

Durham Attack Volleyball Club



Parent/Player Handbook 2009-2010 Season

version 2010-1
October 2009

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1. Our Vision

For an organization to be effective, it must have a clear vision. This vision guides the day-to-day operations of the Durham Attack Volleyball Club, but more importantly, it defines our vision for our athletes.

The objectives of our club are:

1. To maintain a competitive and recognized club:

- To identify, attract, develop and promote athletes.
- To involve our athletes in the support of our programs that give back to our community.
- To maintain a quality program with continuous growth for athletes leading to participation in volleyball at the Provincial, College and University, National and International levels.
- To maintain the organizational, legal and financial framework required to support the Club in the pursuit of its visions and objectives.

2. To promote and enhance the development of youth through participation in the sport of volleyball:

- To create and maintain an environment that develops character and promotes leadership, responsibility and accountability among all of its members.

3. To focus on Accessibility and Inclusion in our house leagues and from 13U to 15U, in order to expose as many athletes as possible to our sport and to build a broad base of support.

4. To provide the advanced technical, physical and mental training required to build Elite Teams from 16U to 18U.

The expectations of our members is outlined in our Codes of Conduct for Athletes, Coaches and Parents.

Our motto is: Developing character through the pursuit of excellence.

2. Principles

1. We are a community-based, non-profit organization committed to training and developing athletes through competitive participation in the sport of volleyball.
2. Our mission is to develop character through the pursuit of excellence in all we do, from our athletes, to our coaches, our parents and our administration.
3. We are a group of coaches, parents, and athletes supported by a strong administrative structure with clear areas of accountability and channels of communication.
4. We are committed to developing the whole athlete through the latest coaching techniques and philosophies consistent with Ontario Volleyball, Volleyball Canada, and the national framework for Long Term Athlete Development (LTAD).
5. The definition of “success” will vary for each team and at each age level, but in general it is achieved by the development of each **individual** athlete on the team to his or her maximum potential within the season, and by the **team** competing and finishing to the best of its ability at Provincials and Nationals.
6. We provide our elite athletes with access to Regional, Provincial, National and International programs and competition.
7. We provide experience and guidance to families whose son or daughter may be qualified to pursue post secondary athletic opportunities.
8. We expect coaches, players, and parents to always encourage good sportsmanship and always act with high personal integrity when representing the Club.
9. We create positive awareness within the community by developing a working relationship with area schools, community groups, municipalities, universities and colleges, and the OVA.
10. We are an open, interactive and transparent organization that listens to the needs of the parents and athletes of the Club, and of the community.

3. Athletes - Responsibilities

We expect each and every athlete to conduct themselves in an exemplary manner. The responsibilities of a player are outlined in the Athlete Code of Conduct in Appendix B.

Failing to abide by the Code of Conduct can be grounds for an athlete's dismissal from the Club.

4. Parents - Responsibilities

Parents too are an important part of the 'face of the Club' and their behavior has a profound effect on the perception of our Club within the volleyball community. The responsibilities of a Parent are outlined in the Parents' Code of Conduct in Appendix C.

Failing to abide by the Code of Conduct can be grounds for an athlete's dismissal from the Club.

5. Coaches - Responsibilities

The Durham Attack Volleyball Club is very proud of its talented and committed coaching staff. The primary role of the Coaches is to develop the abilities of our athletes and to build cohesive teams. In doing so, they must:

- Lay ground rules for the team including team goals, expectations of athletes, expectations of parents, and consequences when athletes or parents do not meet Club or team behaviour standards identified in our Codes of Conduct
- Develop each of their athletes to their ultimate potential, from the perspectives of technical skills, physical ability and mental preparation
- Exhibit hard work and a dedication to peak performance
- Provide exemplary leadership to the team, including promptness and attendance at all team functions, respect of team members and team image (i.e. dress, sportsmanship, language and general attitude)
- Demonstrate and work to develop in our volleyball players a positive attitude both on and off the court
- Develop technical skills of our athletes, according to the Club expectations at each age level
- Promote appreciation for the sport and respect for all teams
- Be honest, firm, fair and equitable in dealing with all team members
- Plan and conduct all team practices and tournaments including both the physical and mental aspects of competition
- Maintain a separation of duties between coaching responsibilities and the management of the finances of the team, as blending the two is a conflict of interests
- Meet with team and individual athletes as required to develop a cohesive team environment

- Maintain open communication with the Durham Attack Volleyball Club Operating Committee, team representatives, and team members on team activities, issues and concerns
- Represent the club at Provincial, National and International competitions in a professional manner
- Maintain coaching and first aid certification and keep a current knowledge of the rules as designated by the Ontario Volleyball Association and Volleyball Canada
- Provide feedback to the Executive regarding the day to day operations of the Club, and what the Club needs to do strategically to continue to be competitive

5.1. Equipment

Each year the Club budgets for the equipment needed by each team for the season. Equipment wears out regularly and the Club monitors this and includes it in the budget and registration fees for each season.

