



**Johnston County Volleyball Club Player & Parent  
Handbook  
JoCo Volleyball**

**2020 – 2021 Season**

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**Revision 1**

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## 1. ARTICLE I – THE CLUB

The sport of volleyball has become very important to Johnston County. This board wishes to build a quality club program, that we can all be proud to be a part. To accomplish this task, it will require a partnership with the help of our coaches, players and parents. Club volleyball can be an amazing experience and that is our overall goal.

Families new to club volleyball are encouraged to read the JCVC Club Volleyball information flyer to gain an understanding of what to expect, attend all club information meetings and approach board members with any questions you have.

### 1.1. Club Mission Statement

Our mission is to provide a positive and productive environment for players to train and grow as athletes while developing invaluable life skills.

### 1.2. Philosophy

We believe the club should foster a love for the game of volleyball through enthusiastic, skilled coaches that enable players to exceed their potential.

### 1.3. Goals

- We will strive to cultivate passion for the game of volleyball.
- We will strive to provide a safe, professional and positive environment for our players to excel in the sport of volleyball.
- We will strive to provide a dedicated coaching staff and continue to develop our knowledge and experience in order to provide competent instruction to our athletes.
- We will strive to provide mental, physical and skills training to enable our athletes rise to their potential.
- We will strive to maintain an emphasis on dedication, commitment, teamwork, sportsmanship and self-discipline.  
We will strive to be competitive in the sport while enabling our players to have fun and building lasting memories.
- We will strive to develop reciprocal relationships with like organizations to grow the sport of volleyball in our surrounding communities.

### 1.4. This Handbook

This handbook (and the club's policies herein) is a living document and shall be verified, corrected and/or revised yearly for continuous improvement. Club members are encouraged to read the policy carefully and request any clarifications needed. We also would like to enlist the help of club members to identify typographical errors, technical errors and dysfunctional reference links.

### 1.5. Club Leadership

The club will be led by a board of directors. In the case of an even number of board members, one senior board member shall possess the tie breaker vote, as previously agreed by the board. All decisions of the board are final.

### 1.6. Club Coaches

Our goal is to acquire and hold experienced, quality coaches for all club programs. We will strive to match coaches with teams based on experience, knowledge, abilities, and personality. All coaches will be IMPACT certified, SafeSport certified, yregistered with the Carolina Region as a coach and will have a complete background check.

### 1.4. Auditing

It is the expectation of the board that all coaches adhere to the policies set forth by the club. The board may elect to survey team players, at any point during the season, to verify that players are aware of club policies, including prohibited behaviors.

- 1.5. Documentation  
The club will produce the following documents to support enforcement of the club's policies.
- JCVC Player & Parent/Guardian Club Handbook
  - JCVC Player & Parent/Guardian Code of Conduct
  - JCVC Coaches Contract
  - JCVC Club Season Schedule
  - JCVC Team Designations w/ Schedule of Fees (Team Call-outs)
  - JCVC Staff Payment Schedule

