



MANASSAS VOLLEYBALL CLUB

Handbook

MVC

This handbook serves as an overview of Manassas Volleyball Club, its philosophies and what it takes to become successful in our program, including our expectations and what you should expect from us.

2018 - 2019

COMMITMENT

Manassas Volleyball Club's coaching staff is committed to teaching the fundamentals of the game while motivating our players to their maximum level of performance. MVC coaches have the patience and, above all, the ability to communicate, using positive reinforcement, to assist each player in achieving her goals.

There is a reason Manassas Volleyball Club has been the fastest growing volleyball club in the Northern Virginia area since its inception just three years ago-hard work and dedication. We instill this same work ethic in our athletes. We believe the most rewarding achievements and accomplishments in life are typically those that are the hardest to achieve, both on the court and in life.

We do not promise that playing for MVC will be easy, but we do promise that it will be rewarding, and that we will help set strong foundations for building confident and motivated young women.

We are looking for families that will support these core values and are committed to the same goals.

Please do not accept a position on our travel teams unless you can commit to all travel tournaments. Your daughter's success depends on the commitment of all members of the team.

TEAM COMPOSITION

Teams will be composed of the players that best fulfill the position requirements. Each team consists of 8 - 10 players. Some players may be asked to play above their age level if the staff feels it is in the best interest of the player and team. Requests to move up will be noted and considered, but it must be beneficial for both the player and the team.

Occasionally a player will be moved from one team to another. Movement is at the sole discretion of the club. No player will be moved from or to another team until the move is discussed with the parents, coaches, and players involved.

TRYOUTS

We evaluate a large number of athletes during tryouts, with a variety of levels of playing experience. During tryout sessions, players are evaluated on skill execution, motivation, leadership, desire, attitude and overall athletic ability.

We base our selections on how the athlete performs during tryouts and what we perceive their potential to be. We select athletes based on the criteria: athletic potential, attitude, work ethic, drive, leadership, skill. Athletes must be at all required try out sessions.

Every athlete in the club is evaluated each year. Playing for our club one season **does not** guarantee a spot on a team the following season. Athletes are expected to come to the tryout

ready to compete for a spot on a team. If any athlete has a physical or medical condition, they need to speak to the club director prior to the start of the tryouts. Athletes are selected for particular teams because they show potential, in the staff's opinion, to help those teams compete successfully at a national level.

In order to tryout, athletes must be registered with CHRVA. It is important that this is done during the registration process, so there isn't a delay at tryouts. Please have your paperwork filled out and ready at registration, along with payment.

COACHING AND PLAYING PHILOSOPHY

It is our philosophy that practices are the time to improve skills and work on new concepts. It is important that players and parents understand that **playing time is not a given**; it is earned first by hard work, positive attitude, and display of skills on the practice court. 80% of each athlete's club experience occurs in our practice gym. The remaining 20% of club time is spent in tournament game play. The reality is that equal playing time is not a guarantee...and the practice court is where most of these decisions are made.

Our philosophy on playing time is stated below: During tournament play, the coach has the right to determine the line-up that he or she determines best suited to meet the goal of the particular level of participation. An "equal play philosophy" does not apply in many situations. It is each player's responsibility to perform at a level that is consistent in keeping with the goals of the team. If the player does not, for whatever reason, fulfill their obligations on the court, it is the coach's right to substitute them so that the team may achieve its goals.

Players are expected to perform certain roles on the bench as well, which greatly contribute to the success of the team. All players must understand that playing time among team members **WILL NOT BE EQUAL**, especially in playoff and gold bracket situations. It is likely that some players may not see the court on the last day of a three-day tournament or in the playoffs of a two-day tournament. However, during non-qualifier games coaches will do his/her best to give each player shared playing time in pool play. THIS DOES NOT ALWAYS TRANSLATE TO PLAYING 50% OF THE TIME.

The coach will clearly define each player's role (and offer the player the opportunity to expand that role), and the coach will base playing time on what line-up/substitution scenario best offers the team a chance to be successful. Rarely will the coach sacrifice an opportunity to win in order to "give someone playing time." Factors that influence playing time include, but are not limited to (in no particular order): attendance, attitude, practice performance (hustle, enthusiasm, skill and athletic ability), "teamness" and playing position. Some players will get specialized assignments while others must work to be the best alternate starter that she can be.

