVEL

We distinguish between travel to training, practice and local tournaments ("local travel") and team travel involving an overnight stay ("team travel"). Local travel occurs when the club does not sponsor, coordinate or arrange for travel.

1. Players and/or their parents/guardian are responsible for making all arrangements for local travel.
  - a) The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel.
  - b) It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including but not limited to: a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
2. The employees, coaches and/or volunteers of the club or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player.

### C. TEAM TRAVEL

Team travel is overnight travel that occurs when the club or one of its teams or designees sponsors, coordinates or arranges for travel so that our team can compete locally, regionally or nationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

1. **Travel Notice:** When possible, the club will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within the club or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
2. **Coaches shall not share rooms with players.** Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with a minor player (unless the coach is the parent, guardian or sibling of the player).
3. **Curfews:** The coach or his/her designee will establish a curfew by when all players must be in their hotel rooms or in a supervised location.
4. **Room Checks:** Regular monitoring and curfew checks will be made of each room by at least two properly background screened adults. At no time should only one adult be present in a room with minor players, regardless of gender.
5. **Blocked TV Channels:** Team personnel shall ask hotels to block adult pay per view channels.
6. **Individual meetings** between a coach and a player may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present, with at least one of those adults being the same gender as the player.
7. **Family members** who wish to stay in the team hotel are permitted and encouraged to do so.
8. **Parental Request:** The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
9. **Coaches Expectations:** No coach or chaperone shall at any time be under the influence of drugs or alcohol while performing their coaching and/or chaperoning duties.
10. In all cases involving travel, parents have the right to transport their minor player.

11. **Prior to any travel**, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.
12. **If disciplinary action** against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken, or immediately after.

### D. SUGGESTED ADDITIONAL POLICIES

The following policies are additional guidelines for developing a travel policy based on the club's preferences and needs.

1. Players are expected to remain with the team at all times during the trip. Players are not to leave the competition venue, the hotel, restaurant or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
2. When visiting public places such as shopping malls, movie theatres, etc., players will stay in groups of no less than three persons. Athletes 12 and under will be accompanied by a chaperone.
3. Safety Policies
  - a) Additional guidelines to be established as needed by the coaches;
  - b) Supervised team room provided for relaxation and recreation;
  - c) Respect the privacy of each other;
  - d) Only use hotel rooms with interior entrances;
  - e) Must wear seatbelts and remain seated in vehicles;
4. Behavior Policies
  - a) Be quiet and respect the rights of teammates and others in the hotel;
  - b) Be prompt and on time;
  - c) Develop cell phone usage guidelines;
  - d) Develop computer usage guidelines including social media;
  - e) Respect travel vehicles;
  - f) Establish travel dress code;
  - g) Use appropriate behavior in public facilities, including language;
  - h) Establish two different curfews – in own rooms and lights out;
  - i) Must stay in assigned hotel room; and
  - j) Needs and well-being of the team come first.
5. Financial
  - a) No room service without permission;
  - b) Players are responsible for all incidental charges;
  - c) Players are responsible for any damages or thievery at hotel;
  - d) Players must participate in contracted group meals; and
  - e) Communicate travel reimbursement information and policies.
6. General
  - a) Establish fair trip eligibility requirements;
  - b) Establish age guidelines for travel trips;
  - c) Parent(s) responsible for getting player(s) to stated departure point; and
  - d) Requirements for families to attend "Team Travel Tournaments."

## **XIV. SOCIAL MEDIA POLICIES**

### **A. SOURCE**

These tips provide basic information and guidelines that can save your organization time as it formulates a strategy. Electronic and Mobile Communications between Coach and Athlete. <http://safesport.org/toolkit/clubs/tips/>

### **B. THE CLUB POLICY ON COMMUNICATIONS.**

Below is our club policy on electronic and mobile communications. Please make sure that it's shared with all parents and athletes.

