**Elite Volleyball Clubs Policy and Procedures Manual**

**Last updated: October 2013**

**Southern Elite Volleyball Club est. 2008**

**Elite Under Armour Volleyball Club est. 2012**

**Elite Training Academy est. 2013**

**Table of Contents**

**Click the title to take you to that section**

[**Mission Statement**](#State)

[**Important Terms**](#Terms)

[**Club Events**](#EVBC)

[**Harris Park Rules and Practice Information**](#Rules)

[**Attendance Policy**](#Attendance)

[**Playing Time**](#Playing)

[**Player Code of Conduct**](#PlayerCC)

[**Parent Code of Conduct**](#PACC)

[**Coach Code of Conduct**](#CoachCC)

**Mission Statement**

The goal of Elite Volleyball Clubs, herein referred to as EVBC, is to promote the enrichment of volleyball players, provide quality training, and compete in USAV Junior volleyball tournaments at the appropriate competition levels for each team. We provide the above to players of all different ages and skill levels based on the team level achieved by the player. EVBC consists of Southern Elite Volleyball Club, Elite UA Volleyball Club and Elite Training Academy. Teams will compete at the silver, select (a division developed by EVBC), gold or national level based on the team capability. EVBC is open to female athletes that are currently in 3rd-12th grade that have been signed to a team varying from 10U-18U.

**Important Terms**

Some of these terms are specific to EVBC and may mean something different when working with another club

**10U, 11U, 12U etc. -** this term refers to the age level of the team. For example: 10U would not have any players over 10 years of age. The U would mean 10 and under are eligible for that team.

**Age waiver -** an age waiver refers to a player that will turn the age of the team prior to September 1 of that year. For example, Sally Joe wants to play on a 16U team but she turned 16 on August 28 of this year. Sally would not be able to play on a 16U team unless that particular team allows an age waiver (i.e. allows that player to play with her grade level). Allowing an age waiver disqualifies a team from competing at the gold level within their own age group and therefore you see many age waivers playing at the older age level, in Sally’s case, for a 17U team. This is the only way for an age waiver to compete at the gold and national levels.

**HOA -** Heart of America Region. This is our home region.

**Silver team -** this refers to the silver level of competition. Silver can include your basic level of skills all the way to a highly skilled and trained team as many out of region teams register at this level as there are not many gold level tournaments in their area and they do not want to travel for every tournament. Silver teams can play in gold and open tournaments. They can also play in an age group above their own. For example: a 15U Silver team will mostly play in play in any 15U silver tournament but they can also play in 15U Gold, 16U Silver, 16U Gold, etc. Age waivers are allowed on these teams.

**Select team -** this is not an HOA recognized competition level. This level was developed by EVBC in order to accommodate extremely strong silver teams that need a little more training prior to registering as a gold team. These teams will be trained like a gold team in hopes that they will be participating in gold level tournaments by the end of the season. Age waivers on not allowed on these teams.

**Gold team -** this level is the highest competition level that EVBC teams will register in. This is the strongest teams in the region and in the club. These teams show the most dedication to volleyball and have the highest expectations within the club. There are several competition levels within the gold level. Southern Elite teams will compete at the normal gold level while Elite UA teams will be pushed to the national competition level with even higher expectations. Age Waivers are not allowed on these teams.

**Force team -** All Elite UA teams are considered force teams. These teams compete at the highest competition level offered regionally. Some travel may be required. This team registers as gold and will participate in the club or American level at larger tournaments. Age Waivers are not allowed on these teams.

**Force National team -** these are the teams that are expected to compete at National Qualifiers in hopes of receiving a bid to nationals. This team registers as gold but will likely not compete in many regular one day tournaments. This is a traveling team that will travel out of state several times throughout the season. This team will compete at the American or National level at Qualifiers, depending on the team. Age Waivers are not allowed on these teams.

**Open tournaments-**not to be confused with the open level at national tournaments. Open tournaments referred to in region tournaments that are out of the metro area so they allow any team to register no matter what competition level. Tournaments will be listed as 15 open for example which means that any 15U team or younger can play in that division, gold and silver alike.

**EVBC Specific Club Events**

EVBC offers several opportunities to be a part of our volleyball family. We like to get to know all players and their families and like everyone to know a little about all of our other teams as well. We have a couple events throughout the season that allow for this to occur.