## 2. ARTICLE II – CLUB FEES

- 2.1. Team Fees  
Team fees will be per the Team Designations w/ Schedule of Fees and will vary depending upon the level of team play and the number of players on the team. Team fees will include club fee and travel fee (if applicable). The uniform package will be a separate expense and will be defined on the Team Designations w/ Schedule of Fees. The board may elect to include additional fees for position training and physical training for select level teams. The club fee will include administrative costs, taxes, business fees, insurance premiums, practice facility rental costs, coach's pay & expenses, tournament entry fees and equipment.  
Travel fees, when applicable, can only be estimated at the beginning of the season. The club does not markup travel fees. Each parent/guardian is responsible for covering their players travel fee balance at the end of the season.  
For the 2019-2020 club season, the club will only accept cash or check for club fee payments.
- 2.2. Payment Schedule  
The club fees payment schedule will be as defined on the Team Designations w/ Schedule of Fees. Club fees are due in one lump sum. If a member elects for period payments, the club assumes more risk and therefore an additional 5% surcharge shall be added to each payment.  
Please be aware that the club must move quickly to secure entry into travel tournaments. This means the club will see significant expenses very early in the season, hence the reason for the minimum first club fee payment.  
Any payment received after the due date will be considered "late" and a late fee of \$15.00 will be applied to the balance. An additional daily fee of \$5.00 will be applied to the account starting after the 6<sup>th</sup> day of non-payment (including the \$15.00 late fee).  
Any checks returned due to insufficient funds will be charged a \$35.00 fee plus late fees. All fees and late charges must be paid prior to the player participating in any additional practices or tournaments.
- 2.3. Refunds  
After a letter of commitment has been signed, the club has a strict "no refund" policy. In the case of injury (occurring during the first half of the season, requiring long term recovery) or long term illness, the board will consider refund or excusing funds not yet committed, upon written request from the account holder.  
Parents / guardians should be aware that gym time must be pre-paid, tournament fees paid at the beginning of the season and coaches must be paid regardless of number of players. This makes refunds for any reason difficult.
- 2.4. Fund Raising

Teams are free to develop and execute fund raising programs to reduce their club fees. A simple fund raising plan must be authored and submitted to the board for approval. All fund raising programs must be managed by a team parent, with accurate records generated and presented with the money raised to the club treasurer. The records will be available for viewing by any club member upon request. The club will assume no profit from team fund raising, however, any funds left unallocated at the conclusion of the club season will be absorbed by the club.

### **3. ARTICLE III – SCHEDULE**

#### 3.1. Season Schedule

As defined in the Club Season Schedule, to include try-out dates, Club Day (signing day), player & parent meetings, practice start & end dates, etc.

#### 3.2. Practice Schedules

Per Team Designations w/ Schedule of Fees.

#### 3.3. Tournament Schedules

Per Team Designations w/ Schedule of Fees.

### **4. ARTICLE IV – CONDUCT & DISCIPLINE**

All club personnel are accountable to the Junior Club Personnel Code of Ethics<sup>UV</sup>.

#### 4.1. Board Members

The board members shall represent the club in a professional manner and act in the best interest of the club, coaches and players to build a quality organization.

#### 4.2. Coaches

The coaches are to represent the club with professionalism, act as a good role model and mentor for the players and strive to succeed in the game of volleyball. To be in good standing with the club, the coach must attend all club events, tournaments and practices. We understand that exceptions will exist but they must be kept to a minimum. The club values its coaches, however, a coach can be released at any time.

#### 4.3. Players

Players are expected to be prompt, practice with a good work ethic, show good sportsmanship, be respectful of others (coaches, officials, parents, other players and the general public) and have fun.

#### 4.4. Disciplinary Measures

Players

With participation in the club comes great responsibility. Players are expected to know the rules and act accordingly. Coaches are expected to treat all players fairly and equally. Leniency may be granted, at the discretion of the coach(s), to a player that is truthful and owns a violation.

Violation of the Club Code of Conduct for Player and Guardian(s) may result in disciplinary action proportional to the severity of the offense. This action may include, but is not limited to the following -

- A verbal warning from the coach
- A written warning from the club
- Loss of a competition playing time (coaches discretion)
- Dismissal from the trip and immediate return home at the athlete's expense (by board member action)
- Termination of current position on the team (by board action)
- Asked not to return for another season (by board action)

- Financial penalties (by board action)
- Penalties as set forth in the USA Volleyball Participant Code of Conduct, which may include a lifetime ban (by board action)

A player may be denied the opportunity to try out for future teams for any of the following offenses –

- Multiple violations of the Club Code of Conduct, by player or parent/guardian
- Failure to complete a previous season
- Reneging on a accepted offer
- Reneging on team payment(s)
- Leaving another club, not in good standing, in breach of contract

Parents / Guardians / Spectators

Parents are required to sign the JCVV Player & Parent/Guardian Code of Conduct. All incidents of inappropriate behavior are to be brought to the attention of the board by a coach.