1. For any athlete under age 18, parents should talk with the athlete about the importance of transparent communications between coach, parents, and the athlete.
2. For athletes under the age of 14, make sure all electronic and mobile communications are sent to the parent directly, and copy the athlete.
3. There is nothing a coach or administrator should say to an athlete that a parent should not be aware of.
4. When an athlete is in middle to late adolescence (14-18 yrs), coaches, staff, and administrators can send electronic and mobile communications to the athlete, as long as
  - a) A parent is copied on those communications and,
  - b) The parent agrees to this arrangement beforehand.
  - c) This approach respects the athlete's growing independence, but maintains transparency and responsible awareness.
5. Although many parents use text messaging, studies show the majority will rely on e-mail. Set-up e-mail groups to ease broadcasts to parents – and make this group communication a norm for your organization.
6. Because younger athletes tend to rely more on text messaging as a communications medium, the club/coach will set-up a texting group to ease broadcasts to athletes – and make this group communication a norm for your organization.
  - a) Include parents on all text messaging groups or convert those text messages to e-mail format for parents.
7. Should any member of our club sports organization inadvertently send an athlete an electronic or mobile communication without including the parent,
  - a) The club will speak with the parent as soon as possible and let him or her know the oversight and how important you feel it is to include the parent in all future communications.

### **C. DO NOT HESITATE TO SPEAK TO PARENTS**

If coaches have any concerns about any electronic and mobile communications from athletes that make them uncomfortable, they are asked to speak with the parents immediately.

1. If you receive an electronic or mobile communication directed only to you as an administrator, and the athlete is under age 18, include others in your response along with the original e-mail or text.
2. Even if it is a minor issue in the e-mail, this response reinforces the importance of communications transparency and multiple views.

D. ALL CLUB MEMBERS ENCOURAGED TO USE PROPER PROTOCOL

The club encourages all coaches, staff members, volunteers, parents, and athletes to follow proper protocol regarding electronic and mobile communications, and take action if you become aware of anyone acting outside that protocol. Be prepared to initiate an internal investigation and notify state authorities.

## XV. SAFESPORTS GUIDELINES

A. BULLYING

One of the greatest lessons athletes take away from sport is the experience of being on a team whereby coaches and individuals support one another. Actions that demean or intimidate athletes, either physically or emotionally, may affect performance and team cohesion. Although bullying often occurs among peers, coaches can set an example by implementing a zero-tolerance policy and emphasizing teamwork and mutual support. Giving athletes a way to report behavior without fear of reprisal is also important. How to Recognize, Reduce and Respond to Bullying and what you need to know to protect athletes:

1. **Definition: Bullying is an intentional, persistent and repeated pattern** of committing or willfully tolerating physical and non-physical behavior that is intended, or has the reasonable potential, **to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s)** as a condition of membership. It includes any act or conduct described as bullying under federal or state law.
2. **Exceptions** Bullying does not include group or team behavior designed to establish normative team behavior or promote team cohesion. For example,
  - a) Bullying does not include verbal admonitions to encourage team members to train harder and push through a difficult training regimen.
3. **Examples of Physical Bullying**
  - a) Hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete
  - b) Throwing at or hitting an athlete with objects such as sporting equipment
4. **Examples of Verbal and Emotional Bullying**
  - a) Teasing, ridiculing, intimidating
  - b) Spreading rumors or making false statements
  - c) Using electronic communications, social media, or other technology to harass, frighten, intimidate or humiliate (“cyber bullying”)

B. HAZING

Being part of a team shouldn't come with additional requirements that get in the way of enjoying sport. Hazing often starts as seemingly benign behavior but can become an issue if allowed to continue. Since hazing often occurs among peers, coaches and staff can send a strong anti-hazing message by promoting conditions that allow individuals to raise concerns or share information. In addition, most states have enacted legislation to discourage hazing and hold those who participate accountable, and these laws can provide additional structure to anti-hazing efforts.

1. **Definition:** Hazing involves coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for joining a group or being socially accepted by a group's members. It includes any act or conduct described as hazing under federal or state law.
2. **Activities that fit the definition** of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate.
3. **Exceptions:** Hazing does not include group or team activities that are meant to establish normative team behavior or promote team cohesion.
4. **Examples of Exceptions include:**
  - a) Allowing junior athletes to carry senior athletes' equipment into the locker room after practice
  - b) Encouraging junior athletes to arrive early and set up training equipment
  - c) Giving senior athletes first preference in team assignments, responsibilities, accommodations, facilities or equipment
5. **Examples of Hazing**
  - a) Requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
  - b) Tying, taping or otherwise physically restraining an athlete
  - c) Sexual simulations or sexual acts of any nature
  - d) Sleep deprivation, unnecessary schedule disruption or the withholding of water and/or food
  - e) Social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g., public nudity) that are illegal or meant to draw ridicule
  - f) Beating, paddling or other forms of physical assault
  - g) Excessive training requirements that single out individuals on a team

### C. HARASSMENT

Sport is an incredibly constructive outlet for individuals, in part because athletes are judged solely on their abilities and performance. In this environment, hard work, persistence and improvement are the important characteristics. Harassment based on race, gender or sexual orientation affects team cohesion, performance and an individual's ability to focus on building skills and enjoying competition. As with bullying and hazing, coaches and staff can create a supportive environment for sport by establishing a zero-tolerance policy.