**Christmas Party-**this is held at Harris Park so it is convenient for all. It is typically held on a Friday in December. In the past, this even has been catered and there is a small fee for attendance to cover the catering. We typically try to have some sort of entertainment on site as well. One year we did a photo booth, another year we had karaoke and last year, we combined it with our 500 point game. Many teams do gift exchanges, crafts etc. Families bring dessert and we have a blast.

**500 point game-**this is a fundraiser for the club that is extremely simple to participate in. All the girls have to do is write 10 addresses on envelopes and then play some volleyball. We mail out pledge forms for friends and family to pledge how much per point they would like to donate. Participants can donate as much or as little as they would like ($0.01 per point = $5.00 total donation). Players are required to turn in 10 address but donations are not required if their participants choose not to donate. Players will not be penalized for this but players will be rewarded for the most donations turned in as well as the team with the most donations. Then, teams are combined and compete to earn 500 points per court. The first team or court to certain points is rewarded and random prizes are also given out throughout the night to attendees.

**Chili Cook-off-**this is a favorite event of returning players and families. This event is typically held on the first Saturday in February at Legacy Park in Lee’s Summit. Prior to the event, players are expected to buy 10 tickets ($5 a piece) to the event and then sell them to anyone they would like. That $5 ticket covers entry to the event as well as a competition dinner and a drink or $5 towards other food at the event. The event consists of several parents, coaches or other family members, competing against each other for the best chili! We have 30+ competitors and there is always some friendly competition. The winner gets to pick a team to get an extra tournament for the season amongst other prizes.

**Club Trip-**this is an EVBC tradition and another favorite. In past years, our entire club has traveled together to Springfield where all teams participated in their own age group at the same tournament. In recent times, due to the size of our club, we have gone in waves and have split to ensure good competition at all ages and have gone to Springfield and St. Louis. The girls have a blast as all teams on that trip stay in the same hotel which is perfect for team/club building/bonding. Teams participate in a one day tournament, appropriate for their team level of play. Some teams may have a playing site that is further out than others. We cannot control who plays where and often times are not give the playing sites until the week of the tournament. Therefore, we request that all teams traveling together stay at the hotel arranged by the club. The purpose of the trip is team and club bonding. We apologize ahead of time if your team has to drive a little longer to your playing site on the day of the tournament.

Many teams also organize team building activities throughout the years such as making shirts or team dinners etc.

**Harris Park Rules and Practice Information**

All practices are held at Harris Park Community Center in Lee’s Summit. We rent this facility from them so we need to adhere to their rules in order to continue to provide our club with the best facilities available.

* Please do not bring in food or drinks other than water for practices
* **Do not** **park or stop your car along the fire lane to drop players off**. Please pull into a parking spot when dropping players off.
* Please clean up after yourself and don’t leave trash or your belongings lying all over the place.
* If a ball goes in the sides of the building, do not attempt to climb up and get it yourself. Please let staff know and they will take care of it.
* Do not do any ball handling until the official practice start time. They allow us in there early as a courtesy to get ready; we should not be on the court with balls until practice actually starts.
* *Parents are not allowed to be in the gym during practices*. We use every ounce of space during practice time and parents on the sidelines can be distracting to their players and other teams. You are welcome to wait in the lobby until practice is over. Coaches will send out info every couple of weeks to let you know what they are working on at practice.
* All players must wear a practice shirt during practice. Players are allowed to wear previous years practice shirts as well. All players receive at least one practice shirt with their dues.
* Absolutely no money handling on site (Harris Park facility or parking lot). What this means is that **ALL payments must be mailed in or handed in off site**, as in at our pro shop.

**Attendance Policy**

Practice time is very important to EVC. It is expected that all players attend every practice. With that being said, we understand that perfect attendance is not always possible for everyone. Keep in mind, when your player misses practice, they could be missing vital information such as new plays or rotations. Missing this information could affect your player’s playing time, even just one practice. One practice will likely not cause too much disruption but be aware that every practice is important. Below you will find specific information regarding missed practices.

If your player is going to miss practice, she needs to text and/or email her coach at least 3 hours prior to practice. If it is a planned miss on your part, please inform your coach at the beginning of the season or as soon as you know you will miss.

Excused absences: illness (with doctor’s note), mandatory school required event, funeral, other things may fall under excused absence, if you have specific questions, talk to your coach or club directors.