This includes nets (when the Club must supply them), balls, ball carts, and first aid kits. **Teams should not buy equipment of any kind without first consulting with the Club to determine what equipment the Club will provide.** Coaches cannot require teams to purchase any additional equipment beyond this without the prior approval of the Club.

6. Club Executive Committee - Responsibilities

The role of the Executive Committee is to develop and administer the policies and operating procedures of the Durham Attack Volleyball Club Incorporated. All decisions relating to communication, publicity, organization, fundraising, unresolved conduct issues and other operational areas are the responsibility of the Committee.

Club Executive meet with Parent Reps each season to communicate the rules and expectations of the Club, and the mechanics of how the Club operates.

An Annual General Meeting with all members is conducted in August of every year.

6.1. President – Scott Burrows

- Oversee and direct the operation of the Durham Attack Volleyball Club
- Oversee the operation of the Boys division of the Club
- Maintain a working knowledge of volleyball rules in accordance with the Ontario Volleyball Association and Volleyball Canada
- Guide the Club in its strategic programs and growth
- Efficiently manage the financial resources of the Club
- Set standards for coaching and team development at each level
- Assign coaches to work with each age group, each season
- Conduct and attend meetings with coaches, parents and executive
- Maintain open communication with all members of the Club and facilitate issues of concern
- Arbitrate unresolved issues as they arise
- Work with the Boards of Education and other organizations to secure gymnasiums

for the season

6.2. Vice President, Girls Volleyball - Janet Cairns

- Oversee and direct the operations of the Girls division of the Club.
- Guide the Club in its strategic programs and growth
- Efficiently manage the financial resources of the Club
- Maintain a working knowledge of volleyball rules in accordance with the Ontario Volleyball Association and Volleyball Canada
- Conduct and attend meetings with coaches, parents and Parent Reps.
- Maintain open communication with all members of the club and facilitate issues of concern
- Arbitrate unresolved issues as they arise
- Communicate with the Coaches regarding equipment needs
- Work with the Boards of Education and other organizations to secure gymnasiums for the season

6.3. Treasurer – Sheila Archibald

- Assist the President and Vice President in efficiently managing the financial resource of the Club
- In conjunction with the President, prepare the registration fee structure as dictated by associated costs of equipment, OVA registration fees, facility costs, coaches fees and other fees designated based on the age division requirements
- Maintain and complete accurate financial records
- Collect and record all receipts, make deposits and payments promptly
- Prepare bi-annual financial reports (December and March)
- Assist the Executive with all financial decisions

6.4. Secretary – vacant

- Attend and write minutes for all Executive meetings, Parent Volunteer Committee meetings and manage prompt distribution
- Attend and write minutes, as necessary, for team and/or division meetings or as requested by the President and manage prompt delivery to the appropriate parties involved.

7. Club Operating Committee – Responsibilities

The Club Operating Committee positions are vital to the ongoing success of the Durham Attack Volleyball Club. The members of this committee will meet as required to operate the Club.

7.1. Club Registrar – Chris Williamson

- Register all Club teams and athletes with the OVA
- Register all teams in OVA tournaments, including extra tournaments played up an age group.
- Coordinate with school boards and other organizations to arrange gyms used by the Club.

7.2. Director, Communications – Larry Skelly

- Maintain a public web site to improve communications between the members of the Club and with the volleyball community in general
- Maintain a private web site to facilitate communication amongst our coaches and executive
- Embody the principles of the Club and support the goals of the Club on the Club web site
- Undertake other strategic projects, internal and external, pursued by the Club
- Communicate bulletins, announcements, and news to Club members in a timely manner
- Produce other Club publications as required
- Maintain communications with our membership and potential new members through our email system
- Prepare other communications to support Club activities within the OVA and our community
- Provide other technologies to improve Club operations and communications

7.3. Uniform Coordinator – Marcel Vandenheuvel/Dave Mcilwaine

- Investigate uniform and equipment suppliers and cost saving initiatives
- Manage the design process and cost uniforms for the season
- Manage the registration process with respect to the sizing required for uniforms

7.4. Banquet Organizer – Anna McNeil

- Organize the Club end-of-season banquet.
- Coordinate team Banquet Reps.
- Liason with the facility hosting the banquet.

7.5. Tournament Coordinator – vacant

- Coordinate bids for tournament hosting with the OVA
- Request gyms for tournament hosting from Club contacts responsible for arranging gyms
- Recruit Club teams to host tournaments for successful bids

- Manage equipment and material used for tournament hosting
- Oversee the completion and submission of all tournament paperwork to the OVA

7.6. Fundraising & Special Events Coordinator – vacant

- Provide proposals to the Executive Committee for fundraising ideas, budgets and schedules
- Research and present innovative and cost effective methods for teams and individuals to raise funds to offset the costs of extra Club and team activities
- Communicate with the Team fundraising reps
- Arrange special events as approved by the Operating Committee

7.7. Media Relations - vacant

- Oversee all communication between the Club and the external community including the press and the various communities within the Durham Region
- Handle advertising for various fundraising initiatives

8. Now that you are involved...

You are now a parent member of our Club. **Welcome!** Your involvement in the development of our athletes is important as it shows your support and encouragement of your son or daughter's efforts.

