



Richmond Volleyball Club

Member Handbook

RVC Policies, Abbreviated Rules & General Information

Revised October 22, 2005

Play at Richmond Volleyball club is governed largely by the rules of USA Volleyball. There are some exceptions that are outlined in this booklet.

The purpose of this guide is to familiarize RVC members with the practices, procedures, and playing rules at the Club. It is not meant to serve as a substitute for the USA Volleyball Rulebook, which covers the rules of volleyball in detail. RVC does have copies of the USA Volleyball rules available.

Feel free to pass this booklet along to your team members or friends. If you have questions or comments or would like further information about anything contained in this guide, please contact the RVC office at (804) 358-3000 or via email at rvc@rvc.net.

The information contained herein is subject to change at any time. The management of Richmond Volleyball Club reserves the right to make decisions for the betterment of the Club or its leagues. Situations may be considered on an individual basis.

Table of Contents

The Richmond Volleyball Club	3
Membership	3
League Play	3
Team Registration	3
Finding a Team	4
Open Gym	4
Practice Time	4
Referee Responsibility	4
Playing Schedules	5
Team Representative Meeting	5
Membership Cards	5
Guests	5
Rosters	5
Add/Delete Forms	6
Automatic Rise and Fall	6
Night Managers	6
Other Information	7
General Rules & Protocol	8
Tournament Rules	9
Finals Night	9
Phone Numbers, Notes	10

THE RICHMOND VOLLEYBALL CLUB

The Richmond Volleyball Club is a private, 501 (c) (3) nonprofit organization. RVC was founded in 1979 through the combined efforts of two local leagues. TRAVL (The Richmond Area Volleyball League) and the Fan League pooled their resources and opened RVC at 3300 West Marshall Street, which is now RVC East and has affectionately become known as "the old club."

The club grew over the next ten years to the point that the waiting list was several seasons long. With 1200-1500 members, RVC was operating 12-team leagues on all four courts every night of the week and still could not accommodate the demand.

In the late 1980's, the Club recognized that expansion was necessary and set out to open another facility. RVC West, or "the new club," opened at 1907 Westmoreland Street (one mile west of the other club) in the fall of 1991, increasing the total number of courts to ten. Within eighteen months, both facilities were operating at capacity six nights per week, and that continues to be the case. At present, RVC has more than 2,500 members, approximately 2,000 of whom are active at any given time.

RVC is overseen by a volunteer Board of Directors elected from within the membership. There are a total of ten Directors, with three seats up for election each year. The club is operated by a staff of approximately 20 people. Most office staff are full-time employees. Part-time employees work in the concession and facility areas.

RVC POLICY ON CHILDREN IN THE FACILITY

The Richmond Volleyball Club requires all children to be supervised by an adult while at the facility. We strongly encourage you to bring a baby-sitter. Children **may not** run around unsupervised.

MEMBERSHIP

All participants at RVC must become members of the Club before using the facilities. Annual membership dues are \$50 per person, payable in the Fall Season. Membership is prorated for those who join at other times of the year (\$40 in the winter, \$30 in the spring, and \$20 in the summer). Membership entitles a person to participate in league play, as well as RVC-sponsored clinics and other events. Members may also utilize the facilities at designated times when leagues are not in progress.

Membership forms are available at either club. Once completed and signed, they should be turned in, with payment, to either the concession stand or the office. Members should keep their receipt as proof of membership. Any member who does not remain in good financial standing with RVC may face penalties such as forfeiture of games, revocation of referee certification and/or referee responsibilities and loss of membership privileges and any other consequence that management may deem necessary.

LEAGUE PLAY

Teams are divided into leagues based on the level of competition in men's, women's and coed divisions. "Open" is the highest designation, followed by AA, A (advanced), B (intermediate) and C (novice or beginner) leagues. Some divisions are further broken down to differentiate between the leagues. At present, RVC has the capacity for 320 teams in 32 different divisions for evening league play.

Each league will play on the same night for the entire season. Men's and women's leagues are held on Sunday, Monday and Tuesday nights, with coed play on Wednesdays, Thursdays and Fridays. Each season, divisions move one night within their respective rotations (Monday leagues move to Tuesday, Tuesday to Sunday, Sunday to Monday and the same for Wednesday, Thursday and Friday). Divisions will also rotate between the East and West facilities.

