



# Policies & Procedures 2019-2020

## PLAYER RULES AND POLICIES

As a Christian Club, we expect that our athletes act in a courteous and **Christ** like manner throughout the season. Athletes that disobey either club or USAV rules, or act in a manner that we deem inappropriate may be disciplined or released from Jellys Volleyball by the Directors. If expulsion from the program is required, there will be no financial compensation, and remaining club fees will still be due.

Every member of Jellys will be offered training through practices. **Playing time is based on practice and event performance of the athlete, as viewed by the team coach and our Jellys coaching staff. Court time at major competitions will be geared toward the best line-up. Equal playtime is NOT guaranteed.**

Players must call their coach at least one hour before practice if they will not be in attendance. Athletes who miss practice are missing valuable information and training time, and, potentially, may have their playing time decreased.

To prevent choking and 'sticky' situations, players will not be allowed to chew gum while practicing, playing, or officiating at events. To ensure the safety of fans and spectators and to prevent damage at playing sites, ball handling will only be done inside the gymnasium.

Any member found to be in the possession of alcohol, tobacco, or illegal drugs on the premises of any practice or tournament facility of Jellys Volleyball may be immediately expelled from the program.

Transportation to all practices and competition is the responsibility of the players and their parents/guardians (See page 2 for travel policy).

## PRACTICE POLICIES:

Please be on time for practice. We have limited gym space and, to avoid another team's practice starting late or your practice running short, every athlete must be dressed, warmed up, and ready to go at the practice time listed. If an athlete is late arriving to a practice, they must report to their coach and explain why they are late. The coach, in his/her sole discretion, will determine any corrective action to be taken.

Transportation to practice is your responsibility.

Practices are for you, the athlete, to improve your skills. You get out of it what you put into it...always give 100% of the energy you have at that moment in practice. You play how you practice!

## **Team Levels**

- 1. Open** - will receive 3, 2 hour practices a week and a minimum of 5 tournaments per season
- 2. Club** - will receive 2, 2 hour practices a week and a minimum of 5 tournaments per season

## **TOURNAMENT POLICIES:**

Teams will arrive at the playing site at least 45 minutes prior to their first match (45 minutes if refereeing and 1 hour for playing the first match). All athletes are expected to attend every tournament. If an athlete cannot be at a tournament, they must inform the coach as soon as they know they will be absent so that the coach can make appropriate changes to lineups. Athletes may not leave a tournament site until excused by the coach.

## **Parent Rules and Policies**

Parents will not be permitted to discuss the coaching philosophies with the coaches at a tournament. We require that, if a parent is upset about something with a team, he/she will wait until the day after the tournament ends before communicating with the coaches. Under no circumstances may a parent contact the coach while at a tournament. If further problems arise, please contact the Directors of the club who may schedule a meeting with the Coach, Directors, and parents all together. (Please see Grievance Policy & Procedures)

## **TRAVEL POLICY - FOR ALL JELLYS TEAMS:**

Travel will be a standard aspect of our competitive season and Jellys has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

### **LOCAL AND TEAM TRAVEL**

We distinguish between travel to training, practice, and local competition (“local travel”), and team travel involving a coordinated overnight stay (“team travel” **National Event**).

#### **Local Travel (ALL TOURNAMENTS IN THE STATE OF FLORIDA)**

Local travel occurs when Jellys Volleyball does not sponsor, coordinate, or arrange for travel (all tournaments in the state of FL are considered LOCAL TRAVEL). For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances, it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver’s license, proper insurance, well maintained vehicle, and compliance with all state laws. In an effort to minimize one-on-one interactions, Jellys staff members, coaches and/or volunteers, who are not also acting as a parent, will make every effort to not drive alone with an unrelated athlete and will attempt to drive with at least two other athletes or another adult at all times. Efforts must be made to ensure that staff and/or volunteers are not alone with an athlete or participant, by, e.g., picking the athletes up in groups. Coaches, staff members and volunteers who are also an athlete’s guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