Other than your financial assistance, your son(s) and daughter(s) will need your support throughout the season with:

- Rides to and from practice
- Accompaniment to tournaments and support at tournaments
- Development of an understanding of the challenges of playing a sport at an elite level
- Being an active cheerleader and Club supporter.

You are welcome to watch practices and encouraged to cheer really loud at tournaments. Your enthusiasm often makes the difference with motivation and on court performance. We hope to see you there!!!

8.1. Team Effort

Volleyball is the ultimate team sport. A team can rarely score a point without the coordinated effort of three or more team members. And so it is with the support structure for the team. The most successful teams are those that have a parent organization that makes it easy for the team to go about its business of learning and playing volleyball.

There are a number of jobs within the Club and within the organization of your team that will require your assistance. It is an **expectation** for all teams, boys and girls, that all parents will become involved by assuming one of the following roles in supporting their team:

- **Parent Rep** – responsible for coordinating communications between the Club, the coaches and the other parents
- **Communications** – submitting articles and photos to the Club for publication on the Club web site and in local media
- **Fundraising** – coordinating fundraising activities of the team
- **Travel & Accommodations** – arranging travel and booking hotel accommodations for the team when it travels to tournaments
- **Banquet Committee** - assisting with organization of the end-of-season banquet
- **Tournament Organizers** to coordinate the hosting of OVA tournaments by the team.

Teams that are more active and participate in more tournaments may wish to further distribute the workload by assigning:

- A team **Accountant/Banker**, to deal with the inflow of funds and payment to the Club (for OVA tournament registration) and to coaches for extra tournaments and other team activities. Note that teams cannot maintain their own bank accounts for funds raised through sponsorship or fundraising in the name of the Club. Those funds must be deposited with the Club, and for those funds this is an Accounting

function. For funds that are contributed by parents (e.g. to pay for an extra tournament) this is a Banking function.

- A **Meals** coordinator who organizes meals, water, snacks and restaurant reservations for teams at tournaments. Note that this is an 'organizing' position – the parents are responsible for providing the meals at tournaments.

On the following pages you will find a detailed job description of each position. Please take the time to read it carefully so that you can volunteer for a position that best matches your personality and time commitment.

Each of these jobs on its own takes very little time. But if left to fall on one individual's shoulders, the work can be overwhelming. We encourage you to get involved to the best of your ability. We do understand the demands on your time, but together we can achieve more!

8.2. Parent Representative

This job will be filled by coach selection and parent agreement. The parent representative is responsible for:

- Ensuring all team positions have been filled and volunteers are meeting their obligations
- Coordinating communications from coaches, and providing information to team members and parents about extra practices, special events etc.
- Maintaining a complete address/telephone list and other important paperwork as deemed by the coach
- Holding all player fundraising in trust until it can be delivered to either the Club Treasurer
- Providing 1 week notice to the Treasurer if funds are required by the team.
- Following the procedures and using the forms provided in the Club Office section of the Club web site to deposit and withdraw funds for the team

8.3. Accountant/Banker

The Funds associated with a team cannot be managed by a member of the coaching staff or the Club executive, as this represents a conflict of interests. They must be managed by the parents of the team, through a designated individual, either the Parent Rep or a separate Accountant/Banker.

The responsibilities of the Accountant/Banker are:

- Maintaining a per-player accounting of the funds raised within each team, according to agreements made within the team.
- Dealing with the inflow of funds and payment to the Club (for OVA tournament registration) and to coaches for extra tournaments and other team activities.
- Note that teams cannot maintain their own bank accounts for funds raised through sponsorship or fundraising in the name of the Club. Those funds must be deposited with the Club, and for those funds this is an Accounting function. For funds that are contributed by parents (e.g. to pay for an extra tournament) this is a Banking function.

8.4. Travel & Accommodations

This parent volunteer position is responsible for:

- Booking any hotels, airline, transportation required by the team and coaches for travel to Provincial, National or International tournaments.
- Organizing any specific travel needs for individual tournaments

8.5. Banquet Committee

This parent volunteer position is responsible for:

- Organizing team attendance for the annual banquet
- Collecting funds for banquet tickets and door prizes contributed by the team
- Assisting with the entertainment and decorations for the banquet
- Ensuring volunteers are available for banquet set-up

8.6. Communications

This parent volunteer position is responsible for:

- Obtaining tournament information such as scores and highlights and submitting articles and photos for publication on the Club web site
- Being the key source for communications for your team - getting everyone involved in providing a fun and informative communication piece for inclusion on the web is helpful
- Submitting photos for the end-of-season banquet

It is the responsibility of each team to provide communications. Don't underestimate how important this can be in the development of a cohesive team. If the position needs to be taken on by more than one parent, that's great. Remember – we publish only what we receive, and it's disappointing for players to access the web and find no information on their team. Teams that publish regularly build a much stronger sense of team and this adds to their success.

