

Introduction

Welcome to the 2009-2010 Junior Volleyball Season. If you are new to RVC Juniors or to USA Junior Volleyball, this handbook will answer most of the questions you may have.

USA Junior Volleyball

When you join RVC Juniors, you will be asked to fill out and **pay for** an Old Dominion Region Membership form online. New USAV members will go to https://webpoint.usavolleyball.org/wp/memberships/join.asp?mbr_ChapterID=25976 and existing USAV members will go to <https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp> USA Volleyball is the national governing body for volleyball events in this country, and is administered by 40 Regions. Our local region, which includes most of Virginia, is the Old Dominion Region.

USA Volleyball membership benefits include a one-year subscription of *Volleyball USA* (a quarterly publication) plus secondary sports accident coverage when you play in sanctioned events.

Over 168,163 primary and secondary school aged athletes throughout the nation participate in USA Junior Volleyball with local organizations like RVC Juniors. The club helps sponsor competition in nine age groups: 18-and-under, 17-and-under, 16-and-under, 15-and-under, 14-and-under, 13-and-under, 12-and-under, 11-and-under, and 10-and-under. These groups are as follows.

18 & Under Players who were born on or after **September 1, 1991** or were high school students in the 12th grade or below during some part of the current school year (**born on or after September 1, 1990**).

17 & Under Players who were born on or after **9/1/92**

16 & Under Players who were born on or after **9/1/93**

15 & Under Players who were born on or after **9/1/94**

14 & Under Players who were born on or after **9/1/95**

13 & Under Players who were born on or after **9/1/96**

12 & Under Players who were born on or after **9/1/97**

What to Expect from RVC Juniors

All athletes will receive an RVC membership, a volleyball, and at least one uniform shirt and one pair of shorts/bikers. Each team will have at least one coach and will generally carry 10 to 12 players on the roster. A practice schedule will be released in mid-December, after coaches have decided when they would like to practice. Coaches will distribute team tournament schedules as well as a team budget at a team meeting in December or early January. Team dues cover uniforms, court rental, equipment, education, coaches' pay and administrative costs. Other expenses such as tournament fees, and travel expenses (airfare, hotel, coaches' expenses, etc.) are split accordingly among the players and will be billed as those fees are incurred. **Most fees will apply whether or not the athlete participates in a particular event.** *Note:* Any player not in good financial standing will not be allowed to participate until that standing is rectified. All past due accounts that are settled during registration will require a signed credit card authorization in order to participate in the

upcoming season.

Athletes will not be required to become members of any non-volleyball NGB (National Governing Body), health club, or training facility outside RVC that require additional fees.

Each player will be required to attend either a referee or scoring clinic, since each team is required to provide officials during tournaments. More information on these clinics will be distributed as soon as it is available. Historically the clinics are held during the first full weekend in January.

Fundraising

There are two mandatory fundraisers for each participant. The fundraisers are a means to keep the costs for players as low as possible. At registration you will pay a fundraising deposit of \$100 for each participant in addition to the \$100 registration fee. Please keep in mind we are a private organization and do not receive any support from the surrounding municipalities as do many of the local youth groups. School gyms are scheduled with basketball and have expressed they are not interested in giving volleyball an equal opportunity.

The first fundraiser is a raffle. Each participant is expected to sell a minimum of 40 tickets at \$1 each (you will keep the money collected). Additional tickets may be purchased for \$1 each and the athlete who sells the most tickets will receive a \$100 prize.

The second fundraiser will require each team to set-up and tear-down one court at the Greater Richmond Convention Center for either the Monument City Classic (early February) or the Boys' East Coast Championships / South Atlantic Championships (Memorial Day weekend). This fundraiser will require adult supervision and assistance. Set up will begin the Thursday afternoon / evening prior to the tournament and tear-down will begin at 6:00pm on the last day of the tournament. After successful completion of the court set-up and tear-down each participant will have \$60 credited to his or her account.

There are additional fundraising opportunities by coaching, setting up courts, refereeing, and being a tournament director. Please contact the office if you are interested.

Donations

Richmond Volleyball Club is a 501 (c)(3) non-profit organization. Donations made to the organization (RVC) are tax deductible and can be designated to a particular fund (i.e. RVC Building Fund, Roger Robison Assistance Fund). However, no monies donated can help a particular team or an individual. RVC accepts donations in the form of cash, check and credit card contributions.

Roger Robison Assistance Fund

The Roger Robison Fund has been created in memory of one of our founding members in order to provide financial assistance for RVC Junior player(s) by defraying the cost associated with the RVC Juniors' Program. According to NCAA regulations this must be done on a "need basis" and not according to athletic ability. Efforts are being made to grow this fund to a sufficient level for use.

RVC Juniors—Girls Teams

RVC Juniors for girls will have four levels of teams:

City Teams - Teams play in a Sunday afternoon league (February –April) and may also compete in USAV sanctioned tournaments within the metro Richmond area. City teams will practice primarily on Sundays at RVC West (1907 Westmoreland Street) and will generally either practice or compete once a week. Team dues are as follows:

(Additional fees will apply for USAV tournaments.)