Team Registration

RVC conducts four seasons per year: Winter (beginning in January), Spring (March), Summer (June), and Fall (September). Registration is currently \$335 per team, per season. An early discount, \$25, is provided if registration is submitted before the discount date noted for that season. For an additional fee of \$160, RVC will be responsible for all referee costs and responsibilities. A \$20 tournament fee is charged to teams that do not contract referee assignments through RVC. A season consists of nine weeks of league play, after which each

division has a one night, double-elimination tournament. The top two teams from each division then advance to Finals Night.

Registration for an upcoming season is required by the Final Registration Deadline. Existing teams registering by that date are assured of entry for the next season. The Final Registration Deadline is typically during the eighth week of the season. Existing teams not registered by that date are not guaranteed entry into the next season's leagues. Teams that register after the Final Deadline are to pay an additional fee of \$25 (except "new beginner teams" as defined below). Teams are allowed to submit registrations after the final deadline with the understanding that they will be put into a league if space permits

New teams are accepted on a first-come, first-served basis based on availability of team slots. Those teams not admitted may be placed on the Wait List for the next season. New Beginner Team registration is \$400 (including referee responsibilities) regardless of date of registration. A new beginner team is defined as a team with less than 3 current RVC members and registering in a novice, "C-level" division (such as the lowest level of Men's, Women's or Coed).

The registration process involves completing a Registration Form with information regarding the team, level of competition desired, amount of payment and the team representative. Registration forms must also be accompanied by a payment for the appropriate team fees. Checks will not be deposited until the second week of the season for which the team is registering (the exact date is listed on registration form). Teams may, however, request that your check be deposited immediately upon formation of leagues when noted in the appropriate place on the back of the form. Charge card information is to be filled in on the back of the form. Credit card charges are done immediately. For company-sponsored teams, invoicing is available. The sponsoring company name and contact address must be noted in the appropriate place on the back of the form.

A registration form will not be accepted unless it is accompanied by payment and all information on form is completed.

Finding A Team

Players generally are responsible for finding their own team. Once a person has identified the level of competition they desire, it is generally not difficult to identify a team in need of players. There is a bulletin board at RVC West for players and teams to post notices that they are searching for one another. If that does not work, players are encouraged to contact the office to find out if any teams have done the same.

At the start of each season, the Club facilitates a Team Forming Night, in an attempt to form teams from individuals interested in playing but do not have a team to play on. In addition, the office helps match players without a team with existing teams that need a player. In most cases, a person who is willing to talk to teams and meet other members will be able to find a team within a few weeks. The difficult part is determining the level of play and finding the right level of competition suitable for an individual new to RVC.

Open Gym

RVC West is open for pick-up games and practice (on most nights) from 4:00 to 5:45pm Sunday-Friday on a first-come, first-served basis **for RVC members only**. Non-members may purchase a One Day Membership for \$5 to participate in open gym. One court is available for reservation for a team for \$20.

PRACTICE TIME

Practice courts for current RVC teams and members are available for reservations 2:30 to 4:00 p.m. for a fee of \$20 per time slot. Reservations are taken up to one week in advance and must be paid in advance. Depending on seasonal registration, practice courts may also be available during the evening.

REFEREE RESPONSIBILITY

All leagues at RVC are self-refereed, meaning that each team is required to referee matches within their own division, with the exception of teams registered as a "new beginner team". (See "Team Registration" section for a definition of new team.) All teams are responsible for providing certified referees for approximately nine matches during the season. This responsibility can be alleviated by contracting a referee through RVC.

If a team fails to have a referee cover their assigned match (es), the team will be penalized. The penalty for a No-Show Referee is forfeiture of games for the evening and a fine of \$25 per match to cover expenses incurred by RVC to fill the match (es) or to supply team vouchers. Teams do, however, have an opportunity to regain forfeited games; if the fine is paid within 24 hours of notification, the team's record will then be reinstated.