8.7. Fundraising and Sponsorship

Parents are encouraged to seek Team or Club sponsorship to support the future goals of the Club and to defray the costs of the Team. The Club can provide opportunities to sponsors to benefit from their association with the Club, including logos on warm-up shirts, advertising on the web site, communications through our email system, logos on House league shirts, etc. Contact Larry Skelly to understand how the Club can support your sponsorship goals.

Teams can undertake their own fundraising activities throughout the season.

This parent volunteer position is responsible for:

- Provide information of fundraising opportunities communicated by the Club for individual and team participation.
- Collect all fundraising monies and turn over to the Parent Rep for deposit into the Club Account along with a breakdown by player.
- Track all team members' accounts, amount fund-raised and profit earned, for distribution to the appropriate parties.

- Follow Club procedures documented on the web site for deposit and withdrawal of funds raised.

8.8. Tournament Organizers

This parent volunteer position is responsible for:

- Liaising with the Club Tournament Coordinator
- Organization setup, scorekeeping, food concession, fundraising and clean-up for OVA tournaments the team has committed to host

8.9. Meals, Snacks and Water

Everyone should share in this role. Although the meal preferences for boys' and girls' teams may differ, they share one thing in common – teams, either individually as parents or as a whole, must ensure they provide the foods, snacks and water the team needs for the duration of the tournament. For a one day tournament this is often 12 hours of play. It is typical to be on the court at 8 am, and to be starting the final match of the day at 8 pm. For multiple day tournaments you will have multiple 8 hour days, using the morning and afternoon shift system. And the winner of a tournament is often the team that is in the best physical shape at the end of the day. So nutrition and hydration are extremely important factors, and depend on team organization.

If the team and the coaches can focus on their play and on recovery after matches, they will perform better. Having parents running out to find food between matches is disruptive and does not provide the athletes with the nutrition nor the downtime that they need. Unlike other sports, a volleyball tournament may not provide much time between matches to feed the team. Therefore teams should determine in advance how they will provide food, snacks and water during a tournament.

There are two typical models. Some teams designate three parents to provide food for each tournament, on a rotating basis:

- One parent provides lunch
- One parent provides snacks for the day
- One parent provides water and ice.

Other teams decide that each parent will provide food, snacks and water for their son or daughter, for the duration of the tournament.

Each system works, as long as expectations and requirements are understood in advance. Even a grueling single-day tournament can be an eye-opener, in terms of the food that an athlete needs, so teams should draw on the experience of veteran parents and be prepared.

8.10. Taking Care of Facilities

We use school gyms as our practice facilities, and to host tournaments. These gyms are given to us at the discretion of the school board, and in some cases at the discretion of individual staff members within each school. It is critically important that we take care of our facilities. This means:

- Abiding by the permit as to use of areas of the school, start and end time, etc.

- Taking care of equipment, and storing it carefully.
- Not wearing outdoor footwear in the gym during winter months. Water and snow must be kept outside the gyms.
- Cleaning up garbage, bottles and coffee cups before you leave, so that you leave the gym cleaner than it was when you arrived.

The consequence of not taking care of our facilities is the loss of gym time, and with the demands for gym time within the community this time may be impossible to replace.

9. Club Policies

9.1. Team Fundraising and Sponsorship

Team fundraising and sponsorship will be at the discretion and organization of the team. The fundraising/sponsorship committee will provide fundraising initiatives that individuals and families may take advantage of in order to reduce their extra tournament costs or travel expenses.

All money fundraised at the Team level will be tracked by the team-fundraising representative on an individual player basis.

All funds collected must be submitted to the Club Treasurer to be held in trust at a Team level until used to reimburse valid expenses. Funds donated or raised in the name of the Team or the Club must be spent on activities that are consistent with our non-profit status. Therefore all funds raised in the name of a Team or the Club must be held by the Club until the team or an individual can provide supporting documentation for expenses that are directly related to team or Club activities, as defined in our constitution.

Valid expenses are those directly related to the pursuits of the club – training athletes to play volleyball. They may include:

- The cost of travel and accommodations when competing in tournaments, for the athlete and a chaperone.
- Tournament registration fees.
- Fees for additional athlete training.
- Defrayal of Club fees for gym time, tournament registration, uniforms and equipment.

Because this can get a bit confusing a clarification is in order. **When you raise funds externally via sponsors or fundraising, using Durham Attack as the purpose for raising funds, these funds must be deposited with the Club.**

But if parents contribute funds to pay for team expenses (e.g. for an extra tournament) then this is a Team matter and these funds need not be deposited with the Club. In fact to simplify things the Team should manage these funds themselves, while still recognizing Club guidelines.