12 & under division ----- \$300 per participant—NON TRAVEL

13, 14, 15, 16 and under divisions-- \$325 per participant—NON TRAVEL

State Teams - Teams will compete in tournaments within Virginia and in the District of Columbia, including multi-day events. State teams generally compete every other weekend (January-May) and practice two times per week. Regional tournaments are primarily scheduled on Saturdays starting at 9am. Team dues are as follows:

14, 15, 16, 17 & under divisions-- \$525 per participant

You can expect **total fees to be \$900—\$1300** (including team dues) depending on the team's tournament schedule.

Zonal Teams - Teams will compete in tournaments within the Old Dominion Region and will also play in multi-day tournaments out-of-state. Zonal teams generally compete at least every other week (January-May) and practice three times per week. Play may continue into June or July for National level competition. Team dues are as follows:

14,15,16,17,18 & under divisions--- \$660 per participant

You can expect **total fees to be \$1600—\$2000** (including team dues) depending on the team's tournament schedule.

National Teams - Teams will compete across the entire United States and will represent RVC in a National Championship. National teams generally compete at least every other week (January–June/July) and practice four times per week. Team dues are as follows:

14,15,16,17,18 & under divisions--- \$765 per participant

You can expect **total fees to be \$2000—\$4000** (including team dues) depending on the team's tournament schedule.

RVC Juniors—Boys Teams

RVC Juniors for boys will have four levels of teams:

City Teams - Teams compete in a Sunday afternoon league (February –April) and may also play in USAV sanctioned tournaments. City teams will practice primarily on weekends at RVC East (3300 W. Marshall Street) and will generally either practice or compete once a week. Team dues are as follows: **(Additional fees will apply for USAV tournaments.)**

12 & under division ----- \$300 per participant—NON TRAVEL

14 & under division ----- \$325 per participant—NON TRAVEL

Regional Teams - Teams will compete in tournaments within the Old Dominion Region, including one possible multi-day event. Regional tournaments are primarily scheduled on Saturdays starting at 9am. Regional teams generally compete every other weekend

(January-May) and practice one to two times per week. Team dues are as follows:

14,15,16,17,18 & under divisions--- \$490 per participant

You can expect **total fees to be \$800—\$950** (including team dues) depending on the team's tournament schedule.

Zonal Teams - Teams will compete in tournaments within the Old Dominion Region and will also play in multi-day tournaments out-of-state. Zonal teams generally compete at least every other week (January-May) and practice two to three times per week. Play may continue into June or July for National level competition. Team dues are as follows:

14,15,16,17,18 & under divisions--- \$675 per participant

You can expect **total fees to be \$1600—\$2500** (including team dues) depending on the team's tournament schedule.

National Teams - Teams will compete across the entire United States and will represent RVC in a National Championship. National teams generally compete at least every other week (January–June/July) and practice three times per week. Team dues are as follows:

14,15,16,17,18 & under divisions--- \$750 per participant

You can expect **total fees to be \$2000—\$4000** (including team dues) depending on the team's tournament schedule.

Registration

Registration with USA Junior Volleyball is a simple process and will take place at RVC West (1907 Westmoreland Street) on the following dates and times:

Saturday, Oct. 24, 2009 between 8am – 11am

Sunday, Oct. 25, 2009 between 11am – 2pm

Saturday, Oct. 31, 2009 between 8am – 11am

Sunday, Nov. 1, 2009 between 11am - 2pm

You can expect to be at registration for 20—60 minutes depending on the crowds. Register early to avoid long lines!

Please bring: a payment of \$200 (check, cash or major credit card) for RVC membership fee (\$50), processing fee (\$25), tryout fee (\$25) and fundraiser deposit (\$100); proof of medical insurance; and a completed and paid USAV membership form. (Directions to complete the USAV form can be found at www.rvc.net/juniors/juniors.asp. The USAV form can be completed online for new USAV members at https://webpoint.usavolleyball.org/wp/memberships/join.asp?mbr_ChapterID=25976 and existing USAV members will go to <https://webpoint.usavolleyball.org/wp15/IntraLock/Login.asp> At registration, you will need to fill out several forms: a Player/Parent Information form, a Player/Parent Contract form; a Medical History/Release form; and an RVC membership form. **All forms must be completed and returned before the athlete may tryout, begin practicing or play in tournaments.** After November 1, 2008 the registration forms will only be accepted with an additional \$25 late registration fee. For your convenience, most of the registration forms can be downloaded from our website prior to registration for completion at home.

Players who are selected for Zonal or National teams will also need proof of age for

major tournaments, such as a birth certificate or drivers' license. If a player decides not to play before tryouts, \$75 (RVC membership and tryout fee) will be refunded. After tryouts, only in the event that you are not selected for any team will \$50 of this fee (RVC membership) be refunded. (Those who try out for but do not make a travel team may be placed on a non-travel team). **If a player is selected to a team and decides not to play, the entire amount paid at registration is non-refundable.**

We apologize for the duplication of information on the registration forms, but each one must be distributed to a different place. Please complete all forms in full, and if you have any questions please contact the RVC office at (804)358-3000.