1. **Definition** Harassment is a repeated pattern of physical and/or non-physical behavior intended to cause fear, humiliation or annoyance, offend or degrade, create a hostile environment; or reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability. It includes any act or conduct described as harassment under federal or state law.
2. **Examples of Physical Harassment**
  - a) Hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant
  - b) Throwing at, or hitting an athlete with objects, including sporting equipment
3. **Examples of Non-physical Harassment**
  - a) Making negative or disparaging comments about an athlete's sexual

- orientation, gender expression, disability, religion, skin color or ethnic traits
- b) Displaying offensive materials, gestures, or symbols
- c) Withholding or reducing an athlete's playing time based on his or her sexual orientation

### D. EMOTIONAL MISCONDUCT

Sport can help individuals build skills, making them stronger and more equipped to manage challenges. The wide range of emotions athletes experience in practice and competition is a normal and healthy component of sport. However, a coach's or athlete's repeated pattern of behavior that can inflict psychological or emotional harm has no place in sport. By gaining a complete understanding of the conduct that qualify as emotional misconduct, participants can be in a stronger position to take action.

1. **Definition.** Emotional misconduct involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behavior includes verbal and physical acts, as well as actions that deny attention or support. It also includes any act or conduct (e.g., child abuse and child neglect) described as emotional abuse or misconduct under federal or state law.
2. **Exceptions.** Emotional misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.
3. **Verbal Acts of Emotional Misconduct**
  - a) Verbally attacking an athlete personally (e.g., calling them worthless, fat or disgusting)
  - b) Repeatedly and excessively yelling at participants in a manner that serves no productive training or motivational purpose
4. **Physical acts of Emotional Misconduct**
  - a) Throwing sport equipment, water bottles or chairs at, or in the presence of, participants
  - b) Punching walls, windows or other objects
  - c) Acts that deny attention and support
  - d) Ignoring an athlete for extended periods of time
  - e) Routinely or arbitrarily excluding participants from practice

### E. PHYSICAL MISCONDUCT

Almost all sport involves strenuous physical activity: in practices and competition, athletes regularly push themselves to the point of exhaustion. While these efforts are a necessary part of improving performance, any activity that physically harms an athlete – such as direct contact with coaches or teammates, disciplinary actions or punishment – is unacceptable. Physical misconduct can extend to areas such as inadequate recovery times for injuries and diet. One of the best ways to promote safe conditions is to understand exactly where the boundaries lie and take a team approach to monitoring athletes.

1. **Definition** Physical misconduct involves contact or non-contact behavior that can cause physical harm to an athlete or other sport participants. It also includes any act or conduct described as physical abuse or misconduct under federal or state law (e.g., child abuse, child neglect and assault).
2. **Exceptions** Physical misconduct does not include professionally accepted coaching

methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance.

3. **Examples: Contact offenses of Physical Misconduct**

- a) Punching, beating, biting, striking, choking or slapping an athlete
- b) Intentionally hitting an athlete with objects or sporting equipment
- c) Providing alcohol to an athlete under the legal drinking age (under U.S. law)
- d) Providing illegal drugs or non-prescribed medications to any athlete
- e) Encouraging or permitting an athlete to return to play prematurely or without the clearance of a medical professional, following a serious injury (e.g., a concussion)
- f) Prescribed dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete

4. **Examples: Non-contact offenses of Physical Misconduct**

- a) Isolating an athlete in a confined space (e.g., locking an athlete in a small space)
- b) Forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface)
- c) Withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep

### F. SEXUAL MISCONDUCT

The ability of sport to teach lessons that reach beyond the field of play depends on maintaining the bonds of trust, mentorship and mutual respect among teammates. All of these elements are undermined when sexual misconduct occurs in sport settings. Sexual misconduct includes sexual abuse, sexual harassment and rape. Every member of the sport community, especially adult staff in positions of authority, can contribute to a sport environment free from sexual misconduct by working together and being informed.