#### 4.5. Grievance Procedure

Players are encouraged to discuss any concerns / issues they may have with a team coach. Being able to communicate, discuss difficult topics and manage conflict are all part of a players development. This approach should resolve most issues.

Parents/Guardians may air grievances following the procedure below –

- The 24 Hour Rule – All grievances should be allowed to mellow for a minimum of 24 hours. If after that time, the parent/guardian feels strongly that they must intervene, they should contact the coach first to discuss the matter.
- If the parent or guardian is not satisfied with the outcome of the discussion with the coach, they may contact a board member.
- If the parent or guardian is still not satisfied with the outcome of the discussion with the board member, they may submit a written grievance to the board. The board will review the grievance and respond to the parent/guardian in writing. The board’s decision will be final.

[At no time should a parent / guardian approach a coach or board member with a grievance regarding playing time. Please refer to Section 6.4.6.](#)

## 5. ARTICLE V – TEAM FORMATS

### 5.1. Team Types

- Regional
- Regional Plus
- National (upon exception)

### 5.2. Players per Team

- For teams 12 and under, 8 – 12 players
- For teams 13 and over, 8 – 10 players
- All teams may enlist “practice only” players, up to 12 players total

### 5.3. Team Uniform Package

The team will receive jerseys as part of the team uniform package, meeting both USAV and AAU specifications. In addition, each player on the team must match in color (not brand) – black spandex, black knee pads & black socks. Volleyball shoes shall be appropriate for the sport and may be any brand or color.

Players are responsible for the care of their jerseys. It is recommended to follow carefully the care instructions on the garment label to insure the jersey is in the best shape possible for competitions.

### 5.4. Team Parent(s)

For teams 15 and under, at least one team parent volunteer is required to assist the players and coach at tournaments. It is recommended that all teams use the same approach when possible.

The team parent will handle parent-to-parent communications, coordinate team meetings & meals and assist players with special needs as they arise.

The team parent/guardian must acquire a Carolina Region membership in order to act as an chaperone for the team.

## 6. ARTICLE VI – REGISTRATION & ELIGIBILITY

### 6.1. Tryouts

A fee will be charged for each player trying out for the club, if pre-registered. A fee of \$5 will be charged at the event.

### 6.2. Commitment

Coaches can offer team positions in person or over the phone. The coach will ask if a player has committed to play for any other team before extending an offer. Once a verbal offer has been accepted, the player is considered committed on their word and no further offers will be extended by that coach for the same position. The commitment will be finalized with the signing of a Carolina Region Letter of Commitment on or before Club Day.

### 6.3. Eligibility

For age requirements refer to [USA VOLLEYBALL JUNIOR PLAYER AGE DEFINITION](#) <sup>UV</sup>.

**The following must be completed and provided to the club to be eligible for participation**

- **Carolina Region Membership**
- **USA Volleyball Medical History and Release Form**
- **Verbal Commitment**
- **First team payment**

**By October 26, 2020**

- **Club Code of Conduct for Player and Guardian(s)**

Each player is expected to attend a referee clinic or complete the referee training online prior to the first competition.

### 6.4. Participation

The club has a strict attendance policy. The players are expected to attend all club functions, practices and tournaments. Exceptions are possible for special circumstances, with the pre-approval of the head coach. Not attending a practice or event without pre-approval from the coach (prior to session start) is an unexcused absence. Unexcused absences will be considered as misconduct.

#### 6.4.1. Insurance Coverage

It is the responsibility of parents to ensure that their athlete is covered by medical insurance. Volleyball is like any other sport - the risk of accidental injuries is inherent in the nature of these activities. These risks include, but are not limited to, the potential for injury, accidents or illness while traveling to and from competition sites, while participating in the various program activities and while playing volleyball.

