



# Member Handbook

## **RVC Policies & General Information**

Updated April 2011

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

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](mailto: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.

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## THE RICHMOND VOLLEYBALL CLUB

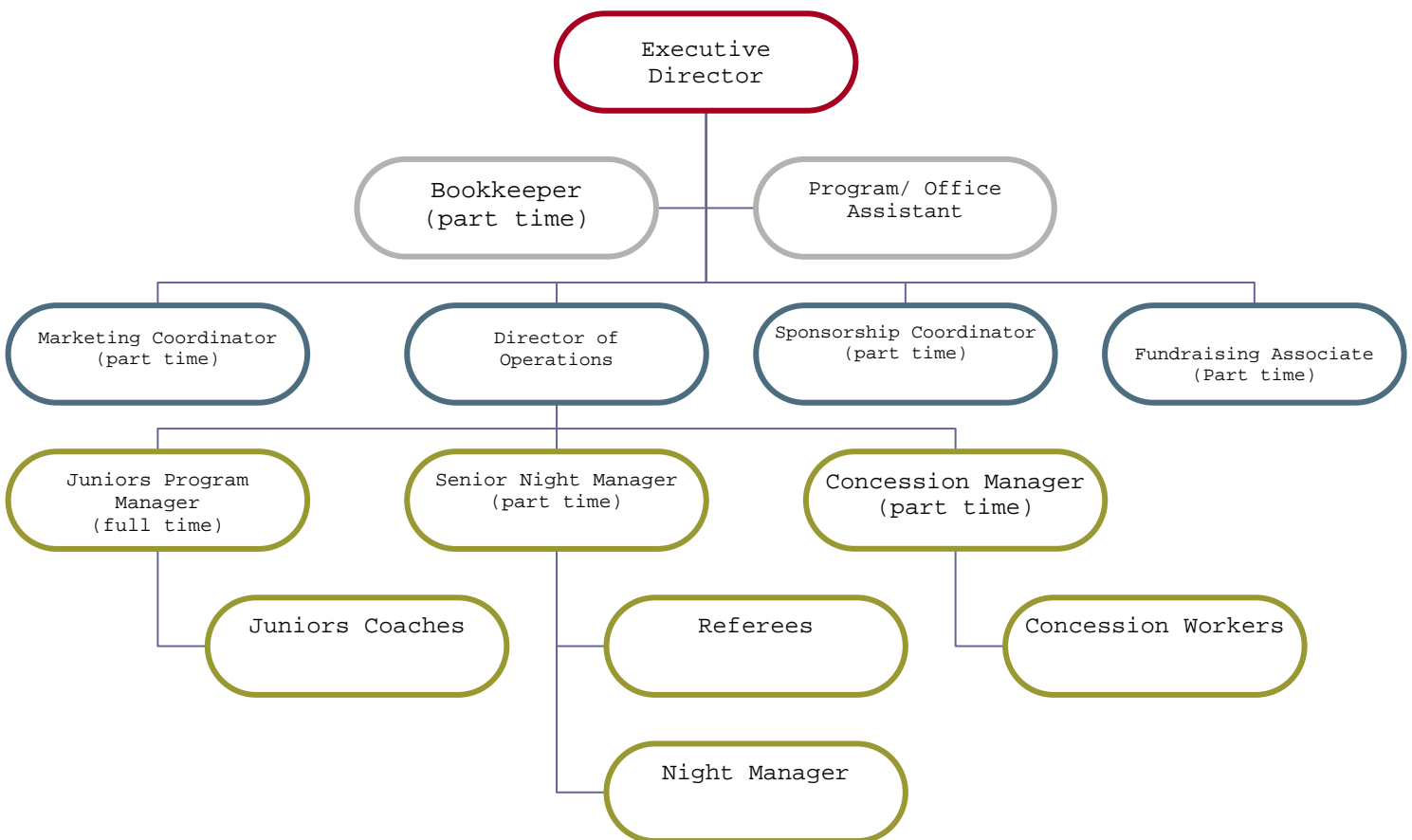
The Richmond Volleyball Club is a private, 501 (c) (3) nonprofit organization. RVC was founded in 1981 through the combined efforts of two local leagues. TRAVL (The Richmond Area Volleyball League) and the Fan League pooled their resources and opened RVC at 3300 West Marshall Street, which was known as RVC East and affectionately became 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. After a long search, our present facility was purchased and renovated and opened in January 2010 at 2921 Byrdhill Rd. RVC “North” houses 12 courts and is arguably the largest volleyball dedicated facility in the country. At present, RVC has more than 2,400 members, approximately 2,200 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 approximately 5 full time staff and numerous part-time concession workers, night managers, coaches, and referees. The Board President supervises the Executive Director.