## **Team Travel (Only occurs for USAV National Event if bid is won)**

Team travel is overnight travel that occurs when Jellys sponsors, coordinates, or arranges for travel so that our teams can compete regionally, nationally or internationally (tournaments OUT OF THE STATE OF FL). Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach, staff member, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers' licenses, proper insurance, well-maintained vehicles and compliance with all state laws. Jellys makes efforts to provide adequate supervision through coaches and other adult chaperones. For team travel, hotels and air travel will be booked by the participants parents. All players will room with their parents or designated representatives per their parents. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete). When only one athlete and one coach travel to a competition, the athlete must have his or her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

## **TRAVEL NOTIFICATION**

When possible, Jellys will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of competition. Travel notice will also include designated team hotels for overnight stays as well as a contact person within Jellys Volleyball. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

## **COACH AND STAFF RESPONSIBILITIES**

During team travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Rooms and Changing Areas Policy and Reporting Policy.

If a coach or staff member transports an athlete or other organization member in their private car for team travel, a copy of the coach's or staff member's valid driver's license is required.

When not practicing, training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during team travel. Coaches and staff will:

- a. prepare athletes for team travel and make athletes aware of all expectations. Supplemental information will be given to parents/guardians of athletes who are considered inexperienced travelers, new or relatively new to team travel, or who are under the age of 14
- b. familiarize themselves with all travel itineraries (if available) and schedules before the initiation of team travel
- c. conform to, and monitor for others' adherence, the Athlete Protection Policy and all policies during team travel
- d. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- e. help athletes be on time for all team commitments (as possible)
- f. assist with team travel logistical needs (as possible)
- g. support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- h. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties

- k. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
- l. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

## **ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY**

As part of Jellys emphasis on athlete safety, all electronic communications between a coach and athlete must be professional in nature and for the purpose of communicating information about team activities. As with any communication, the content of any electronic communication should be readily available to share with the athlete’s family. At the request of a parent or guardian, any email, electronic text, social media or similar communication will copy or include the athlete’s parents or guardians.

### **FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES**

All posts, messages, text, or media of any kind between coach and athlete must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes.

### **TWITTER, INSTANT MESSAGING AND SIMILAR MEDIA**

Coaches and athletes may “follow” each other. Coaches cannot “re-tweet” athlete message posts. All posts between coach and athlete must be for the purpose of communicating information about team activities.

### **EMAIL AND SIMILAR ELECTRONIC COMMUNICATIONS**

Athletes and coaches may use email to communicate. All email content between coach and athlete must be professional in nature and for the purpose of communicating information about team activities. Email from a coach to any athlete should always be CC'd to Assistant Coaches and the athlete's parents/guardians.

### **TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS**

Texting is allowed between coaches and athletes. All texts between coach and athlete must be professional and for the purpose of communicating information about team activities. All texts between coaches and athlete should be grouped with Assistant Coach and athlete's parents/guardians.

### **ELECTRONIC IMAGERY**

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally on disc or other electronic form. It is the default policy of Jellys Volleyball to allow such practices as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and the club.

### **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY**

The parents or guardians of an athlete may request in writing that their child not be contacted by any form of electronic communication by coaches (photography or videography).

### **MISCONDUCT**

Social media and electronic communications can also 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.

## **VIOLATIONS**

Violations of Jellys Volleyball's Electronic Communications and Social Media Policy should be reported to your coach or Club Director(s). Complaints and allegations will be addressed.

## **GRIEVANCES - 24 HOUR RULE:**

Knowing when to communicate and how to communicate with your athlete's coach is a concern for almost every parent at some time during the season. Most often, the concern is how to inquire about issues surrounding playing time.

Jellys Volleyball encourages the athlete to talk to the coach when they have a problem with playing time. If the athlete is unsure or confused about what the coach expects from them, either in practice or in competition, the appropriate action is for the athlete to communicate with the coach as to what they need to do to get more opportunities to play in matches or at another position.

When parents have a problem that is specific to their own athlete, we also encourage them to speak first to the coach. Coaches WILL NOT discuss "coaching decisions." Coaching decisions include, among other things, specific match decisions (who played when, who was subbed in/out and when, etc.). Playtime is a very complex determination. It includes the coach's opinion, the athlete's ability, the athlete's potential, the team's needs at the moment, the momentum of the game, and the team's needs for the future. The coach will not be required to defend his/her thought process or conclusions in these determinations, and it is improper for a parent to make such a request.