[Please note - All players participating in club try-outs must have a current Carolina Region Membership. One benefit of membership is secondary medical insurance coverage at all USAV and CR events.](#)

#### 6.4.2. Practices

Players are expected to arrive 15 minutes prior to any practice session to prepare and stretch prior to the official start of the team practice. Players are responsible for their



arrival and attendance of practices (not the parent/guardian) and the player must answer to the coach for all violations.

Players are expected to attend all team practices, however, unexpected events do happen. The head coach may excuse two practices per season for player “personal reasons – no other explanation necessary”. Other absences may be excused for injury, illness or extenuating circumstances. Not attending a practice or event without pre-approval from the coach (prior to session start) is an unexcused absence. Unexcused absences will be considered as misconduct.

Coaches are not permitted to cancel practices without prior board approval.

Cancellations due to weather will only occur when absolutely necessary. Since our players cover a large geographic area, each family must make their own determination as to their particular situation and judge whether it is safe to attend practice. In difficult weather situations, the club will attempt to get each team at least one practice on a week before a competition. It may not be practical to reschedule all practices impacted by weather.

#### 6.4.3. Competitions

Arrival times to competitions will be communicated by a team coach. Players are to arrive in advance of the competition start to prepare, stretch and warm-up prior to the official start of the event.

Players are expected to attend all competitions. Even in the case of a player that is injured and not able to compete, the player is expected to attend and support their teammates. Not attending a competition without pre-approval from the coach (prior to event start) is an unexcused absence. Unexcused absences will be considered as misconduct.

Cancellation of competitions due to weather will be announced by the event staff. Since our players cover a large geographic area, each family must make their own determination as to their particular situation and judge whether it is safe to travel. In the event of a tournament cancellation, and if the tournament is not rescheduled, the club will attempt to replace the tournament with a “like” event, however, this may not be possible in every case.

#### 6.4.4. Multisport Athletes

The club encourages and supports multi-sport athletes, however, some sport schedules may not be compatible with the volleyball season and must be considered carefully. Conflicting sports that will require the player to miss any tournaments or miss practices for an extended period are not recommended. The player should discuss this with the coach prior to accepting an offer to play for the club.

#### 6.4.5. Academics

Academics must come first. Players are expected to manage and maintain their academic responsibilities. Missing practices to complete academic assignments is not acceptable as players are expected to manage their time, plan and work ahead to avoid such conflicts.

#### 6.4.6. Playing Time

The club fee covers training and practice time. There is no guarantee that a player will see playing time at tournaments. Players are continuously competing for playing time and the best player for a given position will play during competitions. If a player is not on the court, they are expected to be positive and support their teammates.

A coach will not place a player on a team unless they are confident that the player will successfully compete for playing time.

#### 6.4.7. Player Participation on Multiple Teams

By exception and in the case of sickness or injury, a player may be allowed to practice and compete for another team to supplement their roster. In such a case, the requesting coach must contact the player's head coach and request such a player loan. The loaning coach is encouraged to assist where the loan does not negatively impact the competitiveness of their own team. In no case should a player be asked to assist another team without first being approved by the player's head coach. The board shall be notified of any such loan agreement.

## **7. ARTICLE VII – TRAVEL POLICY**

### **7.1. Travel General Expectations**

The club has adopted the USA Volleyball Travel Policy<sup>UV</sup> as included in Appendix B. Team members are reminded that when competing in tournaments, traveling on trips and attending other club-related functions, they are representing both themselves and club. Athlete behavior must positively reflect the high standards of the club.

#### **7.1.1. General Considerations**

- Players are expected to be prompt and on time
- Players are responsible for insuring they wear / bring with them all articles of their uniform, including a re-fillable water bottle.
- Player shall use appropriate behavior in public facilities, which includes refraining from inappropriate language
- Players shall be quiet and respect the rights of teammates and others in the hotel
- Players should make an effort to spend time with a different teammate at every opportunity
- Players are expected to wear matching attire
- Players are not permitted to wear spandex shorts, uncovered, outside of the competition venue
- Players are responsible for their own care during competitions – proper hydration, nutrition and rest. Consideration of this should start before travel begins.