In order to cover the referee responsibility, teams may opt to have a team member complete the Referee Clinic and become certified to work the matches themselves, or, as stated above, they may contract a referee through RVC. Teams that choose not to contract through RVC are required to pay \$20 tournament fee in addition to the team fee. The current rate for a contract referee is \$160 per season. This must be noted on the Team Registration form and payment included with the team fees. With this option, teams are relieved of locating referees and the penalties involved.

PLAYING SCHEDULES

When filled to capacity, RVC's leagues typically consist of 10 teams. Each team plays two matches per night, one each against two different teams. A match consists of three 25-point games or 55 minutes, whichever comes first. The first match of the evening starts at 6:05.

One team (the team "10") has referee responsibilities at 6:05 and plays at 7:05 and 8:10 each week. This spot is reserved, when possible, for league winners from the previous season that move up to the next level unless they refuse it. There is a spot on the registration form for teams to request this schedule.

The other nine teams in the division will have similar schedules. Playing times will vary from week to week with occasional "splits" (matches at 6:05 and 8:10, for example). Matches will be back to back for the majority of the season. Referee responsibility generally will be spread over four nights during the season.

TEAM REPRESENTATIVE MEETING

Once the schedules are finalized, all information for team representatives, schedules etc., will be posted on the RVC web site. A Team Rep meeting will also be held for all team representatives or interested persons. The meeting is an opportunity for RVC management to discuss any changes for the upcoming season and to answer questions from the members. The date and time of the meeting will be posted well in advance, and the meeting will usually be held 5 to 7 days prior to the start of the season. Attending the Team Rep meeting is not required but we encourage all team reps, especially new team reps, and interested club members to attend this meeting. Team packets will not be given out at the meeting unless requested by a team representative. If requested, team representatives can receive a packet containing schedules, team rosters, RVC rule book, registration forms for the next season, and general information pertinent to their team, from the office.

MEMBERSHIP CARDS

Participation at RVC is limited to paying members. Currently, the policy of issuing membership cards is not in affect. However, the club may reinstate this policy in the future.

GUESTS

Guests are welcome at RVC, but must be accompanied by a current member. Also, due to ABC Regulations, all guests are required to sign the RVC Guest Register. These may be found at the Night Managers' office or at the Concession area. Under no circumstances are guests permitted to take part in activities on the court. One Day Memberships are available for guests who wish to participate in Open Gym (see "Open Gym" section).

ROSTERS

All teams must file a team roster with the office. Rosters must be submitted on the first night on which the team plays. (See Add/Delete Forms for information about how to make changes to a roster once it has been submitted.) Existing teams are to make changes to the roster from the previous season available the first night of play and return it to office; new teams should use the blank form they receive and list all team members by name and membership number. New members should be designated as such.

Failure to submit a roster on the first night of play may result in a \$25 fine and forfeiture of all matches until the roster is submitted and the fine is paid. Additions and deletions may be made on the roster sheet the first, second and third week of play if returned for violations. The office will provide rosters with violations to teams until the third week of play. After the third week of play all additions and deletions must be done through the

add/delete form and submitted to the Night Manager or office staff for submission confirmation. See the Add/Delete section for further explanation of the add/delete process. Illegal players (expired members, non-members or multiple upper-level players) invalidate a team's roster. Anyone who is an illegal player is not allowed on a team's roster. In addition, any team playing with illegal players (or players not on their roster) will forfeit all games in which the illegal player(s) participated. It is the responsibility of the team to keep their roster valid and to correct roster violations.

Teams are required to have at least 5, and no more than 15, members on their roster, Quads teams are required to have at least 4, and no more than 10, members on their roster. All teams may only have a maximum of two upper-level players. The Upper-Level Rule states that each team may have only 2 upper-level players (coed teams may have only one male and one female) on the roster. An upper-level player is any member listed on the roster of a team playing in a higher league (For example, Coed A is higher than Coed B). Men's and women's leagues have no bearing on coed play, and vice versa. Exception - All coed B-level teams will be considered as the "same division" and all coed C-level teams will be considered as the "same division." Therefore, a Coed B1 team is not "upper-level" to a Coed B2 team (likewise for the Coed C-level teams). However, a Coed Bx team will be upper-level to a Coed Cx team. Players who are 60 years old or older will not be considered upper level players for sake of roster rules.