Regardless of the role that evolves over the season, all players and parents are expected to remain positive and committed to the goal of having the TEAM do as well as possible by the end of the season. Based on position, a player may play back row and rotate out or play front row and rotate out when reaching the back. It is important for players and parents to understand one of

the goals of the team is to compete successfully at tournaments. If it is the player's belief that she is not being treated fairly and playing an appropriate amount, she should discuss it with the coaching staff first and foremost. The coaching staff sees your daughter at each practice and may see something a parent does not.

Parents and players should remember that playing time is earned. The players, by working hard in practice to improve skills and consistency, will determine how much playing time they will get. In reaching our goal to educate players in life skills outside of volleyball, we feel it is important for players to create and maintain a good dialogue with their coaches.

CONFLICT RESOLUTION

MVC fully comprehends the value of parent involvement and encourages our parents to offer feedback whether negative or positive. The below procedure is designed to help athletes and parents with questions, concerns or problems that may occur during the course of the season. It ensures open and honest communication between all parties involved.

1. 24-hour rule: If an athlete or parent has a concern arising from a tournament or practice that needs to be addressed, they must wait at least 24 hours after the conclusion of the event to discuss the issue with the coach. We trust that parents will be timely in communicating with coaches regarding potential issues that would distract that coach from their primary objective of coaching the team.
2. The athlete must first ask for a meeting between the coach and herself to discuss the issue at hand. In the case of players on 13's or younger teams, the parents may request the meeting.
3. If the issue is unresolved, the parents may ask for a meeting between themselves, the athlete, and the coach. The meeting should take place at a location considered adequate for a private discussion agreed upon by both the parent and coach – NOT at a tournament and/or practice.
4. If the issue is unresolved, the parent will ask for a meeting with the coaches' representative/mentor coach, coach, and athlete. A scheduled time away from practice or a tournament is appropriate.
5. If the issue remains unresolved, the parent may ask for a meeting with the club director, coach, and athlete. A scheduled time away from practice or a tournament is appropriate. The decision of the club director at this point is FINAL.

It is essential that our parents serve as a support system for our club, players, and coaches. When all parties are able to work together, there is a greater opportunity to create a positive experience for our athletes.

SPORTSMANSHIP

Parents, players and coaches will honor each other and the game by maintaining a positive attitude and displaying good sportsmanship toward the program at all times. Parents must

eliminate their own ego and see the game through neutral eyes. Parents should become knowledgeable of the game to understand how it is played and appreciate the efforts of ALL the players. It is extremely important to the welfare of our program and to the accomplishment of our goals that coaches, players, and parents maintain a positive attitude. So much more can be accomplished if we believe in and are committed to the same goals.

Parent/player guidelines for maintaining a positive attitude and displaying good sportsmanship:

1. Cheer enthusiastically for your daughter. Be supportive of her with “No Direction Cheering”. Refrain from criticizing her, the coach, or teammates.
2. Encourage your daughter to seek her own answers. We are teaching young ladies to have their own voice and be comfortable resolving conflict appropriately. This a life skill that, when done properly, will serve them well.
3. Think twice before criticizing anyone connected with the club or your team. Criticism is contagious and destructive. It casts a negative light on all involved, especially on the one doing the criticizing. The damage can be irreversible and will destroy a team.
4. Be aware of your body language on the sidelines. It does affect your daughter’s performance.
5. Do not coach your child. It is counterproductive and causes burnout from over coaching. Your child will excel on encouragement from you and correction from her coach.

Athletes have Emotional Tanks that need to be filled in order to perform their best. Coaches, players, AND parents will be responsible for this. THERE WILL BE NO CRITICIZING TEAMMATES. Correction is the responsibility of the coaching staff.

Examples of Filling the E-Tank (hint: focus is on what she did RIGHT or helping to BOUNCE FROM her mistake): “Nice hit”, “You’ll get it next time”, “Brush it off”, Body Language, *Smile*

Examples of Draining the E-Tank (hint: focus is on what she did WRONG or her Mistake): “Nice hit” (sarcastically), “Move your feet!”, “You keep messing up!” Body Language, *Roll Eyes or Scowl*

INTEGRITY

Much of what makes up our club is the result of our tremendous coaching staff. We make sure to only employ coaches that are being good role models on and off the court. We have a very high standard of morality and ethics for our staff that ensures that your daughters are being taught good life lessons both on and off the court. There is more to being a good coach than just an extensive knowledge of the game. You also have to be able to teach the girls how to effectively identify and work towards goals. We make sure to employ coaches that not only preach it; they live their own lives by it. Our philosophy is that if a coach’s morals are questionable, there is no question as to whether or not they can be a part of the MVC family.

