

Creating A Club Handbook

What to consider including

Club Handbook Template

Go to

If you would like to use the Club Handbook Template that was created by the Iowa Region the link is found on the Iowa Region website:
www.iavbreg.org

- Forms page
- Club Director tab
- Right hand column- Other Documents.

Club Mission or Philosophy

Beliefs and values
of the club

What is most
important to tell
those considering
joining the club

Programming Levels Offered

▶ **National Teams -**

- Compete to win bids to the USAV National Championships
- Travel to out of state qualifying events
- Power Leagues?
- Play in the Iowa Region Qualifying Event Series
- Compete in the Iowa Regional Championships

▶ **Zonal Teams -**

- Compete in higher level competition
- May or may not participate in qualifying events
- Can play in the Iowa Junior Regionals Qualifying or Gold Divisions
- Potential for age waivers

► **Regional Teams -**

- Only compete in Iowa Region Events
- Play in Gold level tournaments
- May or may not have age waivers
- Compete in the Iowa Regional Championships at the Gold Level

► **Local/City Teams -**

- Compete within a specific mile radius of their town
- Can compete in the Gold or Silver Divisions at the Iowa Regionals

► **League Teams**

- Compete only in local league with no tournaments

**Programming
Levels Offered
Cont.**

Team Selection - Tryout Process Used

▶ Clubs will abide by all Iowa Region tryout policies

- Require players to sign a commitment letter with acceptance or denial
- Clubs keep the original and Parents keep a copy
- Clubs can only have offers for number of positions available- out at one time
- All offers are valid until the Iowa Region signing date. No earlier dates may be listed or asked for

▶ Total number of teams

- Based on the number of athletes that tryout, available coaches, and facility availability

▶ Goals for Teams

- Teams for ages 12U-18U if all factors allow

▶ Team Size

- Must have a minimum & maximum number of players to form the team

▶ Invitation Teams

- Primarily National Teams are hand selected after contacting the Club Director

▶ Invitation & Tryouts for Unfilled Positions

- Advertise the number of tryouts at each level
- How many tryouts should the athletes attend
- The cost of the tryouts

▶ Tryout Teams

- Number of tryouts for each age level
- How many tryouts should the athletes attend
- The Cost of the tryouts
- Any other desired information

Team
Selection -
Tryout Process Cont.

Team Selection - Criteria

Open Tryouts

Decided on a club by club basis

Athletes will be Evaluated

General athletic ability, skill level, knowledge, effort, competitiveness, attitude, sportsmanship, and interaction with others

Also take into Consideration

Prior commitment to the club policies

Notification

Whether or not the athlete made the team
How athletes will be notified - phone or email.

Team Selection

Club Policies Examples

- ▶ **Discourage Moving to an Older Age Group Unless**
 - Athletes show superior skills
 - Playing with the older age group will benefit the athlete
- ▶ **Movement of Players Between Teams**
 - Based on the discretion of the club
 - Must be presented to the athlete & family before proceeding

Financial Information

Club Fees

- Responsibility of each athletes and families to pay the designated amount
- Not paying on time may result in; ex: athlete not allowed to participate, 1 week grace period, no tournaments.

Dues Breakdown

- List items that fees will cover, but not the specific amount per each item
- Examples - uniforms, warm-up's, coach payment, facility rental, and tournament fees

Fee Agreement

- What is included in the club fees, what is the players responsibility
- Number of installments and the due dates
- Qualifying teams should meet to further discuss additional fees

▶ **Method of Payment**

- How can fees be paid
- Who checks should be made out to

▶ **Fundraising**

- Number of fundraisers per season
- Dates
- What fees will the fundraisers help cover?

**Financial
Information
Cont.**

Club Structure

- ▶ **Board of Directors**
 - Number of members (3-9)
 - Specify what they are in charge of
- ▶ **Club director**
 - Generally the chair of the Board
 - Handles the day to day operations of running a club program
- ▶ **Club SafeSport Contact**
 - Person whom the club members contact in regards to bullying, harassment, or hazing
 - Aid in filing reporting forms
- ▶ **Coaching Staff**
 - Decide teams, playing and practice times, other issues?

Contact Information

List the Name, best Phone & Email to contact
the following people:

▶ **Club & Board Contacts**

- Board of Directors Members
- Club Director
- Board Treasurer
- Board Member

▶ **Information by Teams**

- Team Representative
- Coach & Assistant Coach
- Player and their Parents

Practice Facility Information

For every location used for practice purposes list the following information:

► **Site -**

- Address
- Enter Through
- Site Supervisor
- Site Phone Number
- Site Rules
- Equipment Storage Information
- Emergency Exits & Tornado Shelter
- Location of ice on site

Where to Find Information

Info about practices, tournaments, cancellations :