If your player isn’t feeling well (headache, cramps, etc) or is injured and cannot participate, they should attend practice and sit out. It is important for them to know what is going on during practice so that they can jump right in when they are back to 100%. If your player is contagious with something (flu, strep throat, etc) they should not attend practice as they could get their whole team sick. Major injuries or illnesses will require a doctor’s note for clearance to play again.

Every player will receive **3 free excused absences per season**. Keep in mind that if these absences are used all together (missing a week and a half straight), your player would miss a significant amount of information which could affect their playing time at tournaments or put them behind their team. It also causes some distrust amongst the team if one player is constantly missing practice and disrupts team bonding. When your player misses a practice will determine the consequence. For example, during tournament season, if your team has back to back tournaments but your player missed practice all week, she may risk sitting out for the second tournament or for part of the tournament as the team would have to have someone fill in her position all week while she was gone so it is unfair for the team to waste the week of practice working on something that they would not use in a tournament.

If your player is late to a tournament, they will risk playing time. When tournament briefs are sent out, they ALWAYS state what time it is expected that your player arrives. This is not a suggestion, this is a requirement. The arrival time will adjust based on the time when your team starts (reffing or playing) and there is a reason we ask that you arrive when we do. If you run into unexpected traffic or are running behind for any reason, you must CALL your coach. If your player arrives after their team has taken the court (warming up or reffing) your coach will assess what the consequence is based on how late they are. At minimum, they will be sitting for 1 game, maximum sitting for two matches (4 games). If they miss half or more of pool play, they will not be able to play during tournament play but will be expected to sit on the bench and cheer their team on.

**Playing Time**

As you all know, club volleyball is a competitive sport and all playing time is ***earned!*** Signing for a team does not guarantee you ANY playing time, just practices and coaching. Now, most players are signed with the hopes that they can play at least three positions within a 6 position rotation. Some will receive more, some will receive less. Playing time is not only based on ability, it is also based on attitude, dedication, attendance and effort at practice and other tournaments.

All lineups are run by the club director to ensure that everyone is being used to their strengths and to avoid any coach bias. When changes need to be made, coaches make that decision. Sometimes that involves players switching positions. This is not to punish a player; this is to strengthen the team at the time. Coaches make decisions based on what is for the greater good of the team as a whole which sometimes results in a player or two sitting the bench for the rest of the game or the day. You will see this more on select teams and up as their goal is ultimately to win the tournament and do whatever they need to as a team to win. On our training and silver teams, you will not see this as much as they are geared towards training and teaching and game time is a vital part of that process.

Playing time is also address in both player and parent conduct as far as discussing your child’s playing time.

**Player Code of Conduct**

At Elite Volleyball Clubs, we expect our players to set a good example for other players and expect our players to convey a “good kid” reputation in the volleyball world. Over the years, we have encountered a couple situations that have required some disciplinary action. These incidents have not been reoccurring and therefore we hope that by providing our code of conduct, we can eliminate them entirely.

* Elite Volleyball Club players are kind to their teammates, clubmates and coaches. We are a large club and we do not expect you to be friends with everyone but on the court, we are all a team and family. We have a zero tolerance policy on slander of any kind against a fellow team, player or coach. This includes verbally, physically or through social media. If your player is caught slandering any of the above in any way, they will risk suspension ranging from sitting the bench for one game to an entire tournament, depending on the severity of the incident. They will also be expected to apologize face to face to the victim of their slander. Severe incidents or reoccurrence could result in expulsion from the club.
* Elite Volleyball Club players respect their opponents, no matter how rude they can be. We will kill them with kindness and turn the other cheek. If your player encounters disrespect from an opponent, this needs to be reported to your coach, team parent or club directors immediately for them to handle. Our players should not take it into their own hands or respond with disrespect of their own. Disciplinary action will be taken for any player or team that is caught slandering an opponent. This again includes verbally, physically or through social media. The punishment is same as above.
* Elite Volleyball Club players do not participate in consuming illegal substances. This includes but is not limited to drugs and alcohol. If a player is caught with or consuming any illegal substances, they risk suspension or even expulsion from the club. If a player is late or misses a practice or tournament due to use of a substance (i.e. if they are hung-over) or if they smell like alcohol or appear to be on something, they will be suspended immediately and they will be expected to attend the next tournament and sit on the bench and cheer their team on. They will not be allowed to play no matter what tournament it is. They will also be expected to give a written sincere apology that they read to their team apologizing for letting them down and then their letter will be turned in to the club director. Repeat offense will result in expulsion from the club. Remember the legal drinking age is 21 in the state of MO and therefore alcohol is considered an illegal substance for our players.
* Our practice facility and all tournaments are tobacco free for all players. If your player is of legal smoking age and is a smoker, they must leave their cigarettes in their car or bag and will be expected to leave practice or tournament grounds if they intend to smoke. If a player under 18 years of age is caught with cigarettes, refer to rules for getting caught with an illegal substance.