- 1. **Definition.** Sexual misconduct involves any touching or non-touching sexual interaction that is nonconsensual or forced, coerced or manipulated, or perpetrated in an aggressive, harassing, exploitative or threatening manner. It also includes any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Last, any act or conduct described as sexual abuse or misconduct under federal or state law (e.g., sexual abuse, sexual exploitation, rape) qualifies as sexual misconduct.
- 2. **Notes**
  - a) An imbalance of power is always assumed between a coach and an athlete.
  - b) Minors cannot consent to sexual activity with an adult; and all sexual interaction between an adult and a minor is strictly prohibited.
- 3. **Examples of Sexual Misconduct- Touching Offenses**
  - a) Fondling an athlete's breasts or buttocks
  - b) Exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors
  - c) Genital contact
  - d) Sexual relations or intimacies between participants in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants

4. **Examples of Sexual Misconduct- Non-touching offenses**
  - a) Sexually-oriented comments, jokes or innuendo made to or about an athlete, or other sexually harassing behavior
  - b) A coach discussing his or her sex life with an athlete
  - c) A coach asking an athlete about his or her sex life
  - d) A coach requesting or sending a nude or partial-dress photo to athlete
  - e) Exposing athletes to pornographic material
5. **Peer-to-Peer Child Sexual Abuse.** Approximately one-third of all child sexual abuse occurs at the hands of other children. Sexual contact between minors can also be abusive. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power and/or intellectual capabilities.
6. **Grooming process.** Offenders typically control their victims through a systematic process called “grooming” or seduction. Many offenders exploit a child’s vulnerabilities, using a combination of tactics to gain the victim’s trust, lower inhibitions, and gain cooperation and “consent.” Since the initial stages of the grooming process can occur in public or group settings, offenders also take care to groom the community, which makes it easier to gain the trust of staff and administrators.
7. **Sporting Setting.** Since interactions between a predator and child can occur in sport settings around other people, coaches, staff members or volunteers are well positioned to witness grooming behavior.
  - a) Therefore, it’s critical for all members of the sport community to be on the alert for policy violations, suspicious behavior, or other signals that an individual might be a sexual predator.
  - b) Offenders will use tickling, wrestling, horseplay, photography and giving gifts to push the boundaries of what’s acceptable and form connections with their victims.
8. **The grooming process has six steps:**
  - a) **Targeting the victim** – An offender will identify a child and determine his or her vulnerabilities.
  - b) **Gaining trust** – Through watching and gathering information about the child, an offender will become acquainted with a child’s needs.
  - c) **Filling a need** – Offenders will often lavish gifts, extra attention, and affection to forge a bond with their victims.
  - d) **Isolating the child** – By developing special relationship with the child, an offender creates situations in which he or she is alone with the child.
  - e) **Sexualizing the relationship** – An offender will desensitize a child by talking to, taking photos of and even creating situations in which both the offender and victim are touching or naked. The adult then uses a child’s curiosity and feelings of stimulation to engage in sexual activity.
  - f) **Maintaining control** – To ensure the child’s continued participation and silence, offenders can use secrecy and blame as well as other tactics; victims sometimes continue the relationship out of fear or shame at the thought of having to tell someone about the abuse.

### G. REPORTING

1. **Top Priority:** When child sexual abuse, misconduct or policy violations are disclosed, the top priority is to protect athletes and prevent further incidents.
2. **Do No Attempt to Evaluate- Just Report:** Coaches, staff members and volunteers should not attempt to evaluate the credibility or validity of the claim as a condition to take action. Instead, it's critical that any suspicions or allegations of child physical or sexual abuse are reported to the sport club or appropriate law enforcement authorities.
3. **Make a Commitment to Report:** A commitment to reporting, accountability and preparedness can all help organizations and individuals act responsibly in these situations. The more prepared each member of the sport community is to ask the right questions and take decisive action, the greater the likelihood of the best possible outcome. Each member of the sport community has a different role to play to encourage disclosure:

- a) **Clubs**

- 1) Report suspicions or allegations to appropriate law enforcement authorities
- 2) Cooperate fully with inquiries and investigations
- 3) Maintain open lines of communication with parents

- b) **Coaches**

- 1) Report suspicions or allegations to appropriate law enforcement authorities
- 2) Cooperate fully with inquiries and investigations
- 3) Encourage disclosure among athletes

- c) **Parents**

- 1) Communicate with clubs and coaches
- 2) Understand the reporting process
- 3) Monitor your child for sudden changes in behavior

4. **Bullying, Harassment or Hazing: Report any of these to**

Issue for these cases may be handled internally at Club or team level, UNLESS it involves physical or sexual abuse which is reported immediately to the appropriate Law Enforcement Agencies.