Club Website
Club Social Media accounts

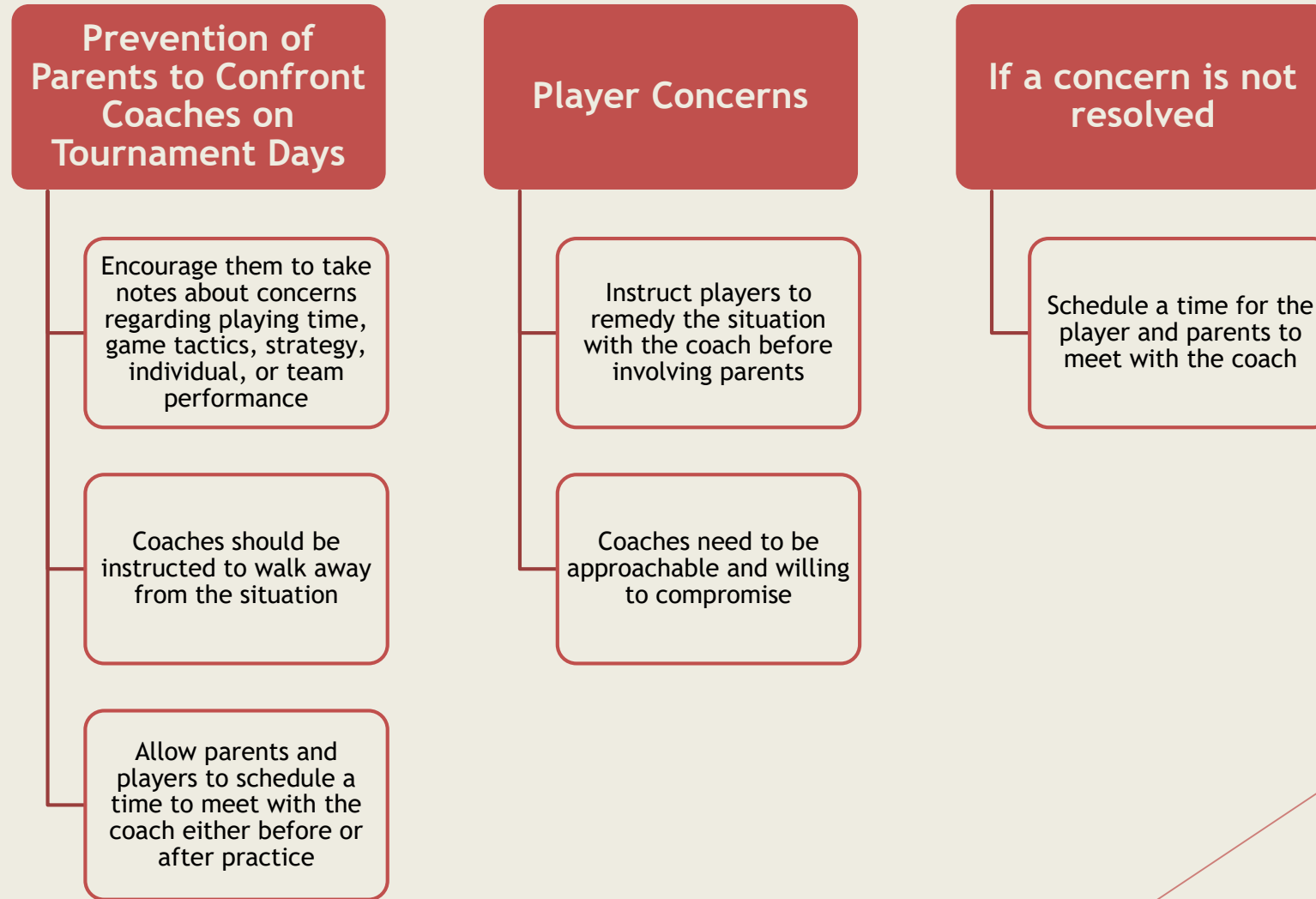
To report an injury at practice or event:

Contact club director
Fill out an incident report as well as medical claim form
Fax to region or scan and email to region

Also list the contact information for

USA Volleyball Headquarters
Iowa Region Office
SafeSport Contacts

Conflict Resolution Guide



Conflict Resolution Guide

Cont.

If a solution is still not reached

Contact the club director to schedule a meeting with the parents, player, coach, and club director

If a player or parent wants to appeal

There should be a unbiased appeals committee setup to review the decision

Playing Time Expectations

Club Philosophy

- Instruction during practice is what is paid for
- Playing time at the discretion of the coach
- Determining factors of playing time

Playing time will Vary

- Depends on the team, position, and attitude

Playing time is Earned

- Through practices and past game performances

Playing time is not to be Discussed

- Parents & players should not approach the coach about playing time during or after a game.

► When to ask the coach about playing time

- Before or after practice
- “What can I do to get more playing time or be a starter?”
- Coaches should be assertive rather than accusatory
- If parents have the concern the player needs to be in the meeting with the coach

Playing Time Expectations

Cont.