**Parent Code of Conduct**

At Elite Volleyball Clubs, we expect all adults that are around our players to set a good example for them at all times. This includes our parents. Many of you model the role of a respectful adult to your children and for that, we are greatly appreciative. However, over the years, we have had a few bad seeds here and there so we want to lay out some policies to help mold those seeds into good ones and let you know what we expect of you.

* Elite Volleyball Clubs parents are respectful to all members of our clubs which includes: parents, players, coaches, directors etc. You do not have to like everyone involved but you do need to be respectful. If you cannot, please stay home and do not attend our events or tournaments.
* Elite Volleyball Club parents DO NOT bad mouth other EVC members in front of other EVC members. What you say in your own home is on you but please keep it away from our practices, tournaments and other events.
* If you feel that your daughter does not get enough playing time and do not know why, they need to be talking to their coaches, you are welcome to be present but this should be addressed first by the player (unless your player is 12 or under, then you are welcome to set up a time to talk with the coach, with your player present). If you are not satisfied with the answer, you are welcome to set up a time to talk with the coach. Now, this does not mean that you confront and start yelling at the coach. This means that you shoot them and email/text/phone call or talk to them before or after practice to set up a time to meet. This should not be a “my daughter should play more” conversation. This should be more of a “what can we do outside of practice to help my daughter build her skills that could help increase her playing time in the future?” type conversation.
* Other concerns about the team/tournaments/player issues etc. should also be addressed in this manor, having your player talk to their coach (if it involves them like player conflicts and such) and then if you still feel that it needs to be addressed further, by setting up a time to meet with the coach. You are welcome to speak with club directors or reps at any time as well (Bre, Amanda, Adam or Chris). One of them is also able to be present when discussing team issues if necessary.
* If you feel that there is an issue that you have brought to the attention of the coach and do not feel is has been satisfactorily resolved, then you need to bring it to the attention of a club director who will research the issue and set up a time to facilitate a conversation with everyone involved.
* If you have an issue in regards to one of your coaches, please bring those straight to Bre. Do not discuss it with other parents as that is how rumors start. By going straight to Bre, you bring your issue to light, she is able to research it and correct any problems that may be occurring before they are a huge issue.
* DO NOT for any reason, confront a coach, player or director, in an inappropriate manor, during a club or team event. This includes tournaments. If you are upset by something, please use the appropriate channels to correct the issue or process your concerns by asking to speak with the coach privately. Understand that this cannot always happen right when you want it to (ie immediately after a game or during a game even) as coaches have several responsibilities during tournaments. If you are out of line or inappropriate at any time, we will not hesitate to ask you to remove yourself from the event. Repeat offenses could result in asking that you do not attend club events or even suspension or expulsion of your player from the club. Do not make your players look bad by your behaviors.
* EVC parents are expected to cheer on all players in a positive manor. Do not be that parent that is telling everyone “well my daughter was playing great but Sally Jo can’t get her serves over so that’s why we lost”. If you are caught speaking negatively about another player during an event/game/practice, again we will ask you to leave. If someone is having a bad game, just keep it to yourself or find a way to encourage them that is positive.
* If you have an issue with another team at a tournament, please address it with your coach or with the tournament director. Do not take it upon yourself to yell at the other team’s coach or anything along that line.
* EVC parents are expected to volunteer their time while at home tournaments. We run our own concession stand at home tournaments and need all the help we can get. We do not expect you to help while your daughter is playing but if they are reffing or resting, please plan to help the concession stand. Team parents are welcome to arrange a schedule when it is your team’s turn for a home tournament. The concession stand needs 2-5 helpers each break depending on the needs of the day. It can be the same people all day or different people each time, it doesn’t matter, just HELP! ☺
* Do not let other members of your team bully you into spending extra money for things that are just that: EXTRA! If your team unanimously agrees to do something like a t-shirt party or getting the girls certain socks etc., that is one thing, but if someone is trying to pressure you to spend money that you do not want to, please let a director know ASAP. All of your expected expenses are laid out in your contract and they include your club fees, chili cook off tickets and any travel expenses that you pay for hotel/food/gas etc associated with the out of town tournament (the travel expenses are not paid to the club but you are made aware that we take a club trip when signing your contract).