- a) **Clubs**

- 1) Director
- 2) Team Head Coach or Assistant Coach
- 3) Club SafeSport Contact

- b) **Region Office**

- 1) Region SafeSport Contact- Michelle Goodall 515-229-6114
- 2) Regional Commissioner- Lynne Updegraff 515-727-1860

- c) **USA Volleyball**

- 1) Hotline- 1-855-306-7775
- 2) Online form

[https://www.volleyballreftraining.com/SafeSport/safesport\\_report\\_abuse\\_form.html](https://www.volleyballreftraining.com/SafeSport/safesport_report_abuse_form.html)

- d) **Iowa Department of Human Services: 1-800-362-2178**

5. **Reporting Child Sexual Abuse.** Coaches, staff members and volunteers are required to report suspicions of child physical and sexual abuse or any inappropriate behavior of a colleague or coworker.
  - a) All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to an organization's administrators.
  - b) If members of the sport community believe that a sexual interaction between a coach and child or among children has occurred, it should be reported it immediately.
6. **What to do if a child reports**
  - a) When a child makes allegations of sexual abuse, responding in an appropriate, constructive way can help achieve the best outcome.
  - b) When a child takes the difficult step of reporting abuse, **it's critical not to judge the victim.**
  - c) Instead, **getting professionals involved early** and making counseling resources available can support the healing process.

## XVI. CODE OF CONDUCT

### A. TOURNAMENT & PRACTICE CODE OF CONDUCT

1. **Keep our gyms clean.**
  - a) **Team should keep bench areas and scoring tables** free of trash and extra water bottles as these create dangerous situation for players chasing balls.
  - b) **Eat in designated areas only.** Pick up your trash. Tournament Directors do not want to clean up your leftover food etc.
  - c) The club expects their teams clean their team areas before leaving any event or practice.
  - d) **Tournament Directors may impose fines or expel** players or spectators for food offenses. Any fees and expulsions for violations will be honored without complaint.
2. **Parking**
  - a) Park in designated areas and make sure to leave room for emergency vehicles to get to the facility. It may be out club member that needs this help.
  - b) If necessary the driver should drop off all players, gear, and spectators and then find a spot to park.
  - c) Do not park in handicapped spots and if possible leave close parking for elderly spectators.
3. **Event food guidelines**
  - a) Eat in designated areas only. The club expects you to follow all posted tournament food guidelines
  - b) If no cooler /food are allowed please leave the coolers in the car and visit the car on off matches to eat or support the concession stand.
  - c) Note: Many schools are not allowing peanut/nut products in their facilities. If this is posted, please respect this regulation.
  - d) If coolers and food tables are allowed, please try to bring healthy foods for the club players.

4. **Tournament Site Regulations:** Schools are trying to set a good example for our youth so it is illegal to smoke, use illegal drugs or drink alcohol on school property.
  - a) A Tournament Director may expel or deny a team entry into future tournaments if it violates any of the regulations listed below. This includes all school property, including parking lots.
  - b) Any Club Member or club spectator caught by any tournament official with any tobacco, alcoholic beverage or illegal drugs inside any school building or public tournament facility, or on any premises which prohibits this usage (school grounds or parking lots), will be expelled from tournament from that point forward. These club members will be suspended for the next month and spectators will be asked not to represent our club at further events.
5. **Profanity & Intimidation Profanity & Intimidation** Any person affiliated with a club who directs a profane remark or gesture toward any official, player or spectator obvious enough to be heard or seen by any Official team or tournament staff may be automatically suspended by the officiating team or event staff.
  - a) If a person is a club representative they will be banned from the next event as a minimum.
  - b) If other spectators or teams are displaying this behavior it should be reported to the tournament event staff. If the violation is on a team that is playing report it to the officiating crew.
  - c) A second similar offense occurring that same day will be cause for that individual to be suspended for the rest of the tournament.
  - d) Tournament Directors may expel a participant or spectator for any action that is deemed to be inappropriate by normal standards or posted rules.
6. **Harassing an official during or after a match** will be grounds for expulsion from the event.
7. **GROSS Unsportsmanlike Acts.** A Tournament Director may disqualify an individual from the tournament for unsportsmanlike behavior such as fights, spitting, etc.
8. **Any person who physically assaults** anyone at an Iowa Region sanctioned tournament will be subject to immediate suspension, with further disciplinary action as determined by the Region Office.
  - a) Physical Assault should be reported to Law Enforcement Officials immediately.