If you have any questions contact the Club executive.

9.2. Web Site

The Club maintains a web site for general communications of all members – at www.durhamattack.org. It is also visited frequently by the athletes and their families. We will post every reasonable and appropriate article submitted. We strive to provide equal coverage for all teams.

However we cannot post things that you do not tell us about! If you want it on the web site please take the time to submit it via the instructions provided on the site.

Updating the site is quite time consuming once tournaments start. Your article and photos will be posted more quickly if you follow the procedures outlined on the site.

9.3. Club Office

A portion of the web site called the Club Office has a list of any forms and documents that you may need. If something is missing please let us know and we will add it.

9.4. Internet Safety

Durham Attack is conscious of the precautions required when publishing information about our players on the Internet. In accordance with recommendations of organizations who promote Internet safety we have adopted the following policies.

For more information about Internet safety visit organizations such as www.wiredsafety.org

Photos

Members of Durham Attack consent to have their photos displayed on the club web site. A full name on a photo is information that could be used to identify an individual player in real life. Therefore:

- We will include last name and first name in team rosters, however we will list players in alphabetical order so that names cannot be matched with the players in a photo.
- For our younger players we will not post personally identifiable information with a photo. If a name is appropriate on a photo we will use the first name only.
- An exception can be made for our older players in 17U and 18U, and our alumni, if requested when submitting a photo.

We get a lot of photos, many thousand per year, and sometimes one might slip through that has had a caption put in the file name. Please do not include player names in photo file names, and if you see one let us know so we can remove it.

Photo Gallery Comments

Our photo galleries allow visitors to post comments. Every comment posted is reviewed by us to make sure it is appropriate, before we make it public. This is why your comment may not appear for a couple of days. Be patient – don't submit the comment two or three times as some visitors do!

Unfortunately the photo gallery we use allows a visitor to include an email address with the comment. Please do not let your players include their email address. It is yet another way for a stranger on the Internet to establish a dialogue with them. We have already had at least one issue from this. We cannot remove an email address from a comment so if one is included we will not post the comment.

Email

Email addresses of our members will only be used for internal communications and will be kept private.

9.5. Clothing

The Club policy is that uniforms and clothing provided for our teams is for players and coaches only. This includes all track suits, jerseys, warm-up shirts, jackets, etc. After all, our athletes have worked hard to make our teams and we want them to feel special. Parents are not permitted to wear any of the clothing provided to our players or coaches. However if you are looking for clothing there is a wide selection of fanwear available.

Warmup Shirts

Although many players might want their name on the shirt, it is only important for our older players in the 17U and 18U bracket as college scouts want to be able to identify players as they watch warm-ups. That is why the older teams may want them.

For our younger players we follow the same policy we enforce on our web site, which is not to be able to identify individual players by name. This is for the protection of our players, especially the younger girls. Unfortunately there has been an incident in the past of Durham elementary school players being harassed when a newspaper photo included names of players, and we wish to avoid this.

10. Calendar of Events

10.1. OVA Tournaments

The Ontario Volleyball Association organizes all provincially-sanctioned tournaments. Tournament dates, directions and hotels nearby are available on the OVA website.

Each age group's regular tournaments are listed in the Provincial Indoor Competition Manual and on the OVA web site.

The registration fee for each athlete includes the registration fees and coaching expenses for all tournaments within their age group. For 13U teams there are no 13U Provincials, so the player registration fees include the costs for registration and coaching for 14U Provincials.

10.2. Extra Tournaments

Many teams choose to play up one age group within the OVA. Many teams also participate in Nationals and in tournaments outside Ontario or Canada. Each team is responsible for sourcing these extra tournaments, for requesting registration, and for all tournament costs.

Teams must be aware of the ramifications of missing an OVA tournament, if it is required to attend a tournament outside Ontario. The implications of missing an OVA tournament, with respect to seeding and tiers, are defined in the Provincial Indoor Competitions Manual.

Extra OVA Tournaments - Registration and Deadlines

If your team wishes to play in an OVA tournament in another age group, you must ask the Club Registrar (Chris Williamson) to register you for the tournament, using the ***Additional Tournament Registration Request*** form available in the Club Office area on the Club web site.

The OVA publishes the tournament registration deadlines in the Provincial Indoor Competition Manual, and you are responsible for being aware of these deadlines. You must request registration and provide a cheque payable to "BMO Mastercard" to the Club Registrar a minimum of 7 days prior to the tournament registration deadline.

Note that for the first tournament a team plays in another age group there is a \$10-20 OVA team registration fee, along with the tournament fee.

There is also a deadline for registering the team to play in an additional age group. For the coming season this deadline is published on the OVA web site (though teams should confirm this date in the final Provincial Indoor Competitions Manual).