Teams are required to maintain a legal roster at all times. Updated rosters will be provided at the club the team plays at until the third week of play, including a notice of any illegal players or unpaid penalties. No forfeited games will be reinstated unless a mistake has been made in the office.

Members are free to examine the roster of any team in the Club. Roster books are available near the concession stand at each club, although official rosters are kept in the office. Membership listings, with a list of the rosters on which each person appears, are also available at each club.

ADD/DELETE FORMS

After the third week a team roster has been submitted, changes may be made only via the Add/Delete Form. The add/delete form is only valid if it has been received by a night manager or office personnel and approved and verified by management. Players may be added to a team only through the third week of play for that particular division (a team playing on Tuesday night must submit their roster on the first Tuesday on which they play, and may add players on or before the third Tuesday), with two exceptions: new members and existing members who have not been on the roster of any team during the current season may be added at any time. However, once they are added to the first roster, they have one week to be eligible for addition to any other teams. After the one week grace period they are no longer eligible for addition to any other roster. Players may be deleted from a team roster at any time.

Requests for exceptions to this or any other rule will be considered on an individual basis. They should, however, be submitted to management before allowing a non-roster person to play.

AUTOMATIC RISE AND FALL

In order to maintain a competitive balance in the leagues, teams move up and down at the end of each season. The first place team in each division may move to the next higher division, and the last place team may move down. In cases where team records merit a change, more than one team may be moved up or down. Ties for last and 1st place will be broken by head to head competition of the teams in seasonal play. Through the Special Requests section on the team registration form, teams may request to change divisions or stay in the same division. Decisions will be made by the office based on space availability and competitive history.

Club management reserves the right to move any number of teams in order to better balance the leagues, but will attempt to contact teams before making unexpected changes.

NIGHT MANAGERS

RVC has Night Managers on duty at each club from 5:30 to one hour after the last scheduled match every evening. These persons are in place to: answer questions, handle any conflicts, take member forms and keep things running smoothly. They should be identifiable by nametags.

The Night Manager should be capable of helping with virtually any problem, but members with questions should feel free to contact the office if a situation is not handled to their satisfaction.

OTHER INFORMATION

- **Notices** concerning the membership are posted at each club. Please be sure to check the bulletin boards for important information. Each member is assigned a membership number that is to be used for all roster transactions. New members receive a number once their information is filed in the office, and an alphabetical listing of members is available at each club. Teams also receive a number, and this number is to be used for all transactions as well. Team numbers are listed by division in the back of the membership book. Drop boxes are available at each club for any correspondence with the office, such as rosters and match comment forms. There is a separate box at each club for referee score sheets.
- **Team registrations, membership applications and Add/Drop** forms must be submitted to staff for approval. Deadlines for registration, rosters, and other events will be posted in advance. Standings for each division are posted within a few days of the last matches on division boards and on the web site. Please complete a Standings Correction Form if you detect a mistake in the win-loss records.
- **End of Season/Finals Night Party** - The top two teams from each league tournament advance to Finals Night and play one match to determine the tournament winner. Special drink prices are in effect and entertainment is provided by the club. Please encourage your teammates to come to the party.
- **Plaques will be awarded** to those teams finishing first, second, or third in the regular season, provided that they indicate on the team registration form that they do wish to receive an award.
- Food and beverages are not permitted on the court.
- No alcohol may be brought into the club or onto its premises and beer may not be taken out of the building. Violating ABC rules may be cause for membership revocation.
- No bicycles or pets are permitted inside the buildings.
- For safety reasons, RVC rules prohibit persons playing with open wounds. Kits are available at each club to clean up blood or other bodily fluids if an injury occurs during a match.
- RVC offers Referee Clinics as needed by demand each season. Please check with the office for more information.
- At the beginning of each season, a free New Player Skills Clinic may be offered for new members.
- As court space allows, skills clinics for club members are offered for a nominal fee. In addition to these clinics, other on demand clinics are available for team, group or individual instruction. Please check for the office for specific clinic information.
- The Club's returned check policy requires a \$25 charge for all returned checks. Members whose accounts are not cleared within 30 days risk revocation of membership privileges. Repeated abuses may result in refusal of checks from that member.
- Special events sometimes cause schedule changes. Advance notification will be given when possible.
- RVC usually closes for all major holidays. Please check your schedules.
- Match Comment forms are available if you wish to express your opinion or comment on a particular match or referee.
- Minors wishing to play must have parental consent, approval of the league manager, and be in good financial standing with RVC.
- Office hours are 9:00 a.m. to 6:00 p.m., Monday through Friday. The concession stands are open from 5:45 p.m. until approximately 11:45 on regular league play nights. RVC closes at midnight. Other hours will be set forth for daytime and weekend tournaments, Finals Night, and other special events.
- Matches that are cancelled because of inclement weather or other reasons beyond the control of RVC will not be rescheduled. In the event of bad weather, the Club will make a decision regarding play no later than 4:00 day of. A message will be left on the answering machine and at RVC's web site (www.rvc.net).
- Richmond Volleyball Club aids in the sponsorship for Junior Olympic volleyball programs for boys and girls and the USAV Adult teams. Contact the office for more information.
- RVC sponsors a series of outdoor tournaments, "Summer Series," during the summer from Memorial Day to Labor Day. For more information, watch for fliers, visit our website or contact the office.
- The facilities may be rented to outside organizations for sports and non-sports related activities. Call for availability and rates.
- When available, RVC also rents outdoor equipment. Rates are \$20 per day per court for RVC members and \$25 per day per court for non-members (a \$40 deposit is required).