### *RVC Organizational Structure*



The goal of RVC staff is to provide a high level of service to our membership, both juniors and adults, through league play, social activities, camps, clinics and more.

## **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 define supervision as the child being “within arm’s reach” of the supervising adult. We strongly encourage you to bring a baby-sitter. Children under the age of 9 are not allowed on the courts or seating area immediately adjacent to courts. Children 9 years and older may enter the court area but must remain seated with a non-playing, supervising adult. Children **may not** run around unsupervised. ONLY members of RVC may be on the playing surface.

## **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). One season membership may be purchased for \$20. One day memberships (for open gym only) may be purchased for \$5. 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 does not guarantee participation on a team and it is the member’s responsibility, though RVC staff is glad to help, to find a suitable team.

Membership forms are available at the club or on-line at [www.rvc.net](http://www.rvc.net). 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 300 teams in 30 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.

## **Team Registration**

RVC conducts four seasons per year: Winter (beginning in January), Spring (March), Summer (June), and Fall (September). Registration is currently \$355 per team, per season.. An additional fee of \$175 is assessed to cover all referee costs and responsibilities. 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 registration deadline. Current (those playing in most recent season) teams registering by that date are assured of entry for the next season within their division. The registration deadline is typically during the seventh 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 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.

The registration process involves completing a Registration Form with information regarding the team, level of competition desired, amount of payment and name of the team representative. Registration forms must also be accompanied by a payment for the appropriate team fees. Checks will not be deposited until the third week of the season for which the team is registering (the exact date is listed on the registration form). Teams may, however, request that the check be deposited immediately upon formation of leagues. Credit card information is to be filled in on the back of the form (for delayed processing) or given to staff (for immediate processing). 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 team placement committee meets to review all team registration forms and requests for division placement. The committee is comprised of members and management staff. This committee makes every effort to honor a team's request for placement but cannot guarantee that every request will be honored as RVC reserves the right to make decisions based upon the best interest of the club and league. The committee considers a number of factors when making its recommendations. Consideration is given to whether or not the team played in the most recent season, where the team placed in its last division played, when the registration form was received, etc. Timely submission of the registration form can determine whether a team receives its requested division placement!!

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

**Refund policy:** If RVC is unable to place a team in a suitable (as determined by management and the placement committee) division, the entire fee will be refunded. Upon submission, all team fees are subject to a non-refundable \$100 administrative fee if the team withdraws, regardless of reason for withdrawal. Once the placement committee has reviewed the team registrations and made its initial recommendations, the Program Manager or designee will make every effort to contact teams regarding placement **only** if a team does not receive its first choice of placement. At this time if a team decides to withdraw, there will be no additional penalty other than the \$100.00 administrative fee; however, the entire remaining team fee (excluding referee fees) is non-refundable once the schedule has been posted.

## **Finding A Team**

Players generally are responsible for finding their own team – however RVC staff is happy to help and we have several tools to facilitate finding a 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. We do encourage you to find a team as early in the season as possible though as rosters become set after the third week. There is a bulletin board at the club where players and teams may post notices that they are searching for one another. The club also maintains a Yahoo group, <http://sports.groups.yahoo.com/group/rvcvolleyball/>, and Facebook page to assist in the process. Players are also encouraged to contact the office to find out if any teams have done the same.