Provincials

All Provincial Championship tournaments will be held at RIM Park in Waterloo. Registration fees and coaches' expenses for Provincials in the team's age group are included in registration fees. Playing up an age group at Provincials is a decision and expense of the team.

The OVA will request a team roster with player's name, position, number and height for Provincials. Volleyball Canada will request the same for Nationals. Templates are available in the Club Office area on our web site. They may also request a team photo and club logo. Each team will provide the photo. The Club logo is also available in the Club Office area.

Note that if you wish to play up a year at Provincials then OVA rules may require you to have played a minimum of two regular season tournaments in the age group.

There may be restrictions on playing up. Consult the Provincial Indoor Competitions Manual.

Nationals - Registration and Deadlines

Nationals is considered an extra tournament as not all teams choose to travel and compete. It is an open tournament that any team can enter, though teams will be placed in divisions based on provincial results. Nationals registration typically opens January 15th of each year. It is not uncommon for Nationals to fill up and for teams to be placed on a waiting list.

Therefore we recommend that your team decide early in the season whether it wishes to play in Nationals, fundraise accordingly, and be in a position to request registration by the Club Registrar on January 1st.

Tournament Costs

Note that your player registration fees only include the expenses for OVA tournaments within your age group, including regular season tournaments and Provincials. If your team chooses to play OVA tournaments in another age group, Nationals, or any other tournament inside or outside Canada, your team is responsible for all expenses.

11. Issues and Concerns

This is an elite level program. The goal of every team is ultimately to play to win the Provincial Championship and National Championship, or to finish as high as possible within their respective tier. Playing time is earned through focus and hard work at practice, in weekly physical training, and demonstrated ability on the court. Regardless of the roles that evolve over the season, all players and parents are expected to remain positive and committed to the Individual goal of having each player develop to his or her maximum potential and the Team goal of finishing to the best of its ability.

11.1. When Dealing with Player Concerns

In 17U and 18U:

- Players are expected to resolve their concerns directly with the coaching staff. When a player is selected for a team his or her role on the team is communicated to them. If a player has an issue (e.g. playing time, role, etc.) he or she should talk to the coaching staff.
- Unless a player has been physically or morally harmed, the athlete is encouraged to make every effort to resolve issues with the coaches before involving parents. As this is the environment that the athlete will experience at higher levels (university or college, national or international) it is in each athlete's best interests to develop the ability to resolve issues on their own.
- "What do I need to do to earn more playing time?" is the appropriate way to discuss playing time issues.

In 12U-16U age groups:

- Parents can assist players in communicating concern to coaches, but it should always be done jointly and involve the player.

At all age groups:

- Please keep in mind that common sense is the rule, all coaches are volunteers and their main concern is the well being of the player and the success of the Team.
- Respect the coaches' and the athletes' time. Meeting with a coach during a practice or interrupting a coach during a practice session or immediately after a game is disrespectful of the entire team. **Meetings with coaches must be scheduled so as not to impact other players.** Coaches should refuse requests for meetings that are not outside team time.
- **Direct confrontation, especially when emotions are high, is counter-productive.** The "24 hour rule" should apply. Please do not talk to coaches about volleyball-related issues within 24 hours before or 24 hours after a tournament.
- Where possible communicate issues through your Parent Rep.

- If concerns still remain unresolved, players and their parents can communicate their concerns to the Club President. The President will attempt to work to a resolution with the coaches, followed with an appropriate response to the player and parent. This step should only be taken after a player has voiced his or her concerns to the coaches, without resolution.
- On the rare occasion that a situation cannot be resolved, the Executive and Operating Committee in consultation with the coaches will attempt to come to a final resolution.

11.2. Off-Court Issues

Athletes are representatives of the Durham Attack Volleyball Club and as such project our Club to the community

Our athletes that wear their Durham Attack clothing to school and in the community are acting as representatives of the Club. We expect our athletes to conduct themselves in an exemplary manner at all times, consistent with our motto *building character through the pursuit of excellence*.

When on the court athletes are accountable to their coaches. When off the court athletes are accountable to their coaches and to the Club. At all times athletes are required to uphold the high standards of the Club, both during the season and during summer months when participating in Club-sanctioned activities of the OVA (e.g. Fundamentals, Regional Team Training Centre, High Performance Centre, Team Ontario).

Our athletes are required to sign our Athlete Code of Conduct, which covers behaviour both on and off the court. Inappropriate behavior off-court can be grounds for removal of a player from the Club.

Dealing with off court-issues is the responsibility of the Club Executive Committee.

- All concerns should be addressed to the Club President - this is the starting point for all concerns.
- Feel free to discuss issues with members of the Executive Committee.

11.3. Refunds

Lastly, although the Club Executive and long time members of the Club enjoy the game of volleyball immensely, if for some reason you register your child and the Club is not a good fit for them, refunds are only available in the first 8 weeks of the season.