The Player/Parent Contract details the basics of what RVC Juniors expects from both players and parents. For reference, the contract is reprinted, as follows:

**2009 – 2010
RVC Juniors
Player / Parent Contract**

Athlete Contract

My main goal is to become the best player I can be. Only I am responsible for my behavior and work ethic. I am fully committed to RVC Juniors and therefore will:

- **Conduct** myself in a manner to bring credit and prestige to myself and the program.
- **Budget** my time to meet all the responsibilities of work, learning and other personal areas.
- **Attend** every possible practice, match and team function including scoring and referee clinics. If I am unable to attend, I will personally notify my coach.
- **Be ready** for practice on Lombardi time (15 minutes early).
- **Pursue** mental and physical conditioning outside of practice.
- **Communicate**, both on and off the court, with my teammates and coaches for mutual understanding.
- **Discipline** my body, including adequate sleep, a healthy diet, and ABSTAIN from alcohol, tobacco, and illegal drugs.
- **Recognize** the unique aspects of volleyball, yet learn from my mistakes and never make excuses or lay blame.
- **Accept** all coaching comments and assignments only as ways in which the team and myself might improve.

- **Ignore** the errors of my teammates, as I believe no one is trying to make a mistake.
- **Support** the full effort and good skills my teammates exhibit.
- **Perform** with full effort and intensity to the best of my ability in all training and competitions.
- **Concentrate**, never cause distractions, or worry about worrying.
- **Clean** our tournament area and practice facility of all trash. Leave the **area as I found it, if not better.**
- **Realize** that a team is made up of individuals and everyone cannot

start. Accept my role on the team and what it takes to be the best.

Any athlete found in possession of alcohol, tobacco, illegal drugs or engaged in inappropriate or unlawful behavior will be immediately suspended from the program and be released to the custody of their parent(s) and, in the event of an athlete that is not accompanied by their parent(s) or legal guardian, they will be sent home at the expense of the parent(s) or guardian.

Athlete Travel Contract

WE TRAVEL TO TOURNAMENTS TO COMPETE; everything else is secondary.

- Athletes MAY NOT drive to any event outside the Richmond Metro area.
- Athletes will leave cell phones at home. In the event of any emergency, parents can be provided with a list of adult cell phone numbers at the event.
- Athletes will be courteous to and respectfully obey all staff members. This includes chaperones and/or other adults traveling with the team.
- Athletes may not leave the hotel area at any time without permission from their coach or chaperone.
- Athletes must report any illness or injury to the coach and chaperone immediately.
- An athlete who damages any property at lodging or playing facility will be personally responsible for damages.

- No member of the opposite gender is permitted in team rooms.
- Athletes are not permitted in rooms with members of the opposite gender or significant others.
- Athletes must remain quiet at all times in lobby, dining area, hallways and rooms so other guests are not disturbed.

- Athletes after arriving to the hotel are not allowed out of their rooms after 10:00 p.m.
- Lights must be off by 11:00 p.m. This includes the television, computers or any other device that might keep you or your roommates awake.
- Only one athlete at a time is permitted in the hotel's business center.

Any individual(s) who fail to comply with the stated travel contract will result in temporary suspension of play.

Parent Contract

I have given permission for my child to participate in RVC Juniors. We have

discussed the risks, commitments and sacrifices involved and are committed to the success of the program. I understand and accept the financial obligations of participating, with the following in mind:

- The \$100.00 registration fee (\$25 processing fee, \$25 tryout fee and \$50 RVC membership) is not refundable if we choose not to participate, regardless of the reason. This fee will be partially Refunded (\$50 RVC membership) only if my child is not placed on any team, regardless of the level for which he/she registered.
- Team selections are made by a group of coaches; I trust their judgment and will support my child and the team selection.
- Once selected for a team a statement will be mailed to each team member for their individual non-refundable team dues.

<u>City Teams</u>	<u>Regional Teams</u>	<u>State Teams</u>	<u>Zonal Teams</u>	<u>National Teams</u>
12 and Under \$300	All Boys \$490	All Girls \$525	All Boys \$660	All Boys \$750
16 and Under \$325			All Boys \$675	All Girls \$765

Included in these fees are: uniforms (excluding bags and warm ups), practice facilities/equipment, coaches' education/honorarium, program administration and a volleyball.

- The first week of each month a statement will be mailed for all expenses incurred from the previous month. Payment in full will be expected by the first day of the following month. Any payment received after that date will be considered past due (no grace period) and you will be charged a \$25 service fee. You also agree to pay RVC interest on any delinquent payment from the date thereof until paid at the rate of 1% per month.
- Players are responsible for sharing all team expenses (coaches' expenses are considered a team expense), regardless of whether or not the individual participated in a particular event. If individual fees, such as airfare, are not incurred by RVC, the player shall not be charged that amount.
- RVC will continue to make all ground transportation, hotel arrangements and coaches' travel for teams. You can expect for hotel arrangements to be made for the night before **ALL** out of town multi-day tournaments (even Williamsburg). Airfare can be done for groups of 12 or more. To keep costs as low as possible, the price of the airfare will be considered first over scheduling convenience.
- Payments may be made by cash, check, and most major credit cards (credit cards will be taken only in person during normal office hours).
- Players will immediately become ineligible to participate if any payment is 30 days past due and will remain so until the account is current.
- You will also be responsible to pay all expenses, including reasonable attorney's fees and expenses, incurred by RVC in seeking to collect any amounts payable hereunder which are not paid when due.
- Travel team parents may be asked to submit checks in advance or supply a credit card authorization for payment.