Players and families should also be very aware of the public nature of social media. Misrepresenting our club, via inappropriate images, behavior or comments, will not be tolerated, and can result in dismissal from the team.

PARENT REP (TEAM MOM)

An important ingredient of a successful club season is the parent rep. Each team will have a representative who serves as the liaison between the coaching staff and parents. Listed below are some of the responsibilities of the parent rep.

1. Communicates regularly with the coach and informs the team of changes in practice times, tournament schedule changes, and any other information that needs to be distributed to the team (including parents).
2. Serves as the team representative to MVC administration. Attends meetings at which a parent rep is required. Any information presented at the meetings is then communicated back to team parents.
3. Assists in the ordering and/or distribution of team uniforms, spirit wear, fundraisers, etc.
4. Prepares a team directory for all parents with names of players and parents, addresses and phone numbers.
5. Coordinates team meals and parties, bonding activities, etc., including end of season activities.
6. Encourages team and club spirit!

If you are interested in serving as parent rep of a team or wish to help in some other organizational capacity, please contact the club director.

CLUB RULES

The club's rules include the following list of Club Rules as well as any rules of CHRVA, USA Volleyball, JVA Volleyball and AAU. Rules will be clearly stated, and will be enforced. A team may have its own rules established by the coach and approved by the club.

Conduct at Tournament/Practice Site: These rules are set forth to protect the safety and integrity of the athletes, parents, coaches, and Manassas Volleyball Club. Please note that all circumstances are not accounted for and in the event of an undue circumstance, the Club Director will take appropriate action.

1. A player arguing with officials is never appropriate and will not be tolerated. For older girls, you will not always know when a college recruiter is in the gym; therefore, it is important to display proper behavior at all times. College coaches do not just watch you play. They watch you and your parents interact with everyone around you at all times.

2. "Conduct Unbecoming an Athlete" will not be tolerated. This covers a wide variety of circumstances, for example, not being a team player; getting into fights with fellow team members; the use of foul language or rude gestures towards team mates, other athletes, parents, coaches, officials or opponents; and representing the club poorly in public settings or on social media.
3. No cell phones are allowed to be "ON" in the gym during any practice. At tournaments, all devices will be turned off until all responsibilities are concluded.
4. At tournaments, teams will be responsible for officiating, scorekeeping, and line judging. We want to officiate other teams the way we would want to be officiated. This means no headphones or cell phones in use while working.
5. No team member is permitted to leave a tournament site until all officiating responsibilities are completed. There may be circumstances for local tournaments where the Head Coach can give a player permission to leave only if arranged in advance (and shared with entire team to ensure clear communication within the team dynamic).
6. You are to support your teammates at all times while on the team bench, whether you are playing in a particular match or not.
7. Parents are to be supportive of the entire team at all times. Parents are not to engage in any behavior in cheering that would reflect negatively on MVC.
8. Automatic expulsion from the Club can result for the following offenses:
 - a. Smoking at any MVC function, or on social media
 - b. Using alcohol or drugs at any time during an MVC function or on social media
 - c. Leaving lodging premises without notifying the parent and without a chaperone
 - d. Having boys in your room (other than relatives)
9. Only the Court Captain (under the direction of a coach) or the Head Coach may question an official.
10. If any MVC teams are playing at the same tournament site, teams are encouraged to watch and cheer for other MVC teams.
11. All MVC coaches are to be respected by all players at all times. Regardless of who your head coach is: if any other MVC coach, guest coach, sports trainer, etc. must assume coaching responsibilities for your team, you will show that coach the same respect that you show to your coach.
12. Practices are "**closed**". Practice time is for the team to work and develop together, and relatives, friends and boyfriends distract from that goal.

Expectation of Parents: Consistency and trust between coach and parent will allow for the player to gain a much more focused approach and active support network. If the values and goals of our

club and its coaches are not reinforced at home, then the success of this experience for your daughter may be jeopardized. Parental involvement and support are crucial elements to a successful club experience. There are many ways parents can be part of the team and contribute to the team's success.