Prior to each season, the Club facilitates a Team Forming Night, in an attempt to form teams from individuals interested in playing that 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 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. Courts may be available for rental with prior notification. Please contact our office at (804) 358-3000 for more information.

## **PRACTICE TIME**

Practice courts for current RVC teams and members are available for reservations at times other than during open gym depending on availability. 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**

Referees that have completed required training, observation and evaluation are scheduled by RVC to work all scheduled matches with the exception of Quads divisions. Teams playing in Quads divisions self-referee their matches.

## **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") plays at 7:05 and 8:05 each week. This spot is may be bid on when completing the team registration form. The team with the winning bid will enjoy a schedule that avoids all late matches.

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 8:05, for example). Matches will be back to back for the majority of the season.

## **TEAM REPRESENTATIVE INFORMATION**

Once the schedules are finalized, all information for team representatives including schedules, rule changes if any, etc., will be posted on the RVC web site.

Team packets will not be given out 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. Due to liability concerns, 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:** See RVC Rulebook.

**Add Delete Forms:** See RVC Rulebook.

## **TEAM RISE AND FALL**

In order to maintain a competitive balance in the leagues, teams may be moved up or 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. While we recognize that this may cause a hardship by changing the normal night of play for a team, our experience has shown that is highly important to maintain parity within divisions for the playing enjoyment of all teams. In cases where team records merit a change, more than one team may be moved up or down.

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

## **NIGHT MANAGERS/CHIEF REFEREES**

RVC has a Night Manager and/or a Chief Referee on duty each. These persons are in place to: answer questions, handle any conflicts, take member forms and keep things running smoothly. They should be identifiable by the wearing of an RVC shirt.

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. The Chief Referee observes

referees throughout the night and is available to step in should a referee become ill or called away for an emergency.

## **OTHER INFORMATION**

- **Notices** concerning the membership are posted at the club and on our website, [www.rvc.net](http://www.rvc.net). 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 in the night manager's office. 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. All forms may be turned in to the night manager's office or to concession staff.
- **Team registrations, membership applications and Add/Drop** forms must be submitted to staff for approval. We are not responsible for forms left lying on desks or that are faxed without requesting a confirmation. 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 contact our office via e-mail, at [rvc@rvc.net](mailto:rvc@rvc.net) if you detect a mistake in the win-loss records.
- **End of Season celebration/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. **All members** (not just participating teams) are invited to attend and enjoy the fun. Please encourage your teammates to come to the party.
- **Awards will be given** to those teams finishing first 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.
- 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. Bandages are available in concession.
- 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 with the office for specific clinic information.
- The Club's returned check policy requires a \$35 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 – either good or bad - on a particular match or referee.
- Minors wishing to play must have parental consent, approval of the Director of Operations and be in good financial standing with RVC.
- Office hours are 10:00 a.m. to 6:00 p.m., Monday through Friday. The concession stands are open from 5:45 p.m. until one hour after the last match. 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 club's voice mail and, when possible, on RVC's web site ([www.rvc.net](http://www.rvc.net)) and Facebook page.
- Richmond Volleyball Club aids in the sponsorship of Junior Olympic volleyball programs for boys and girls and USAV Adult teams. Contact the office for more information.
- 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).

**PHONE NUMBERS, NOTES, ETC.**

Richmond Volleyball Club Office .....	358-3000
Richmond Volleyball Club FAX .....	358-1018
RVC Web Site .....	<a href="http://www.rvc.net">www.rvc.net</a>
RVC email (office) .....	<a href="mailto:rvc@rvc.net">rvc@rvc.net</a>
RVC Executive Director.....	<a href="mailto:director@rvc.net">director@rvc.net</a>

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