GENERAL RULES & COURT PROTOCOL

Following is a very basic guide of rules and protocol at the Richmond Volleyball Club. It is not all-inclusive and generally covers only the basic and/or exceptions to USA Volleyball rules. For further explanation or interpretation, refer to the RVC rulebook or contact the RVC office.

- Before The Match -

- Team captains should report to the referee's stand 2 minutes before the scheduled start time. The referee should ask if either team has questions and explain ground rules or information relevant to the match, then conduct the coin toss. The winner of the toss has choice of serve, receive or side. If the choice is serve or receive, the other team chooses the side on which they wish to start.
- Captains are to have their lineups completed and teams ready to start when the buzzer sounds. Court captains must be on the court at all times and their names should be circled on the lineup sheet.
- Teams usually consist of 6 players (3 Front Row and 3 Back Row) but are permitted to play with 5 players, leaving the middle back open in the lineup. If a sixth player arrives, that person goes into position in the vacant spot, not into the middle back position. Coed teams may have no more than 3 males on the court at one time. (Note: all 3 may not be in the line-up next to each other). Coed teams may play with 5 women.
- If a team does not have 5 players, they may not start and they may not call a time-out. At the starting time, the team forfeits any unstated/unfinished games. After 5 minutes, the team forfeits the first game and any unfinished games. The match is forfeited after 15 minutes.
- A team is considered ready to begin when at least five members are present and on the end line and the proper lineup has been submitted by the team captain. Any team which changes a lineup after it has been submitted to the referee shall be charged with a time-out.

- During The Match -

- The referee will blow the whistle and motion for serve to start each play.
- The type of serve is dictated by the level of play. Generally, C-leagues are permitted underhand serves only.
- Each team will rotate clockwise after obtaining the serve.
- Twenty-five point rally scoring games are played. Teams must win by 2, no cap.
- Each team is permitted 2 thirty-second time-outs per game.
- The playing captain is the only person who should address the referee.
- In the event that the referee is late or does not arrive, teams are to notify the Night Manager on duty and begin the match without a referee. Matches will not be made up, so to avoid losing playing time, teams should play and honor call the match.
- Teams are permitted three team contacts. Individuals are not permitted successive contacts. A block is not a team or individual contact.
- If a coed team plays the ball more than once before returning it across the net, one of the contacts must be by a female.
- At no time is a player permitted to touch the net.
- Court lines are "in." Teams are encouraged to make honor calls if they see a play differently than called. Honor calls, however, may be made only in the other team's favor.
- A ball which contacts the ceiling or overhead light fixtures may be played only on the same side of the net. Once such a ball crosses the plane of the net, it is considered "out."
- The walls, heaters, fans, flags, columns, court divider nets, referee stands, pads, and net antennae are out of play. Duct work is a referee's judgment call.
- A ball passing over or outside the antennae is out of play.
- A replay is to be called when, in the referee's judgment, a ball or player from another court interrupts play or creates a potential hazard for the players.
- If any part of the ball is above the plane of the net, it may be contacted by either team. Players may not step into or behind an adjacent court during play. If no matches are scheduled on the court at that time, the court may be used providing both teams and the referee agree to its use.
- Players may step on, but not entirely over, the center line. A player's foot may also be above the line, but a fault occurs when any other part of the body comes in contact with the opposing team's court.
- If a referee is unable to see a play and no honor call is made, the point shall be replayed.
- A player may not attack or block a serve until it has dropped below the top of the net.
- A back row player may contact the ball above the plane of the net only if he/she leaves the court entirely from behind the attack line.