At that point your child will have practiced for 8 weeks and competed in one OVA tournament. You will be refunded only for the tournaments not yet attended, a portion of their practice time and for the banquet. We unfortunately cannot refund money already spent by the Club for uniforms and other player expenses. We cannot refund sponsorship or fundraising amounts held in trust as it must be spent in support of the charitable objects of the Club.

12. APPENDIX A - CONSTITUTION AND BY-LAWS

DURHAM ATTACK VOLLEYBALL CLUB FOUNDED IN 2004

Article I: Mission

The Durham Attack Volleyball Club is a competitive organization dedicated to advancing the personal and athletic development of youth through the pursuit of excellence in volleyball. We will offer a top quality club experience through intense training and competitive tournaments utilizing coaching staff that is knowledgeable, dedicated and caring.

Article II: Name and Place

The name of this club shall be the Durham Attack Volleyball Club, hereinafter referred to as "The Club". The headquarters shall be located in Durham Region at such place as the Directors may from time to time determine.

Article III: Membership

Tryouts shall be conducted for teams in age divisions for boys and girls where coaches are available. The coaching staff for each team chooses its members - 9-12 players per team are recommended. Players, coaches and parents are members. Parents of children who are chosen as players on a team are considered members of the Club and are eligible for roles on the Board of Directors and Operating Committee, in which duties of these positions are prescribed in these bylaws.

Article IV: Termination of Membership

1. Any member may resign from the Club for any reason provided dues and expenses are completely paid in full. If any expenses or dues have not been paid in full, they are considered immediately due, in full, upon receipt of resignation. Such resignation shall be in writing to the club Secretary or President. The Board will determine if funds are to be returned to the member.
2. Any member who is behind in payments may be suspended from membership (notwithstanding athlete subsidy). The Treasurer will provide written notice, to the member. The member may be reinstated to the club upon payment of arrears at the discretion of the Board.
3. Any member charged with conduct unbecoming a Durham Attack Volleyball Club member or any offense not in the best interest of the Club and the OVA (Ontario Volleyball Association), and against whom such charges are sustained after the opportunity to appear in person before the Board of Directors in his or her defense, may be expelled from membership. Notification of such expulsion will be immediate and in written form of said action.
4. In cases of the resignation or expulsion of any member, the Secretary shall immediately notify the head coach and teammates of the member's status.

5. Any member who is expelled from the Club shall forfeit and /or be responsible for the payment of all membership dues and expenses. The Club reserves the right to collect all monies due to the Club at the time the member was expelled.
6. Above clauses 1-5 will be subject to OVA transfer policies.

Article V: Board of Directors

1. The management of the affairs of the Club shall be by a Board of Directors, hereinafter referred to as "the Board". The Board shall have control of the Club's activities, determine all policies and generally supervise the affairs of the Club. (In the founding year of the Club, the founding members shall serve on the Board in the following Executive positions – President – Scott Burrows , Vice-President Girls – Janet Cairns, Vice-President Boys – Ian McNee Treasurer – Sheila Archibald, Secretary – Brenda Sexsmith, . Other founding members include Sandra Campbell and BOYS REP).
2. The membership of the Board shall be comprised of :
President, Vice President, Treasurer, Secretary, Communications Director, Tournament Coordinator, Equipment & Uniform Coordinator, Registrar, Coaching & Player Development, Auditor (Ad Hoc), who have reached the age of majority..
3. Meetings of the Board shall be held monthly unless otherwise expressly agreed by a resolution of the Board. Meetings shall be held at a time and place to be agreed upon and issues may be voted upon by phone or e-mail, if all members are in agreement. If quorum is not met, a meeting may be called at the discretion of the Chair.
4. Voluntary resignation from the Board will be in writing addressed to the President and shall be effective on the date received.
5. Vacancies on the Board, however caused, may be filled at the discretion of the Board.

Article VI: Duties of the Board

1. To provide leadership and direction for the Club.
2. To adopt and carry out operating policies and procedures consistent with this Constitution.
3. To appoint such additional committees for carrying out the aims and objectives of the Club.
4. To hire, supervise and evaluate paid staff and coaches where applicable.

Article VII: Meetings of the Board

1. A majority (more than half) of Directors shall form a quorum for the transaction of business.
2. Questions arising at any meeting of the Board shall be decided by a majority of votes. In case of an equality of votes, the Chair shall have a casting vote. Votes may be taken by ballot when demanded by any Director present but otherwise shall be

- taken by assent or dissent. A declaration by the Chair that a resolution has been carried is prima facie proof of the fact without proof of the number of votes recorded.
3. The Chair shall conduct meetings and keep orderly conduct in accordance with "Robert's Rules of Order."
 4. All meetings of the Board of Directors will be open to all members of the Club.