- As a parent, I agree to always show proper sportsmanship.
- I agree to provide transportation to at least one tournament.
- The coach must be notified within two weeks of the distribution of the team's playing schedule any non emergency conflicts.

I give my permission to Richmond Volleyball Club to use my child's picture or likeness, which may be taken at any activity or event, for use in advertising, promotional materials, website displays, or publications.

This contract may be canceled if the Participant becomes disabled or so severely injured while participating in an RVC activity that he/she cannot practice or compete for more than three (3) months (Disability), or the Participants estate cancels the Agreement in the event of the Participants death. The cancellation notice must be in writing mailed to the Club with return receipt requested. Upon receipt of such cancellation notice the Club may retain that portion of the fees or collect that portion of the indebtedness incurred by the Participant that is equal to the proportionate value of the services, use of facilities, equipment, registration, and travel fees the Participant has already received from the Club. The Participant must provide proof of a Disability by furnishing the Club with a written statement from a medical doctor certifying the Disability. The Participant will be readmitted to participation in the Club only with a written release from a medical doctor certifying his or her fitness to participate in Club activities.

Team Selections

Each year during tryouts we consider many athletes to be members of an RVC team. Some athletes have extensive playing experience while others do not. Athletes first go through a battery of physical tests. Then we assess their skill execution, as well as intrinsic traits. We base our selections for teams on many factors: what the athletes do during the tryout period, what we perceive their potential to be, what a particular team needs for the coming season, how well the athlete compares to other available athletes, to name a few. We base our selections on specific athletic ability for volleyball, overall athletic potential, work ethic, drive, willingness to be coached, competitive attitude, and, to a lesser extent, skill level.

We reassess each athlete in the Club every year. In addition, the staff is continually evaluating athletes we see, whether in our club or another, on a high school team, at camps, even in other sports events. Each athlete must come to the tryouts ready to compete for a place on a team, sometimes against teammates from RVC and sometimes against athletes new to the Club. *Players should never assume because they were on a travel team one year they will automatically be on a travel team the following year.* We select athletes for teams because they show the ability or potential, in our opinion, to help those teams compete successfully at the national level. (An athlete with a limiting physical or medical condition should talk to the Head Coach prior to the start of the tryout period.)

Teams are selected by a panel of coaches, who review all available physical testing data, skills test results, and observe the quality of play during tryouts. Athletes are strongly

encouraged to attend ALL tryout sessions for his or her age group. Athletes must be properly registered and ready to start on time. Athletes who miss sessions will have fewer opportunities to showcase their skills. If a player is trying-out for a team one age group higher than their age group, the player is required to attend all sessions of both age groups. See RVC Juniors Tryout Schedule for dates, times and locations. National teams are selected first, followed by Zonal teams, State teams (where applicable) Regional and City teams.

Parents and/or players may indicate the highest level of team to which they are willing to commit.

A player may tryout for a team one age group higher than his/her playing age only if ALL of the following conditions are met:

- 1) He/She is presently involved in the USAV National Team pipeline (USAV Select Age Camp, Youth National Team, Junior National Team). AND
- 2) He/She is selected to the top team in that particular age group. No team's roster will consist of more than 10% of a younger age group unless approved by the executive director.

Participation in the USAV National Team pipeline is not intended to put financial distress on families. It is our desire that as many of our teams as possible will have the opportunity to participate in Nationals. This provides a tremendous experience for the players. In order to do so, RVC needs for athletes to play within their respective age groups. We hope that any parent that feels financially unable to allow his/her child to compete at a certain level will bring this situation to the attention of the Director of Youth Programs so we may be able to suggest ways for overcoming this barrier.

Players may not participate on a team two age groups higher than their playing age.

Exceptions:

Solely at the discretion of RVC, players may be asked to play up one age group in certain situations if their experience allows. For example, RVC may request players to play up to fill out a team roster.

Players 13 and younger may play up more than one age group if selected to participate on a 14-and-under travel team. But parents should also consider their child's level of maturity. If you do not want your child to stay in a hotel room with their teammates then they should not try out for a travel team!

RVC is supportive of players who participate in other sports (high school or otherwise). It is up to the coach's discretion, however, to consider such conflicts and the potential effect on the team at the time team selections are made. Players are requested to communicate with coaches prior to team selection regarding activities that may cause potential conflicts. Coaches may choose not to select players because of commitments to spring sports and are encouraged to ask all players about potential schedule conflicts. Once teams are selected, pressure from coaches for athletes to quit other activities will not be tolerated however the conflict of missed practices or competitions could effect "playing time."