- In coed play, a male back row player may come to the front row to block (but not to hit) provided no more than two males are in the front row at any one time.
- Players must wear a shirt and rubber-soled shoes. Hats and headgear are illegal. No jewelry is permitted, with the exception of flat wedding bands. The penalty for breaking these rules is a team delay (yellow card and time-out). For jewelry that cannot be removed a waiver must be signed and a copy must be kept by the player to present as requested by the referee of any match played.
- See rulebook for substitution rules. C-level teams may substitute male-for-male, female-for-female at the service position or follow normal substitution (one sub and one re-entry per position).
- Players must be in proper position relative to the players to their left and right and front or back. See rules for further explanation.
- A buzzer should be sounded when three minutes remain to be played. From that point on, no substitutions or time-outs are allowed. When the final buzzer sounds, the point in progress is finished and the match ends. If the game is tied at the final horn, one rally point shall be played with the first fault deciding the game.
- If buzzers are not sounded, the referee is to go by his/her watch. The buzzers are only a courtesy, not a requirement.
- If the first serve of a game has not been called for when the three minute buzzer sounds, the game is not to be played.
- Any unsportsmanlike act can result in a sanction (yellow or red card) at the referee's discretion. A verbal comment is a warning; a yellow card or a red card results in a side out or point in the opposing teams favor. See rulebooks for more details about team and individual sanctions. Referees also have the authority to remove players from the game, match, or building as the situation warrants. Additionally, any person who repeatedly displays unsportsmanlike conduct will face membership suspension. Players are reminded that play at RVC is intended to be recreational and fun.

- After The Match –

- After each game and at the conclusion of the match, teams shall report to their end line and, at the referee's signal, cross under the net and shake hands with the other team. Teams will switch sides between games. At the end of the match, the team captains are to report to the ref stand to verify the results and sign the score sheets.

TOURNAMENT RULES

- A "winners' bracket" match consists of two-out-of-three games. The first two games will be 19-point rally scoring (starting at 6, played to 25), win by 2 with no cap. A third game will only be played when necessary. The third game will consist of one 25 point, rally scoring game.
- For the third game, another coin toss will take place. The winning captain may choose side, serve, or receive.
- Teams are advised to arrive at least 20 minutes prior to schedule start time. Game times are estimations and may begin up to 20 minutes before scheduled time with the exception of the 6:05 matches or a teams 1st scheduled match.
- Late teams shall have a five-minute grace period, after which they forfeit one game every 5 minutes.
- In the event of a double forfeit, the higher seeded team shall advance.
- Players added to a team roster during the season must have played in at least 3 matches during the season in order to be eligible to play in the tournament. Players on the team's original roster for the season have no such requirement.
- Tournament schedules will be posted following the eighth week of the season. Tournament seeds are based on results after 8 weeks, and it is the team's responsibility to check their playing schedules.

FINALS NIGHT

The two teams in each division advancing through the tournament brackets shall meet on Finals Night, with the following rules in place:

- A match consists of two-out-of-three 19 point, rally score games (must win by 2 with no cap).
- If the third game is necessary, another coin toss will take place. The winning captain may choose side, serve, or receive.
- Late teams shall have a five-minute grace period, after which they forfeit one game every 5 minutes.