1. Drop off and pick your child up on time from practices and tournaments. Allow your daughter ample time to change into their court shoes/volleyball garb before practice begins. Make every attempt to have your daughter at the practice site AT LEAST 10 MINUTES PRIOR TO THE START OF PRACTICE TIME. Your daughter is required to be warmed up and ready to practice at the start of practice time, and if you get her there late, she will not be ready.
2. Do not instruct or direct your child during practices. The coach needs their undivided attention to get the most out of the practice. We know you do NOT want to become a distraction to your daughter and the team's development.
3. Assist with communication with the coach in the event your daughter will not be in attendance at practice. As soon as possible, and at least at the practice prior to that determined absence.
4. Help with the transportation of players to out of town tournaments.
5. Athletes are not allowed to stay in hotel rooms by themselves. They must have an adult chaperone with them for out of town tournaments. If the parent is not able to attend, it is the parent's responsibility to find a chaperone for their child and inform the Coach in advance.
6. Supervise your child after the coaching staff has released them from tournament play.
7. Be positive and proud.
8. Refrain from yelling at the team, coaches, referees, and line judges, the other team's players and coaches and abide by the 24-hour rule. Above all, encourage your daughter and her teammates.
9. Attend team organizational meetings. Most teams will get together before the season to get acquainted. Each team and coach has slightly different philosophies. Get to know your daughter's coach.
10. Pay your fees on time. Budgets are designed to meet expenses and if fees are not paid, we will not be able to meet those expenses in a timely fashion. If fees are not paid, your daughter will not be permitted to participate in practices and tournaments.
11. Take advantage of social media. Please follow us on social media and share events and announcements.
12. Take and submit photos of the team via e-mail for the web site and social media outlets.
13. Be willing to contribute to events such as team building activities, fundraising, etc.

14. Parents are paying for your daughter to be trained and to improve, and remember that playing time is earned, not given. It is not debatable. If there is a question, the player will talk to the coach first. If the concern remains, parent and player can discuss it with the coach together at an appropriate time.

15. Along with the girls, you are also representing our team and our club. Our team will be respectful of the opposing teams, officials, and location we are playing. Keep trash picked up in our area. Pay attention to the rules of the gym.

16. Encourage your child; it makes more of a difference than you realize! Have fun! Everyone is expected to work together – players, parents, coaches, and administrators – to make the season enjoyable for all.

17. Understand that your enjoyment can and typically does affect your daughter's.

SPECTATOR/PARENT CODE OF CONDUCT

All persons entering any USA Volleyball event understand and agree to the following Code of Conduct as a condition of attendance:

I WILL:

1. I WILL abide by the official rules of USA Volleyball.
2. I WILL display good sportsmanship at all times.
3. I WILL educate myself on the unique rules of this facility and abide by them.
4. I WILL generate goodwill by being polite and respectful to those around me at this event.
5. I WILL immediately notify the Event Director and/or Program Administrator in the event that I witness any illegal activity.
6. I WILL acknowledge that the spectator seating around the courts is for the primary use of those watching the match in progress.
7. I WILL acknowledge that spectators may rightfully choose to remain in a seat for an entire match without switching sides of the court when the teams switch.

I WILL NOT:

1. I WILL NOT harass or intimidate the officials, including line judges and scorers.
2. I WILL NOT participate in any game or game-like activities unless I have a current membership with USA Volleyball.
3. I WILL NOT bring and/or carry any firearms at any USA Volleyball event.
4. I WILL NOT use tobacco products or illegal drugs on the premises.

5. I WILL NOT bring, purchase, or consume alcohol at any Youth/ Junior volleyball event.

WARNING! Injury from flying objects incidental to the sport of volleyball may occur at any event. Attend at your own risk. Please pay close attention to your surroundings and be alert at all times, especially during active play.

FEE STRUCTURE

The financial commitment to club volleyball is probably one of the biggest factors in choosing what club your child should play for. The costs below are based on the 2018-2019 season fee of \$2500.

The fees cover:

Club registration fees	Facility rental costs
Team registration fees	Training equipment
Tournament entry fees	Coaches' salary
Sports performance training	Travel expenses for coaches
Continuing coaches' education	Administrative costs and supplies
Uniform package	Miscellaneous expenses

Special tournament fees will vary depending on which special tournaments your team will play in. Hotel, food, and transportation costs are not covered by the fees. If your team elects to go to Nationals, additional charges will apply.