Travel teams will carry a minimum of 10 and maximum of 12 players.
Non-travel teams will carry a minimum of 12 players whenever possible.
Team selections should be made based on players' abilities, potential, past performance, and personal characteristics, as well as positions played and team chemistry. Carpooling requests are not to be considered during travel team selections, nor are personal relationships, school affiliations, or other allegiances.

Multi-Sport Athletes

We discourage travel team athletes from participating in another sport during the RVC season because the physical demands and the time commitments these teams require are too great to allow safe participation in more than one sport at a time. Overuse injuries are much more common among athletes who participate in more than one sport at a time. Further, the athlete's volleyball skills rarely improve during the time her or she participates in two sports. We have placed a few athletes on travel teams who play another sport. However, the number of such athletes is very small. (A multi-sport athlete or an athlete with potential scheduling conflicts with any other activity should talk to the Head Coach prior to the start of the tryout period.)

Movement Between Teams

Occasionally we will move an athlete from one team to another. Movement is at the sole discretion of the Club. Athletes who move from or move to a travel team will have their dues pro-rated, subtracting or adding, as appropriate. We will not move an athlete from or to another team until we discuss the move with the athlete's parents.

Monthly Billing

The first week of each month a statement will be mailed to the parents of all participants. Included in the billings will be amounts due for team fees plus team expenses paid by RVC which include team tournament entry fees, travel expenses, hotel expenses, and coaches' expenses. Payment in full is due by the first of the following month. Any payment received after that date will be considered past due (no grace period) and you will be charged a \$25 service fee. You will also pay interest on any delinquent payment from date thereof until paid at the rate of 1% per month.

If you are unable to pay the full amount, and would like to split the amount into monthly payments, simply contact the Juniors Office by phone or in writing. In most cases, as long as reasonable monthly payments are made (to enable the full balance to be paid in full by the end of the season), we will waive the service fee. However, interest charges will still apply.

Players with outstanding balances at the time of registration for the following season will not be permitted to register for RVC Juniors. All past due accounts that are settled during registration will require a signed credit card authorization to participate in the upcoming season.

Player and Parent Obligations (Misc.)

As a player, you should be committed to attend regular practices and tournaments. Every

player is expected to adhere to the USA Volleyball Participant Code of Conduct and in addition should exhibit good sportsmanship and support their teammates.

Players must also attend a referee or scoring clinic, since each team is required to provide officials during tournaments. Each team will need to send at least three players to each clinic. More information on these clinics will be distributed as soon as it is available.

Parents are expected to make certain their children arrive on time or, preferably, **early** to practices and tournaments.

Richmond Volleyball Club has the philosophy that ***PLAYING TIME*** for all athletes is determined by the performance of the athlete! Even in the case of athletes competing in an age group higher than their playing age, ***PLAYING TIME IS LEFT TO THE DISCRETION OF THE COACH***. This includes playing time during travel tournaments. In keeping with our Mission Statement and Purpose, ***WE DO NOT GUARANTEE EQUAL PLAYING TIME ON ANY TEAM OR AT ANY EVENT.***

We strongly encourage athletes who make our travel teams to participate in only one sport at a time. If your athlete makes a travel team, we expect RVC practices and tournaments to take priority over all other outside activities including sports, band, drama, school trips, vacations, etc. (A multi-sport athlete or an athlete with potential scheduling conflicts with any other activity should talk to the Head Coach prior to the start of the tryout period.)

Each player will be issued a volleyball. Players are solely responsible for their ball and are required to bring the balls to practices and/or as instructed by their coach. Anyone in possession of a volleyball owned/labeled by another club or an RVC volleyball outside of RVC East or RVC West will have his or her membership revoked for 30 days.

Any athlete damaging equipment owned by Richmond Volleyball Club or any facility used by the Club during practices, tournaments or any other function, will be required to reimburse the Club and/or facility for the damages before continuing in the Club. In some circumstances, the athlete may be dismissed from the Club.

For safety concerns, athletes **MAY NOT** drive to any event outside the Richmond Metro area. Parents should also be available at least once to provide transportation to and from tournaments. In addition, if you attend a practice, be ready to assist the coach as needed, whether you toss balls or help in other ways. Parents must also display good sportsmanship at tournaments. For weekend-long tournaments parents will be asked to act as chaperones. In the case of girls' teams, female chaperones are normally required.

Athletes will leave cell phones at home. In the event of an emergency, parents can be provided with a list of adult cell phone numbers at the event. Since athletes are under the supervision of adult coaches and chaperones at all times, the athletes will always have access to an adult's cell phone if needed. Unfortunately, cell phones have historically been the source of numerous problems at tournaments.

Every day during a multi-day trip, there will be one hour of mandatory team study time. If an athlete does not have anything to study, he or she should bring a book to read. As a courtesy to other hotel guests, only one athlete is permitted in the hotel's business center at a time. The business center must be kept free of trash.

Please do not ask coaches to accept hand delivered payments for anything. Send all payments in the mail, or make your payment in person to RVC office staff, or drop the payment in the Juniors Office mailbox at RVC West.