In addition, Jellys instructs coaches not to discuss any athlete other than the parent's own or the actions of any other Jellys coach. If you, as a parent, have legitimate concerns about a coach other than your athlete's coach, or with an athlete other than your own, you must address the director(s).

## **POLICY ORDER:**

1. The athlete should first speak to the coach about the matter. If the matter remains unresolved, or the athlete has a reasonable concern that speaking to the coach will not resolve the matter, then move on to step 2.
2. The parents should speak or meet with the coach. Parents and/or athlete should contact the coach via the telephone to set up a meeting time (not during a tournament).
  - A parent should never approach a coach at a tournament. We have instructed the coaches to follow the "24 hour rule", to refuse to discuss any controversial matter, and to refer the parent to the Directors. The coach will then walk away.
  - The recommended time for a parent to schedule a meeting is usually before or immediately following a scheduled practice.
  - If the matter remains unresolved or if the parent has a reasonable concern that speaking with the coach will not resolve the matter, then go to step 3.
3. The parent may speak to the Director(s) and request a meeting with the coach and Director(s) together.
  - In certain situations, Jellys may request the athlete to also attend.

- Meetings should be previously arranged. This will not take place at a tournament site.
- The Director(s) will not engage in discussions about coaching decisions.

4. If the parent or athlete is not satisfied by the action of the Director(s), they may request, in writing, that another meeting take place to further discuss the issue.

- Three common complaints that volleyball clubs face every season are as follows:
  - My daughter/son is on the wrong team** – This generally means that the player is not on what is considered to be “The Elite team” (very rarely does anyone ask to move down). Methods used to assign players to teams are based on an evaluation conducted in a professional manner based upon the consensus of several qualified coaches. Time has shown that team assignments are made fairly with few mistakes. Players have been and will continue to be moved if the qualified individuals feel that it is in the player’s best interest to do so.
  - My daughter/son is not playing the right position** – Often times a player is the shining star on a high school or middle school team at a particular position and is not allowed playing time at that position in Club ball. There are several reasons for this. First, we all have to remember that the competition within the club is a lot stronger than on school teams; therefore, the competition for each position is more intense than in a school environment where the number of skilled players is limited. Second, the coach may have a particular need at a certain position and the player is the only one with the requisite skills to fill that need. In any event, talk to the coach first about any concern you may have and then support the coach’s decision. One further note: Do not, under any circumstance, corner the coach at a tournament. A meeting time should be scheduled to discuss such a matter. Jellys requires a “**24-hour rule**” for parents to talk to coaches about issues with his/her daughter’s playing time, team, etc.
  - My daughter/son is not playing enough** – This can be a common question or complaint. When playing for Jellys Volleyball, athletes will not always play the same amount of time. We cannot provide a guarantee of playing time. Jellys does provide a guarantee of the right to practice with players of equal or better ability and, through hard work, to improve skill levels and to compete for the opportunity to play.

**Playing time is earned, not awarded. Negative comments directed to other parents, coaches and players concerning offensive schemes, defensive schemes, players’ positions, who is playing, etc. or providing excuses to players for poor performances have no place in our program. Help maintain an excellent program by supporting coaches and players with a positive attitude.**

**\*\*Repetitive complaining to the athlete(s) or to a third party that interferes with the club’s efforts may be a cause, in the sole determination of the club, to ask the member to resign.\*\***

5. **Refunds and Deposits:** Upon making a Jellys team, at a regular or supplemental tryout, ½ of the regular season club fees are due to secure the athletes’ spot. Subsequent refund of any club dues is based on the number of players per team **and given for medical reasons ONLY**. All refunds are reviewed on a case by case basis. All final decisions are determined by the Director(s).

6. All issues or disputes, regardless of the nature or source, must follow the previously detailed club “Policy Order” as stated in numbers 1-4 above.

## **OTHER POLICIES REGARDING GRIEVANCES WITH Jellys Volleyball:**

1. Jellys will not tolerate hostile, aggressive confrontations between a parent and any official, coach, athlete, or another parent, whether the confrontation is within the club or not. Violation of this policy may result in the athlete(s) being dismissed from Jellys Volleyball.