### B. TRAVEL CODE OF CONDUCT/ CODE OF HONOR

USA Volleyball strongly suggests clubs to create a Code of Conduct or Honor Code as a companion document to team travel policies.

Recommended:

1. Team members will display proper respect and sportsmanship toward coaches, officials, administrator, teammates, fellow competitors and the public at all times.
2. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
3. The possession or use of alcohol or tobacco products by any athlete is prohibited.
4. The possession, use or sale/distribution of any controlled or illegal substance or any

form of weapon is strictly forbidden.

5. Team members are reminded that when competing in tournaments, traveling on trips and attending other club-related functions, they are representing both themselves and the club. Athlete behavior must positively reflect the high standards of the club.

For Consideration:

6. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline by include, but may not be limited to:
  - a) Dismissal from the trip and immediate return home at the athlete's expense;
  - b) Disqualification from future tournaments, either local or traveling;
  - c) Financial penalties;
  - d) Dismissal from team; and/or
  - e) Penalties set forth in the USA Volleyball Participant Code of Conduct, which may include a lifetime ban.
7. Players are to refrain from inappropriate physical contact at team activities.
8. Players are to refrain from the use of inappropriate language.

### C. COACHES CODE OF CONDUCT

The following information comes from the USAV CAP coaching program and the American Volleyball Coaches Association. It is your responsibility as a member of USAV to maintain professional relationships with athletes.

Coaches will work with people from the perspective of dignity and sound educational and scientific foundation and

1. Direct comments and criticism at the performance, not the athlete.
2. **Display high personal standards**, including avoiding the use of illegal drugs, using profane, insulting, harassing or otherwise offensive language while in the presence of athletes.
3. **Coaches & Junior Team Staff will NOT USE alcohol and tobacco** in the presence of their team at events or post event activities, and under no circumstances allows the use of controlled substances by minors.
4. **Ensure that the activity being undertaken is suitable** for the age, experience, ability and fitness level of the athletes.
5. **To educate the athletes** as to their responsibility in contributing to a safe environment.
6. **Consider the athletes' future health** and well-being as foremost when making decisions regarding an injured athlete's ability to continue competing or training.
7. **Be aware of academic pressures**; conduct practices/matches in a manner so as not to unduly interfere with academic success.
8. **Implement only ethical recruiting practices** and know compliance regulations of governing sports organizations.
9. Reasonably ensure that facilities and equipment meet safety standards and make sure that they are age and ability appropriate.
10. **Strive to develop individual and team respect** for the ability of opponents, and officials.
11. **Show regard** for the moral, social and religious orientations of the athletes.
  - a) **Harassment comes in many forms, for your own protection as coaches please read the following section.** This section is not to imply a lack of faith in Iowa region coaches, but to give you information on practices to

- follow to avoid the risk of a sexual harassment suit. Report any suspected cases of abuse to appropriate authorities.
- b) Physical
  - c) Use appropriate discipline.
  - d) Take injuries seriously.
  - e) Avoid engaging in behavior which causes awkwardness or embarrassment to another, or endangers a person's safety or negatively affects performance.
  - f) Verbal
  - g) Replace negative remarks with instruction.
12. **Motivate with praise, not abusive remarks.**
  13. **Address athletes by their first name or preferred nickname.**
  14. **Be careful using coaches seen on television** as examples for appropriate behavior.
  15. **Under no circumstances** shall a coach use racial, ethnic, gender or sexual orientation related slurs.
  16. **Emotional Treatment**
    - a) Treat all athletes with equal respect; never condescend, patronize or exhibit favoritism.
    - b) Keep winning in perspective.
  17. **Bullying should not be tolerated** by team members or staff.
  18. **Sexual Abuse**
    - a) All behavior which is defined or construed as sexual abuse must be avoided.
    - b) Use only positive touches (i.e. high fives, handshakes, pats on the back) and respect the privacy of an athlete's body.
    - c) In potentially compromising situations (i.e. showering, changing clothes, individual conferences) make sure another adult is present.
    - d) Avoid going anywhere alone with an athlete.
    - e) Report any suspected cases of sexual abuse to law enforcement as required by law.
  19. **Sexual Harassment.** Avoid the following behaviors.
    - a) Suggestive comments about physical appearance.
    - b) Leering/staring.
    - c) Using sexually offensive or degrading pictures or reading material.
    - d) Sexual teasing.
    - e) Jokes with sexual themes.
    - f) Unwanted physical contact.
    - g) Promises or rewards in return for sexual favors.
  20. **Never be alone with a Junior aged player or assistant coach.** This rule is for your own protection for accusations being made against you.
    - a) Always have another adult with you at practices, events, or private lessons.
    - b) Never be alone with a minor aged player at the end of the evening.
    - c) Never give a player a ride home without another adult in the car.
    - d) If conducting room checks when traveling always do so with another adult.
  21. **Never have a player in your hotel room.**

### D. SPECTATOR CODE OF CONDUCT

The club expects all spectators associated with our club teams to abide by the following code. Entry into Iowa Region sanctioned events is granted as a courtesy. If you enter/attend a sanctioned event you agree to abide by the spectator code of conduct.