Upon making any MVC team, there is a NON-REFUNDABLE \$500 deposit due to secure the spot. Subsequent payments can be made in 4 monthly installments*. Payments are due on the 1st of the month beginning December 1st.

* Balance paid in full at acceptance will receive a \$50 discount.

1st Payment	Due December 1 st	Late fee applies December 15th
2nd Payment	Due January 1 st	Late fee applies January 15th
3rd Payment	Due February 1 st	Late fee applies February 15th
4th Payment	Due March 1 st	Late fee applies March 15 th

Payments may be made by check made/sent to: Manassas Volleyball Club: 9917 Ruskin Ct. Manassas, VA 20110 or dropped in the payment box at our facility.

Or in cash: Delivered directly to the Director (ONLY).

DO NOT GIVE YOUR PAYMENT TO YOUR COACH!!

If payment is not received by MVC on or before the due dates (indicated above), an additional \$30 late fee charge will be added to the account. If the payment due is NOT made in full within ten (10) days, the player will be ineligible to practice or play until the payment is settled with MVC. Returned checks will be charged a \$30.00 reprocessing fee + \$30 late payment fee. If not paid in full within ten (10) days of the returned check notice, your child will be ineligible until the full payment is settled with MVC.

REFUND POLICY

Each player is required to meet all financial obligations. The Club's budget is based on the number of participants that commit to play on each team per season, and the Club has financial obligations to meet according to that budget. As a result, the fees must be paid to the Club even if that Club Player elects to cease participation in the Club at any time for any reason. There are no refunds once the player commits to the team and begins practices. However, if an illness or injury occurs during the season that prevents the player from continuing for the rest of the season, a Doctor's report with a letter requesting relief may be submitted.

The Doctor's report should include the initial date of injury, and must accompany a letter by the member explaining the injury or illness and making a specific request for relief from the obligation to pay the remainder of fees due. The Doctor's report and letter of explanation will be considered on a case-by-case basis.

Due to the fact that our teams are kept small and the cost of the team must be met, the only exception will be in the case of extreme injury that would prevent players from playing for the remainder of the season.

PLAYER RELEASE

Release from the club will be handled on a case by case basis. To protect the integrity of the team and the financial welfare of the club, releases will only happen in extreme cases determined by the club director. If the club director issues a release, full payment for the entire season is still expected. The only exception would be in the case of severe injury.

Parent/Player Signature Page

Handbook Consent form:

Please print, sign, and return this sheet along with your acceptance letter.

We, the parents/guardian of _____, have read the "Manassas Volleyball Club Policy Manual" concerning the policies and practices of Manassas Volleyball Club.

We have read the information provided and understand the time and commitment involved in the practice and competition schedule. We have reviewed the fee schedule and agree to pay all fees regardless of the duration of participation. Understanding the stipulations and having discussed these with our child, we agree to and will support her participation in Manassas Volleyball Club. We understand that once registered with and having participated with Manassas Volleyball Club, the athlete will be unable to transfer clubs and/or compete in the USAV Regional and Junior Olympic Championships or AAU/JVA regional events or national championships.

I, _____, the athlete of Manassas Volleyball Club, have read the "Manassas Volleyball Club Policy Manual" concerning the policies and practices of Manassas Volleyball Club and agree to follow these policies. I understand the commitment I am making to Manassas Volleyball Club and that if I should choose not to follow the policies as expressed above and any additional boundaries set forth by my coach, my playing time may be restricted and I risk further consequences with Manassas Volleyball Club.

By signing below, I confirm that I have read, understand and will abide by the rules, guidelines and policies of the Manassas Volleyball Club Handbook. I understand that my signature is required by the Manassas Volleyball Club coaching staff for my child's participation and to ensure an enjoyable and successful season.

I also am aware of the Manassas Volleyball Club payment schedule and will ensure payments as follows:

Initial deposit at commitment, with remaining balance to be paid in four equal installments (see website for specific amounts).

Failure to Comply: Should any player/family not comply with the terms of your financial agreement, Manassas Volleyball Club will pursue the outstanding fees via collection services or legal proceeding. Additional expenses affiliated with these collection efforts will be included in the original delinquent payment.

Parent or Guardian's Signature: _____

Parent's Name (Please Print): _____ **Date:** _____

Player's Signature: _____ **Team:** _____

Player's Name (Please Print): _____ **Date:** _____