**Coach Code of Conduct**

At Elite Volleyball Clubs, we have some of the best coaches. Many of our coaches receive outstanding reviews each year and we hope that this continues for many years to come. Coaches’ jobs are to manage the team for the greater good of the team, not for the greater good of one player. Therefore, coaches are expected to look at the team as a whole and make changes and decisions that benefit that whole. Practice time is not individual training time for our teams that are 13 and up. If your player is falling behind or struggling with something in particular, our coaches do not always have time to stop and fix it or devote one on one time at that moment to your player. We will offer several training sessions (individual and small group) throughout the season that are designed for this extra help. Some of our coaches are trainers so some may be able to help a little more during practice but do not expect it. Practice time is for working as a team and working on things that the team needs to work on, this could involve individual and group skill work. 12 and under teams will involve a lot of training, especially for the first several weeks.

* Elite Volleyball Club coaches are expected to be respectful of all club members at all times. The same penalties exist for coaches caught being disrespectful as parents and players.
* Coaches are expected to arrive on time (or have made other arrangements ahead of time if going to be late or absent) to all tournaments, practices and events. Coaches are also expected to dress appropriately to these events. Do not come to a tournament in the clothes you slept in smelling like a bar. This shows our players, parents and other teams that you do not respect your position as a coach and could result in disciplinary action. Double check your alarms the night before and get a good night’s sleep before tournaments. Do not show up hung-over!
* Most of our coaches are over 21 and therefore are legally able to drink. Keep in mind when drinking at an event (out of town trips, team dinners etc) that you are to remain in control and a role model for our players at all times. With that being said, know your limits. In addition to this, if you are friends with club players or parents on your social media sites, be aware of photos being posted or status updates that would not be appropriate for any of them to read.
* The same rule applies to coaches as our players of legal smoking age in regards to smoking; there is no smoking on the grounds of any facility that is related to the club (tournaments, events, practice). You are welcome to smoke in your car or somewhere off grounds. We are a tobacco free club.
* If another team needs to borrow a player or jersey or anything along those lines, please be courteous and help when you can or politely decline when you can’t. We are all a team around here; it is not every man (or woman) for themselves so we help each other out.
* If you have an issue with a player or parent, please address that with them in an appropriate manor. If you do not feel that you can, please speak to a club director or rep and use them as a mediator to work out the problem.
* If you have an issue with another coach, please bring that straight to the directors to work out before it blows up.
* If you see one of your players or parents acting out of line at an event, please address it with them privately and as soon as possible after the incident. Feel free to also speak to a club director or rep about the incident as well. If it falls under any of the above mentioned sanctions, please respond according to the punishment and be sure to let a club director know what occurred.
* If a parent requests time to speak with you about anything, please make it a priority to meet with them and schedule time at your earliest convenience.
* Remember, you are not their friend, you are their coach. This does not mean that you cannot have fun with them and goof around sometimes. This means that you need to hold boundaries as you need to remain as unbiased as possible while making team decisions. If one of your players is your best friend, regardless of whether she is the best player on the team or not, it does not look good if they never get pulled out as other players and parents will have a reason to complain. Do not give them one. If they see you as a mentor that is one thing but again, you are not their friend. With that being said, you should not be out fraternizing with your players while you are in season and are their coach, team/club events excluded.
* Please take care of all club equipment loaned to you for the season.
* Be aware of what you are doing while wearing club apparel. We do not want pictures of you doing a keg stand at a party in your Southern Elite shirt spread all over facebook.
* Please do not wear other club apparel to club events or practices. The girls are required to wear practice shirts. Please do not advertise for another club by wearing their shirts or alcohol shirts or anything inappropriate while with the girls.
* No one is allowed on your bench at tournaments that is not approved by HOA. This means no significant others or your kids or anyone else that has not been screened by HOA. The bench should be ONLY your players, you, the other coach for your team, a club rep or club director. Do not go to a fellow coach’s tournament and sit on their bench and talk to them. This is distracting for the girls and for you. Feel free to cheer on a fellow team from the stands.