#### **7.1.2. Safety**

- 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.
- When visiting public places such as restaurants, shopping malls, movie theatres, etc., players shall stay in groups of no less than three persons. Athletes 12 and under must be accompanied by a chaperone.

#### **7.1.3. Financial**

- Parents/Guardians are responsible for the transportation of their player to and from competition venues. Coaches are not allowed to transport players for club activities unless they are a player's parent/guardian and the related player is present.
- Players are responsible for funding their own meals and snacks. Coaches may pre-arrange some team meals, for which each player must participate and the player is responsible for their share of the cost.
- Players are responsible for any damage or theft associated with their hotel room. Players are responsible for any incidental room changes.

- Players are not to use room service without permission.
- Players are not to order food and accept any vendor deliveries without permission

#### 7.1.4. Guidelines

- Team Meals
  - All meals during a competition are team meals. Players and Coaches are expected to eat together.
  - Team meals, before and between matches, should be selected carefully. Meals should be nutritious, low fat and include healthy carbohydrates and lean proteins. Simple sugars should be avoided. In other words, no cakes, cookies, candy, chips, greasy fast food, sodas, etc. Players should eat in moderation and hydrate.
- Team Lodging
  - A team representative will research and recommend lodging option for overnight travel. It is preferred that all players stay at the same hotel. It is understood that parents/guardians sometimes have a financial incentive to stay at a different hotel. In this case, the parent/guardian is responsible to getting their player to/from the team meals, team meetings and the competition venue.  
In the case of stay-to-play tournaments, parents are required to stay at THS mandated hotels. In a case where the stay-to-play room quota is not met, any parents with unapproved lodging will be financially responsible for splitting the cost of the remaining quota rooms.
  - Players must get adequate rest, which may mean sleep while travelling. Sleep deprived players make poor decisions and are unable to execute physically. The coach will establish two curfews – (1) In room time & (2) Lights out time.
  - Players should make an effort to spend time with a different teammate at every opportunity.

## 8. ARTICLE VIII – SOCIAL MEDIA

### 8.1. Use of Club name in social media

Club members are encouraged to use social media for transparent, positive and productive communications. Players must consider what they are about to post very carefully. Inappropriate use of social media platforms and/or posting negative or inappropriate content can be interpreted as misconduct.

The club will use and monitor social media platforms.

Involvement in illegal and/or club prohibited behaviors, as evidenced on social media, are considered misconduct.

The club has adopted the USA Volleyball Electronic Communications and Social Media Policy<sup>UV</sup> content as included in Appendix A.

### 8.2. Cellular Phones

Cell phones are a great communication tool and an important part of our lives. However, Cell phone use is not always appropriate. Cell phones must be stowed 15 minutes prior to an official practice time start and remain stowed until practice has been concluded. Cell phones are not to be used at tournaments during competition hours, except for photo use. If a player is found in violation, the coach is to collect the cell phone(s) and return to the parent/guardian at the first opportunity or the player at the end of the competition. Multiple violations will be considered misconduct.

## **9. ARTICLE IX – SPECIAL CONSIDERATIONS**

### **9.1. The Team**

For a team to be successful, it takes a collaboration of effort from the players, the coach and the parents/guardians.

- The players must be skilled and grow as the season progresses. The players must play as a unit, be protective of each other and legitimately care for each other. The team must play with heart, want to be successful and truly believe that all is possible.
- The coach must be respectful, knowledgeable, supportive and motivating.
- The Parents/Guardians must be respectful, supportive and contributive to the team. Parents/guardians can contribute by volunteering to be a team parent (e.g. team coordinator, videographer, statistician, etc.).

### **9.2. Respect**

Players are expected to be respectful to their teammates, coaches, officials and parents (their own parents included).