Good communication between coaches and players or parents is vital. If you cannot attend a practice, you need to inform your coach as early as possible. Please make certain that coaches know ahead of time with a written note if possible. During the season, if you are concerned with playing time, please talk with the coach after practice and please remain calm. If you will not be participating in a tournament, you should give adequate notice so that a substitute may be found (a general guideline is three weeks).

One other note: players are not allowed to wear watches or jewelry during tournaments, and will not be allowed to wear them during practice. Further, the club strongly recommends that every player wear knee pads during practice and tournaments.

Parking at RVC East

Parking is prohibited in the Cleaners Closet parking lot directly across from RVC East before 6:00pm. In addition, parking is prohibited in the grassy areas across from RVC East. Cars parked in these areas are subject to tow at the owner's expense.

Eteamz Websites

Each team is provided a team website on eteamz.com. Boys teams can be accessed through <http://www.etamz.active.com/rvcboys/> and girls teams can be accessed through <http://www.eteamz.active.com/rvcgirls/>. The sites are used as a communications tool to post practice schedules, tournament schedules, team rosters, tournament results, and photographs. A parent is needed to be the site webmaster for each team. The sites are easy to use. No prior webmaster experience or special knowledge is needed. If you are willing to be your team's webmaster, please notify your coach.

Scheduling Changes

In the event of bad weather, a decision whether to cancel a practice will be made by RVC and/or the team coach(es). Tournament cancellations or postponements will be announced as early as possible, but this depends on the conditions and tournament directors. Cancellations by RVC will be posted on the RVC website. If roads are hazardous in your area, please carefully consider whether to attend practice. If you decide to go, please allow extra time and drive carefully on the way. Call your coach or RVC if you are uncertain as to whether there is a change.

Traveling to and from Single Day Tournaments

Each team will have a specific meeting place for each tournament. The same location will serve for the departure and arrival point. Many teams choose to meet at RVC West. Please park cars in the Ukrop's parking lot across the street from RVC West, since the

RVC West parking lot may be locked when you arrive or return. It is important to note that since many tournaments begin at 9 A.M. and require two to three hour drives, in some instances teams will leave before 6 A.M. Since Richmond is centrally located with respect to most tournament sites, RVC Juniors teams are typically scheduled to play or officiate the early matches of a tournament. Under no circumstances will an athlete be allowed to drive to a tournament outside the Richmond area.

Teams should stay together while traveling. Please do not exceed the speed limit, especially in the rain or snow. Each player should leave and return in the same vehicle, and should phone home before returning if they are meeting someone at the return site. This is generally a good idea because departure times can vary by as much as three hours for teams in the same tournament, depending on the outcome of pool play and elimination matches.

It is critical to remember your uniforms, knee pads, court shoes, and lunch when preparing for a tournament. Many sites sell food, most often not nutritional, but occasionally no food is available. Bring a water bottle for use during matches, and label it with your name or some other identifying mark.

General Team Travel

All travel arrangements made by RVC will be posted on the web site (<http://www.rvc.net/juniors/juniorstravel.asp>). All teams will stay in the RVC hotel room block. Parents are not required to stay with the teams. If you choose to stay with the teams the web site will supply instructions and contact information on how you should book your room. These reservations are available on a first come first served basis. After the block is full there is no guaranty we will be able to block more rooms or at the same discounted rates.

WE TRAVEL TO TOURNAMENTS TO COMPETE; everything else is secondary. To make sure we can prepare the athletes to compete during a tournament we must have as much rest as possible. For this reason athletes after arriving to the hotel are not allowed out of their rooms after 10:00 p.m. and lights must be off by 11:00 p.m. This includes the television, computers or any other device that might keep the room's occupants awake.

We need your support for your child's safety:

- 1) Athletes **MAY NOT** drive to any event outside the Richmond Metro area. Tournaments are long, exhausting, and sometimes with sleep deprivation. No athlete should be behind the wheel after a tournament.
- 2) Athletes may not leave the hotel area at any time without permission from their coach or chaperone. We need to know where each athlete is at all times. They are not always cognizant of their surroundings.
- 3) Athletes must report any illness or injury to the coach and chaperone immediately. In the case of illness we will need to possibly quarantine the athlete to make sure they do not cause an epidemic on the team. In the case of injury we want to make sure the necessary steps to seek medical attention or by resting to attempt the prevention of the condition from worsening.
- 4) Athletes will leave cell phones at home. In the event of an emergency, parents

can be provided with a list of adult cell phone numbers at the event. This is not intended to keep you from communicating with your child. Cell phone usage is something that has been abused over the years by talking to significant others until waning hours of the morning or used to set up late night rendezvous.

- 5) Hotel room doors can never be left propped open for any reason. He/she needs to be able to keep up with the room key

In consideration of other hotel guests, hotel staff and RVC staff the athletes will be courteous and respectfully obey all RVC staff members. This includes club director, coaches, chaperones and/or other adults traveling with the team. He/she must remain quiet at all times in lobby, dining area, hallways and rooms so other guests are not disturbed. He/she must be properly attired in the hotel lobby and dining area. This includes shoes, shirt and shorts. There should be no under garments exposed or pajamas worn. Any bathing suits that expose skin between the knees and the neck are also not permitted outside the pool area. Only one athlete at a time is permitted in the hotel's business center and he/she needs to make sure it is picked up when he/she leaves the business center.