#### 1. SPECTATORS WILL:

- a) Abide by the official rules of USA Volleyball.
- b) Display good sportsmanship at all times.
- c) Encourage my child and his/her team, regardless of the outcome on the court.
- d) Honor the rules of the host and the host facility.
- e) Not bully or intimidate officials, players or other spectators.
- f) Generate goodwill by being polite and respectful to those around me at this event.
- g) If necessary clear out of spectator areas if necessary to allow the fans for the teams on the court an opportunity to watch their teams play.
- h) Encourage athletes to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear.
- i) Redirect any negative comments from others to the Tournament Director.
- j) Notify the Tournament Director in the event that I witness any illegal activity.
- k) Support the policies and guidelines of the team/club that I represent.
- l) Acknowledge effort and good performance, remembering that all of the players in this event are amateur athletes.
- m) Model exemplary spectator behavior while attending this event.
- n) Respect the tradition of the sport of volleyball by being a good ambassador.

#### 2. SPECTATORS WILL NOT:

- a) Will NOT harass or intimidate the officials, line judges, or score table personnel.
- b) Will NOT coach athletes from the bleachers and/or sidelines.
- c) Will NOT criticize his/her team players or coaches.
- d) Will NOT participate on the court without having a current USA membership.
- e) Will NOT bring and/or carry any firearms at any Iowa Region event.
- f) Will refrain from bringing or consuming alcohol, tobacco, or any illegal substances at any Youth/Junior volleyball event.

- 1) **Note: Any violation of this Code of Conduct will result in you being asked to leave the site/facility, and may result in you possibly being banned from attending future Iowa Region sanctioned events.**

### E. PARENT CODE OF CONDUCT:

The Club expects parents, and guardians to maintain a civilized code of conduct at volleyball events. To help define these expectations we have compiled the list below.

1. The Tournament Director has the final say regarding their individual event.
2. Local law enforcement will be contacted if necessary to resolve any disputes or altercations.

## --my-CLUB HANDBOOK

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As a Parent, I will:

1. Remain in the spectator areas during all games.
2. Not advise the coach on how to coach, who to put in the game and/or who to take out of the game.
3. Not coach my child during the game.
4. Respect the integrity of the officials and not advise them how to call the match.
5. Respect the integrity of the scoring table and line judges.
6. Learn the rules of the game to help me better understand what is happening on the court
7. Understand that physical or verbal intimidation of any individual is unacceptable behavior
8. Be supportive of all attempts to remove verbal or physical abuse from organized volleyball activities, including language.
9. Model sportsmanship for my child by treating all coaches, officials, tournament directors and players of either team with courtesy and respect.
10. Encourage hard work and honest effort that will lead to improved performance and participation.
11. Emphasize the cooperative nature of the sport.
12. Encourage my child to participate for enjoyment as well as competition.
13. Encourage athletes to participate in volleyball drug, tobacco and alcohol free.
14. Cheer for my child's team.
15. Applaud good and fair play during matches.
16. Be in control of my emotions.
17. Attend all volleyball events alcohol and drug free.
18. Understand that conduct that is inappropriate as determined by comparison to normally accepted behavior is unacceptable.
19. Protect the ability to continue using the facility by following all the rules of the facility, such as--
20. I will follow all rules for Food, Drinks or Coolers in the Gym;
21. Smoke only in designated areas;
22. Throw all trash in an appropriate receptacle; and
23. Park in marked spots to help allow emergency vehicles access.
24. Protect athletes from sanctions and/or suspension by producing accurate documentation.
25. Honor financial commitments.