### **9.3. Team Drama**

Team drama can and will destroy a team's ability to reach its potential. Team drama comes in many forms and is almost always accompanied by misconduct. Coaches will be looking for warning signs and are expected to respond swiftly.

### **9.4. Team Environment**

Club volleyball should enrich the lives of all involved. Teams are encouraged to plan additional activities to promote team bonding. Players are expected to –

- Be a team player; the team comes first, always and no matter what
- Have a positive attitude at all times; encourage and support your teammates to the best of your ability whether you are on the court or on the sidelines
- Demonstrate strong club/team spirit and pride
- Be a leader on and off the court
- Stay focused, mindful, and display a strong work ethic at every practice and tournament.

## **10. ARTICLE X - CREDITS**

10.1. The use of a superscript characters with content of this manual indicates the content has been copied from a reference resource. The superscripts are defined below along with a full description of the resource. These resources openly offer material and references for club use.

10.1.1. Carolina Region CR

10.1.2. USA Volleyball UV

## 11. APPENDIX A – ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY

*The club has adopted this content directly from USA Volleyball. Within this appendix, [text] indicates policy text that has been revised by the club.*

### PURPOSE

The club recognizes the prevalence of electronic communication and social media in today's world. Many of our student-athletes use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

### GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities and it is recommended to include the parents/guardians. The content and intent of all electronic communications must adhere to the USA Volleyball Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- Drugs or alcohol use;
- Sexually-oriented conversation; sexually explicit language, sexual activity
- The adult's personal life, social activities, relationship or family issues, or personal problems; and
- Inappropriate or sexually explicit pictures.

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board or other athletes?" With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with athletes is Transparent, Accessible and Professional.

**Transparent:** All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

**Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so there is no question regarding accessibility.

**Professional:** All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choice, tone, grammar and subject matter that model the standards and integrity of a staff member. If your communication meets all three of the **T.A.P.** criteria, then it is likely your method

and manner of communication with athletes will be appropriate.

#### FACEBOOK, INSTAGRAM, BLOGS AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from any athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM methods.

The club [may have] an official Facebook page that athletes and their parents can “like” or “friend” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

#### TWITTER

The club [may have] an official Twitter account that athletes and their parents can follow for information and updates on team-related matters.

Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

#### TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from [8am until 9pm or 1 hour before and after a competition]. Texting only shall be used for the purpose of communicating information directly related to team activities.

#### EMAIL

Athletes and coaches may use email to communicate. When communicating with an athlete through email, a parent/guardian must be copied along with another coach or club administrator.

#### REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communications. Immediate compliance without repercussion must be granted.

#### MISCONDUCT

Because social media and electronic communications can be used to commit misconduct (e.g. emotional, sexual, bullying, harassment and hazing), such communications by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of our SafeSport Handbook.

#### VIOLATIONS

Violations of the Club’s Social Media and Electronic Communication Policy should be reported to your immediate supervisor, a Club administrator or the Regional SafeSport Contact for evaluation of complaints and allegations.

A USA Volleyball participant or parent of a participant who violates this policy is subject to appropriate disciplinary action, including but not limited to: suspension, permanent, suspension and/or referral to law enforcement authorities.

## 12. APPENDIX B – CLUB TRAVEL POLICY

*The club has adopted this content directly from USA Volleyball. Within this appendix, [text] indicates policy text that has been revised by the club.*

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. The 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](#). The 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.

We distinguish between travel to training, practice and local tournaments ("local travel") and team travel involving an overnight stay ("team travel").

General Guidelines

### **Local Travel**

Local travel occurs when the club does not sponsor, coordinate or arrange for travel.

- Players and/or their parents/guardian are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. 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.
- 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.

### **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 the team can compete locally, regionally or nationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- 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.

- 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).
- 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. 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.
- Team personnel shall ask hotels to block adult pay per view channels for player only rooms.
- 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.

- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- 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.
- No coach or chaperone shall at any time be under the influence of drugs or alcohol while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player.
- 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.
- 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.

END of Handbook