It is also RVC's policy that no member of the opposite gender is permitted in team rooms and Athletes are not permitted in rooms with members of the opposite gender or significant others.

An athlete who damages any property at lodging or playing facility will be personally responsible for damages and **any individual(s) who fail to comply with the signed travel contract will result in temporary suspension of play. Any athlete found in possession of alcohol, tobacco, illegal drugs or engaged in inappropriate or unlawful behavior will be immediately released to the custody of their parents and in the event of an athlete not accompanied by his/her parent(s) or legal guardian will be sent home immediately at the expense of the parent or guardian.**

National Championships

It is RVC's desire that we have as many teams as possible competing in national championships and those events leading up to them. This allows our athletes to be seen by as many college coaches as possible.

In an attempt to enrich the experience of our athletes when traveling to a national championship where the competition begins after the conclusion of school the team is expected to arrive to the host city in time to spend the entire day before check in and half of a day the day of check-in attending one historical / educational attraction and one tourist destination.

Tournament Procedures

Old Dominion Junior Volleyball Tournaments are held on weekends from January into May, and are played using a round-robin pool play format. Each team will play at least three matches, and possibly more depending on the tournament. Some, but not all, tournaments use the pool play matches to determine seeding for elimination play, but the exact format varies both by tournament and age group. Most events begin around 9 A.M.

and may finish as late as 9 P.M. Tournament pools and schedules are generally posted on the Old Dominion Region website, www.odrvb.com/juniors.html, on the Wednesday just prior to the tournament.

On tournament days, players should arrive 1 hour before the first match and should be at the court stretching at least 45 minutes prior to a match. About 30 minutes before game time, the team should be warming up indoors wherever possible, and with a volleyball if space and tournament rules permit.

During the day, each team should stay together and must advise its coach if players leave the site to obtain food. Be aware of the match schedules and when your team plays, referees, or rests. The schedule is available at the tournament site. Sometimes, after the last match of pool play, a team which has not qualified for playoffs at a tournament may need to stay and referee one match. Those teams with the least distance traveled to the tournament site will generally officiate. RVC Juniors is centrally located in the Old Dominion Region, and therefore its teams often must provide officiating crews. Before leaving for home, each team will properly dispose of its own trash. Athletes will only wear RVC attire while attending tournaments. There will be no high school paraphernalia worn at any time.

Teams are typically grouped into pools of four or five teams. Each team plays every other team in its pool once. In a four-team pool, there will be three games per match, while five-team pools will have two games per match. Teams not scheduled to play supply officials (two referees, two scorers, and two line judges) or enjoy a rest period. The rest periods should be used for meals.

In many tournaments, the top two teams in each of four pools will advance to the elimination rounds. There may be a playoff, in the event of ties for first or second place in a pool, to determine which team advances. Teams that do not advance to the elimination rounds might still need to provide officials, depending upon the distance they must travel to the tournament. Semifinals and finals are usually officiated by adult USA Volleyball Referees, at least one of whom will be present throughout a tournament in order to supervise youth officials during pool play.

Teams also accrue points based on their standings in each tournament. The points are used to seed events such as the Old Dominion Regional Championships. Teams can earn an automatic bid to the USA Volleyball Junior National Championships by winning or placing high at a "bid" tournament.

Grievance Procedure

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

At Richmond Volleyball Club we encourage the athlete to talk to his or her coach when the athlete has a problem about playing time or if the athlete is uncertain what the coach expects, either in practice or in competition. The appropriate attitude is for the athlete to ask the coach what he or she needs to do to get more *opportunities* to play in matches.

Parents can best help their athlete by helping the athlete set some goals to achieve more opportunities to play.

When parents have a problem that is specific to their own athlete, we also encourage them first to talk to the coach. We instruct coaches not to discuss "coaching decisions," which include, among other things, specific match decisions (who played when, who was subbed out and when, etc.) The amount of time any given athlete is on the court is the result of a complex determination, *in that coach's opinion*, of the athlete's ability, the athlete's potential, the team's needs at the moment, and the team's needs in the future. We will not require the coach to defend his/her thought process or conclusions in making these determinations, and it is improper for a parent to request that.

In addition, we instruct coaches not to discuss any athlete other than the parent's own, or the actions of any other RVC 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 need to talk to the Director of Youth Programs. Please note again that "coaching decisions" are not, in RVC's opinion, subject to discussion.

Specifically, if you as a parent, or your athlete as a member of an RVC team, have concerns about RVC policies or actions, the procedures to follow are, in this order:

- 1) The athlete should speak to or meet with her coach about the matter.
- 2) If the matter remains unresolved, or if the athlete has a reasonable concern that speaking to the coach will not resolve the matter, then

The parent should meet with the coach. Parents and/or athletes are expected to call the coach on the phone to schedule a meeting. Meetings are to be at times and locations other than at tournaments.