### F. PLAYER STANDARDS OF CONDUCT

1. There is a lot more expected of our players other than their volleyball skills.
2. Players are expected to participate in all scrimmages/practices as scheduled. Failure to do so may result in less playing time in the next tournament. It is the player's responsibility to notify the coach of their team if they cannot attend.
3. If a player needs to miss several practices because of extra-curricular commitments, they are required to provide their coach with a schedule to allow for proper practice planning.
4. Players are expected to sign up for the full season and to make all tournaments. All players will be given maximum playing time in tournaments – especially during pool play, however, during a tournament play where the objective is to advance as far into

the playoffs as possible (and for improved region seeding) players will be played at the discretion of the coach based on skill level and team needs.

5. Players are expected to consistently work on their own to raise the levels of their physical condition and skill. All players will sign a code of conduct form as part of their membership with USA Volleyball. The following standards must be observed for one to continue as an active member of Capital Volleyball Club; violation of standards marked with (\*) mean suspension or dismissal from the club
6. 1. \*Alcohol and drugs including marijuana are prohibited at all times.
7. Smoking is prohibited.
8. The Club is committed to excellence in academic performance, and will support family decisions regarding requirements.
9. \*As a representative of the club, no actions that will hinder the player's performance, game, or scholastics will be tolerated. The player's actions and behavior should always be such as to reflect positively on the player, their team, and Capital Volleyball Club.
10. Players must be on time for all team commitments. Early is best.
11. Players must **call** their team coach when they are going to be late or absent from a practice or tournament.
12. If a player must leave a practice or tournament early the parents must **call** to verify that they know their player will be leaving.
13. All players are required to participate in all physical conditioning activities and drills unless excused by a doctor or the coach.
  - a) Players must report all physical injuries or illness to their head coach immediately.
  - b) Equipment and uniforms issued to each player must be cared for properly.
  - c) All other equipment must be properly cared for. Players are expected to help set up and take down equipment at each practice. Players are to also assist in accounting for volleyballs.
  - d) Players are required to take proper care of practice equipment, keeping in mind that the equipment is the property of the host school.
  - e) All players must abide by the rules established for scrimmage and tournament facilities, both locally and in other cities.
  - f) Each player will keep their coach informed of their presence at tournaments.
  - g) Each player is expected to treat all other players, teammates, coaches, referees, and fans with courtesy and respect.
  - h) If players are involved in a dispute, they must immediately work out problems between them. If they are unable to resolve their problem immediately, they must meet with the coaches until their problems are resolved. Problems between players must never be left unresolved.
  - i) During any overnight travel, **curfew will be 10 PM on all nights** prior to a match unless amended by your coach.

## **XVII. CONSEQUENCES FOR VIOLATIONS**

### **A. EACH VIOLATION**

Each violation will be considered separately as circumstance for the violations vary widely.

### **B. SANCTIONS CAN RANGE FROM:**

1. An apology note
2. Personal apology
3. Loss of playing time
4. Cannot participate in practice(s)
5. Cannot participate in event(s)
6. Sent home from an event- with parent notification
7. Monetary fines
8. Community Service
9. Remove from Club
10. Loss of USAV Membership

## **XVIII. Participant Agreement & Consent**

I, have read, understand, and agree to the policies, procedures and obligations set forth in the club Player's/Parents Handbook. As evidence by my signature, I certify that I have read and understand all of the foregoing and consent to abide by the rules as set forth herein.

\_\_\_\_\_  
Print Participant's Name

\_\_\_\_\_  
Team's Age Level or Name

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

## **XIX. Parent's Agreement & Consent**

I, have read, understand, and agree to the policies, procedures and obligations set forth in the club Player's/Parent's Handbook. As evidence by my signature, I certify that I have read and understand all of the foregoing and consent to abide by the rules as set forth herein. In addition, I certify that as Parent or/Guardian of this participant, have explained to my son/daughter the aforementioned stipulated conditions and their ramifications, and I consent to his/her participation in the programs conducted under USAV, Regional Volleyball Association and the club in which he/she is a member. I agree to pay the fees set forth by the club, allowing my child to participate in the program.

\_\_\_\_\_  
(1) Parent/Guardian Name (please print)

\_\_\_\_\_  
Relationship

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
(2) Parent/Guardian Name (please print)

\_\_\_\_\_  
Relationship

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

\_\_\_\_\_  
Date

## **XX. Club Staff Agreement & Consent**

I, have read, understand, and agree to the policies, procedures and obligations set forth in the club Player's/Parents Handbook. As evidence by my signature, I certify that I have read and understand all of the foregoing and consent to abide by the rules as set forth herein.

\_\_\_\_\_  
Club Staff Position (s)

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Team's Age Level or Name

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date