2. It is inappropriate for an athlete or parent to approach other Jellys members about a problem the athlete or parent is having with a Jellys coach.

- Asking uninvolved persons to take sides in an issue is unfair to the third party and to the club. For the psychological health of the teams and the club as a whole, grievances need to be handled between the parties involved and the decision makers in the situation.
- Remember...Competitive team athletics, by nature alone, create situations where everyone may not be happy all of the time.

3. Any member who is approached and asked to listen to or to express an opinion about matters between two other parties in the club is **strongly** encouraged to refer the complaining party to take the matter up with either the coach or the directors.

4. Any member who, as a third party, hears remarks or stories about Jellys Volleyball, its' employees or its' policies, that cause the member to be concerned, is encouraged to call the Director(s) immediately to determine the facts, or to alert the club administration to a situation of which it may be unaware.

- By the time the story gets to a third or fourth party, it frequently bears little resemblance to the truth or to the facts of the situation.
- It is also detrimental to the athlete and disruptive to the team to complain to the athlete about the coach, the coach's style, or the Jellys' policies.
- If you, as a parent, are unhappy or concerned about any matter, address the party in control. If the athlete is unhappy, she needs to address the appropriate party.

### **New for the 2018-2019 Season:**

The policy and standard practice of the Florida Region regarding **player releases and transfers** for junior athletes is as follows:

1. Athletes interested in participating in any USAV sanctioned activities in the Florida Region (tryouts, camps, clinics, scrimmages, tournaments, leagues, etc.) must be a current member of the Florida Region. It is recommended that all junior athletes joining or renewing with the Florida Region select "UNDECIDED" as their club affiliation until they are ready to commit to a specific junior club for an entire season. (NOTE: Athletes do not have to select a specific club prior to attending their respective tryouts. Athletes may try out for any USAV club with an "UNDECIDED" affiliation!)

2. During the tryout process, junior athletes may try out for as many clubs as desired to become familiar with the various playing options available in their respective areas.

The Florida Region recommends that junior athletes attend multiple tryouts each season prior to selecting a junior club.

3. Athletes may officially select and commit to a USAV Club in Florida beginning on September 1st of each year.

4. Once a junior athlete has selected the club of their choice, they must do two things. These two things should be done concurrently, but may be done separately:

a. Choose the club of your choice in WebPoint (the official registration system of the Florida Region & USAV) (Once an athlete selects a club in WebPoint during the Indoor Club Season, they will only be able to transfer to another USAV club after obtaining a written release from the club they wish to depart. Athlete's not committed via a Florida Region player commitment form, will be transferred without the requirement of a written release)

b. Athletes must sign a Florida Region player commitment form on or after September 1st to affirm their club of choice. The form will reside with the club and must be made available within 3 business days upon request by the Florida Region. If form is requested and is not provided within the 3 business days allowed, the Florida Region will release athlete for failure to respond. Note: Only current year player commitment forms issued by the Florida Region will be considered valid. Prior year forms will be invalid. (Note: Athletes do not have to sign this form prior to attending a tryout and should only sign this form once they have made a final decision about club affiliation. Once this form is executed, an athlete may only be released and transfer to another club by written release from the Club Director.)

5. In addition to the two items listed above in item 4, athletes and their families may be required by the junior club to also execute a player/parent agreement to join a specific club. This is not a requirement of the Florida Region, but it is recommended to assist the club and family with outlining the rights and responsibilities of both parties. (Note: The Florida Region cautions families to carefully review any agreements presented by a club prior to affixing their signature. Additionally, in any matter that may be unclear, the Florida Region suggests that the family in question seek legal counsel prior to executing said agreement. Finally, the Florida Region highly recommends that each family request and receive a copy of the executed agreement for their personal records.)