If a parent approaches a coach during a tournament, we have instructed the coach to politely refuse to discuss any controversial matter, to refer the parent to the Program Operations Manager, and to move away from the parent.

The recommended time for a parent or an athlete to meet with a coach about a problem is a pre-arranged time either before or immediately after a scheduled practice.

- 3) If, after meeting with the coach, the matter is still unresolved, or if the parent has a reasonable concern that talking to the coach will not resolve the matter, then

The parent should talk to the Program Operations Manager or request a meeting with the coach and the Program Operations Manager.

In certain situations, we may also ask the athlete to attend the meeting.

Meetings should be previously arranged. Meetings will not be scheduled during or at a tournament.

The Program Operations Manager will not engage in discussions about coaching decisions.

- 4) If the parent and/or the athlete are not satisfied by the action taken by the Program Operations Manager, they may request, in writing, that the and Executive Director review the matter. The Executive Director may, at his/her sole discretion, review or refuse to review the matter. The Executive Director will not review coaching decisions, training regimes or skill development.

Other general policies regarding grievances with the Club are:

Richmond Volleyball Club will not tolerate hostile, aggressive confrontations between a parent and any official, a parent and any coach, a parent and any athlete, or a parent and any other parent, regardless of whether the coach, athlete or other parent is a member of RVC or not. Violation of this policy may result in the athlete being dismissed from RVC.

It is not appropriate for an athlete or a parent to complain to other RVC members about a problem the athlete or parent is having with an RVC coach, about objections to coaching decisions, or about disagreement with an administrative decision.

Asking uninvolved persons to take sides in an issue is unfair to those third parties and to the Club. Competitive team athletics, by its very nature, creates situations where everyone may not be happy all the time. For the psychological health of the athletes and the Club as a whole, grievances need to be handled between the parties involved and the decision-makers in the situation.

Any member who is asked to listen to or express an opinion about matters between two other parties in the Club is strongly encouraged to suggest that the complaining party take the matter up with either the coach in question, the Program Operations Manager, and refuse to listen further.

Any member who, as a third party, hears remarks or stories about Richmond Volleyball Club, its employees or its policies, that cause the member to be concerned is encouraged to call the Program Operations Manager immediately to determine the facts, or to alert the Club administration to a situation it may be unaware of.

It is detrimental to all persons involved to repeat complaints you hear (or overhear) to other uninvolved parties. By the time a story gets to the third or fourth party, it frequently bears little resemblance to the facts of the situation.

It is also detrimental to your athlete and disruptive to his or her team to complain about the coach, the coach's style or Richmond Volleyball Club policies.

If you, as a parent, are unhappy or concerned about these matters, you should address the party in control. If the athlete is the unhappy person, the athlete needs to address the appropriate party.

Repetitive complaining to the athlete(s) or other third parties that interferes with the Club's efforts to pursue its stated mission and purpose may be cause, in the sole determination of the Club, to ask a member to resign.

Sexual Harassment Policy

Both federal law and Virginia Commonwealth law prohibit sexual harassment in the workplace. Richmond Volleyball Club is fully committed to preventing sexual harassment in any form in its program. We try to be very sensitive to conduct that may be seen as creating an environment that is discriminatory or harassing. This includes demanding sexual favors in exchange for promotions, raises or continued employment, unwelcome touching of any kind, unwanted letters, telephone calls or E-mail of a personal nature, unwarranted inquiries about personal life or sexual habits, repeated jokes with sexual content, and sexual comments about a person's appearance or body.

In addition, Richmond Volleyball Club places the safety of the young athletes entrusted to our care and instruction as our highest priority. We do not tolerate verbal or physical behavior that compromises that priority. We watch team activities and interactions closely to try to prevent miscommunications that cause discomfort to any of the athletes or parents.

Reporting Complaints

If you see a Richmond Volleyball Club employee behave in a way you believe appears to be inappropriate, or if you experience behavior from a coach or administrator that you believe is inappropriate, report it immediately to the Director of Youth Programs or Executive Director. All complaints will be investigated. Any employee found to be in violation of the sexual discrimination policy will be subject to discipline, which may include dismissal. There will be no retaliation against any complainants or any witnesses who participate in an investigation of a sexual harassment charge.

RVC Juniors Administration

RVC Juniors is administered by the Richmond Volleyball Club office. Skip Weston, the Director of Youth Programs is responsible for day-to-day operations of the program and is assisted by an advisory panel of coaches, RVC office staff and/or parents.

Coaches at RVC receive a small stipend for their efforts, but this has not always been the case. Before the 1996-97 season, all coaches were unpaid volunteers. RVC requires all of its coaches to be at least IMPACT certified, and actively promotes coaches' education by demanding increased accreditation for upper-level coaches. Many of our coaches are CAP level one certified, with a few level two coaches. CAP is the Coaching Accreditation Program, sponsored and administered by USA Volleyball. It is instructed by some of the top coaches in the country, including National Team and College/University coaches, both current and former, as well as FIVB (Federation International de Volleyball) instructors.