Club Rules

▶ Attendance

- Practice
- Tournaments
- Excuses absences
- Athletes must contact the coach prior to the absence
 - NOT the parents

▶ Practices

- Number and duration of practices per week
- Players should be prepared to start at the designated time
- Open vs. Closed
- Bring own water bottle

Tournament Rules

Typical Tournament Day

- Scheduled play starts at 8:00 am
- Pool play (3-4 matches) followed by Bracket play

Bracket Play

- Generally starts in the afternoon
- Win and keep playing

Multi-Day Events

- A couple days of pool play and the last day being bracket play
- Generally, two waves (Am & Pm)

Length of Event

- Schedules are a basic outline to times of matches
- Tournaments can get ahead or fall behind, making it impossible to determine the end time

Tournament Rules Cont.

Travel Arrangements	Players are responsible for finding travel arrangements Coaches encouraged not to transport athletes
Cannot attend a tournament	Athlete should notify the coach as soon as they know they cannot attend
Leaving an event	Notify the coach prior to leaving and sign out when they do leave
Team Areas	Team area represents the club and should be kept neat & clean Secure valuables at owners risk Dispose of all trash

Tournament Officiating Rules

► Officiating Events

- All players required to help with officiating detail
- No use of electronic devices
- No leaving the tournament early while the remainder of the team officiates
- Win as a team, lose as a team, officiate as a team

Travel Policies

Travel Policies for the Club Should

- Prohibits any sort of abuse
- Minimize one on one interactions

Local Travel

- The club does not sponsor, coordinate, or arrange for travel
- Athletes families are responsible for travel
- Coach should not transport the minor alone

Travel Policies Cont.

▶ Team Travel

- Overnight travel when the club sponsors, coordinates, or arranges for travel
- Travel Notice - advanced notice for athletes and family of travel arrangements
- Coaches shall not room with players!
- Curfews - coach decides a time for athletes to be in their room
- Room Checks - background screened adults ensure athletes are in their rooms after curfew
- Blocked TV Channels - ask hotels to block Pay Per View
- Individual Meetings - will not occur in a private area with solely the coach and player
- Family Members - are encouraged to stay with their teams

Travel Policies Cont.

Team Travel

- Parental Request - club should meet most parental request for athletes traveling alone
- Coaches Expectations - no use of drugs or alcohol
- Prior to Travel - All parents and players should be aware of all policies
- Disciplinary action - notify the parents if the athlete is alone

Other Suggested Policies

- Athletes should remain with the team
- Groups of 3 or more

Social Media Policies

▶ Club Policy on Communications

- 18U - communications between athletes, parents, and coaches should be transparent
- 14U - communication should be with the parents directly
- Anything a coach says to a player should also be acceptable to say to a parent
- Use both email and phone messages to parents and players

▶ Do not hesitate to speak to parents

- If coaches have any concerns about communications from athletes, the parents should be contacted immediately

▶ All club members should know and abide by the proper protocol for social media

Code of Conduct

Tournament & Practice Code of Conduct

- ▶ **Keep gyms Clean**
- ▶ **Parking**
 - Designated areas
 - Drop athlete off then park
 - Leave handicap spots open and room for emergency vehicles
- ▶ **Event Food Guidelines**
 - Eat in designated areas
 - Be aware of allergies and the facility regulations addressing those
 - Abide by the event policies on coolers

▶ **Tournament Site Regulations**

- No use of alcohol or tobacco products at the site of the event

▶ **Profanity & Intimidation**

- Remarks or gestures toward a player, official, or spectator may mean automatic suspension by the officiating team

▶ **Harassing an official during or after a match**

- Grounds for expulsion

▶ **Gross Unsportsmanlike Acts**

- Tournament Directors have the right to DQ a player from the event

▶ **Physical Assault**

- Subject to Iowa Region Disciplinary action
- Law Enforcement should be notified immediately

Code of
Conduct
Cont.

Code of Conduct Cont.

Travel Code of Conduct/Code of Honor

- Suggested by USA Volleyball for every club
- Include items about respect and sportsmanship and illegal behavior
- Remind athletes and Coaches they represent themselves, the club, the Iowa Region, and USA Volleyball

Coaches Code of Conduct

- It is the coaches responsibility as a member of USAV to maintain professional relationships with athletes.

Spectator Code of Conduct

- Should abide by the Iowa Region Spectator Code of Conduct
- Entry to Region Events are a courtesy.

Code of Conduct Cont.

Parent Code of Conduct

- The Club and Region expect parents, or guardians to maintain a civilized code of conduct at volleyball events

Player Standards of Conduct

- More than just playing volleyball
- Must represent the Region, club, and team with great sportsmanship

Consequences for Violations

Each Violation is considered separately

Possible Sanctions:

- Apology note
- Personal apology
- Loss of playing time
- Removed from event
- Monetary fines
- Community Service
- Removal from the club
- Loss of USAV Membership

Participation 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- print

Team's Age Level or Name

Participant's Signature

Date

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 - Print	_____ Relationship
▶ _____ Parent/Guardian Signature	_____ Date
▶ _____ (2) Parent/Guardian Name- Print	_____ Relationship
▶ _____ Parent/Guardian Signature	_____ Date

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 (1)	_____ Club Staff Position (2)
▶ _____ Print Your Name	_____ Team's Age Level or Name
▶ _____ Your Signature	_____ Date