6. In the event that an athlete/family decides to depart a junior club during the respective season, the following steps must take place:

a. Transfer policy: There are no transfers allowed in the Florida Region without extenuating circumstances. A player can represent only one club during the Season. A change in geographical location of the family due to a change in job, military, scholastic or inner-collegiate status may receive special consideration. No player may participate in different Qualifying events with different clubs/teams.

b. Release Policy: The athlete/family in question must submit a written request for release to the Club Director (at the club's email address) and to the Florida Region at [office@FloridaVolleyball.org](mailto:office@FloridaVolleyball.org) stating the reason for the request. (Note: Club Directors will be required to respond to the Florida Region office within 3 business days of the date that the original request for release was received by the Florida Region office to indicate the club's intention. Failure to respond in the time allotted will allow the athlete in question to be released in the USAV WebPoint registration system and the Florida Region will be absolved of any liability for releasing the athlete. Any outstanding financial obligations between the family and the club must be resolved between the related parties.)



- It is important to note that all junior clubs in the Florida Region are required (beginning Sep 2018) to have a written Club Release Policy on file with the Florida Region office to address what steps are required by each club to facilitate a club release once the season begins.
- c. No releases will be completed without written release from the current club director(s) that are listed on the athlete's USAV membership. The Florida Region will not release or transfer a junior athlete until the written release is received by the Florida Region office.
- Note 1: In the event that a club elects not to release an athlete, but is unable to provide proof of any of the following: a. A spot on an age appropriate team with at least 6 athletes and a qualified coach b. A team that is accepted into at least two USAV sanctioned tournaments c. A team that holds active practices for the team, the athlete will be released without the requirement of a written release from the USAV club so that they may get the full benefits of their USAV membership. Note: Clubs must provide verifiable proof to the Florida Region office within 3 business days of the request. Note: All personal business/legal commitments made between the club and the family will remain the responsibility of the related parties. The Florida Region will not be responsible for enforcing private agreements.
  - Note 2: Additionally, in the event that a junior athlete relocates outside of their respective District or outside of the Florida Region during the season in question, the Florida Region may release and transfer a junior athlete without following the two steps listed above in "a" and "b". Proof of residency must be provided by the family at the time of the release/transfer request with the Florida Region.
  - Note 3: In the event that a junior athlete signs two (or more) Jr. Player Commitment forms within the same season, the form signed with the earliest date and time will prevail. All involved clubs will be required to provide the Florida Region with a copy of the signed documents to assist with determining which signature was executed first. Any club that fails to provide the requested document(s) within the time allotted will forfeit their claim of club affiliation for the junior athlete in question.
- d. Current memberships may not be cancelled to bypass the player commitment form and or release requirements.
- e. Once an athlete has participated in a National Qualifier Event (Regional or NQ) they may not be released for the rest of the season to another club.
7. Once a written release is received by the Florida Region, the junior athlete in question will be changed to "UNDECIDED" in the WebPoint registration system and the athlete may then select the club of their choice for the remainder of the season.
8. If a family elects to breach their agreement with a USAV club, the family will be responsible for any/all legal action initiated by the club regarding the matter. The Florida Region cannot get involved other than to provide any supporting documentation requested by the attorney(s) of the interested parties. Additionally, without a formal written release the junior athlete will be prohibited from being rostered with another USAV team during the same season, unless the junior athlete relocates outside of the District or the Florida Region



# CLUB RELEASE FORM

In the event that an athlete/family decides to depart Jellys club during the respective season, the following steps must take place:

Release Policy: The athlete/family in question must submit a written request for release to the Club Director - kkrause77@verizon.net and to the Florida Region at office@FloridaVolleyball.org stating the reason for the request.

Jellys Volleyball will release the athlete immediately once the following item(s) have been completed:

- 1.) Athlete returns all club gear provided to athlete this season.
- 2.) Member must remit all financial obligations:
  - a.) 50% of Club fee is due OR
  - b.) If athlete has participated in 3 tournaments, 100% of Club fee is due

Athlete's Name: \_\_\_\_\_

Athlete's USAV Membership number: \_\_\_\_\_

Reason for the request to be released from Jellys Volleyball: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, Kevin Krause, as the USAV Club Contact for Jellys Volleyball, release

\_\_\_\_\_ from participation in my club.

This release is effective immediately.

\_\_\_\_\_  
Print Name of Club Director

\_\_\_\_\_  
Print Name of Athlete

\_\_\_\_\_  
Signature of Club Director

\_\_\_\_\_  
Signature of Athlete or Parent if Minor

\_\_\_\_\_

\_\_\_\_\_

Date

Date