Article VIII: Directors and Officers of the Club

1. There shall be a President, who shall be known as the Chair, a Vice-Chair, a Secretary and a Treasurer. These members shall be known as Officers of the Board or the Executive.
2. There shall be a Director from each age group for both male and female athletes. For example, there shall be one Director from the Bantam boys, one from Bantam girls, one from Midget boys, one from Midget girls etc., ensuring that each level for both boys and girls has representation at the Board. There shall be a designated Coaching Director and a designated Beach Director.
3. The signing authority for the Club shall be any two of the Executive – the Chair, Vice-Chair, Treasurer and the Secretary.

Article IX: Duties of the Officers

1. President or Chair

- a) Presides at all meetings of the Board, the Executive, Annual Meetings and all other meetings as required.
- b) Issues a call for all regular and special meetings of the Members, the Board and the Executive Committee.
- c) Serves as an ex-officio member of all committees of the Board.
- d) Prepares an agenda for each meeting of the Board and the Executive.
- e) Attends to and supervises the general management of the Club.
- f) Performs all duties incident to the office and exercises such powers as may be conferred by the Board.
- g) Ensures that the Club is operating within the guidelines set out by the OVA.

2. Vice-Chair

- a) Performs the duties of the Chair in the absence of the Chair and, in such circumstances, assumes all the powers of the Chair.
- b) Shall be responsible for coaching staff (in the absence of a Director dedicated to coaching), this includes any certification, clinics or conferences that may be offered to coaches.
- c) Shall be responsible for setting up a scorekeeping clinic for members, in order to have the required number for each team.

3. Secretary

- a) Shall keep and maintain attendance and minutes of all membership and Board meetings.

- b) Shall complete all basic administrative tasks for the Club as required.

4. Treasurer

- a) Is responsible for all dues paid by members and appropriates those funds toward the proper areas of the budget.
- b) Ensures that accurate records of accounts are maintained to indicate all receipts and disbursements.
- c) Supplies the Board with such financial statements as is required to reflect the actions of the Club at each regular meeting and the Annual General Meeting.

Article X: Revenue

1. Each member of the Club shall pay a membership fee as determined by the Board for the upcoming season.
2. The fiscal year for the Club shall be from October 1st of each year to May 31 of the next year.
3. All income received shall be for the non-profit purposes of the organization and no part of the income shall be to the benefit of any officer or member.
4. Should the Club dissolve any monies left will be donated to Volleyball Canada for use in their Olympic endeavors.

Article XI: Committees of the Board

A Fund Raising Committee is to be established at the start of each season to ensure the continued operation of the Club. At least one Director of the Club shall sit on the Committee and any member of the Club qualifies for committee membership.

Article XII: Protection of Directors and Officers

1. Limitation of Liability

No Director or Officer of the Club shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee or for any loss, damage or expense happening to the Club through the insufficiency or deficiency of any security in or upon which any of the monies of the Club shall be invested or for the loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom monies, securities or effects of the Club shall be deposited, or for any loss occasioned by any error of judgement or oversight on his/her part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of office or in relation thereto unless the same are occasioned by the Director's own willful neglect or default.

2. Indemnity

Every Director and Officer of the Club and his/her heirs, executors and administrators and estate and effects respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Club from and against all costs and expenses whatsoever that each Director or Officer sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of office and all other costs, charges and expenses that he /she sustains or incurs in or about or in relation to the affairs of the Club except such costs, charges or expenses as are occasioned by willful neglect or default.

Article XIII: Amendments to the Constitution and By-Laws

Amendments to the Constitution and By-Laws may, from time to time, be dealt with by a vote of two thirds of the members present at a General Meeting of the Club. Notice of the intention to propose such amendments at such meetings must be given at least ten days prior to the meeting considering the amendments.

Article XIV: Effective Date

This Constitution and By-Law shall come into force on the date first written herebelow and shall be construed and interpreted in accordance with the laws in force in the Province of Ontario.

Secretary

Date

13. APPENDIX B – Athlete Code of Conduct**Durham Attack Volleyball Club
Athlete Code of Conduct**

As a member of the Durham Attack Volleyball Club you are expected to conduct yourself in a manner that demonstrates good sportsmanship and a respect for others at all times. It is essential that you support your fellow teammates, coaches and Club, to the best of your ability.

As an athlete you will be expected to adhere to the following standards of behaviour throughout the volleyball season:

- Good sportsmanship is always the first priority.
- Respect your fellow teammates and coaches, and support them to your utmost in your team endeavours.
- Understand your role on the team, as explained to you by your coaches, and execute that role to the best of your ability.
- Respect all officials, opposing athletes and coaches, and spectators, and use only appropriate language.
- Abide by, and accept gracefully, the decisions of officials, no matter which team those decisions may favour.
- Demonstrate appreciation for and applaud good play and never make derogatory remarks about officials, coaches or the athletes of any team.
- Respect and care for the facilities in which practices and competitions are being held, and listen to those in authority.
- Be aware of and abide by the regulations of the Ontario Volleyball Association and Volleyball Canada.
- Exhibit the same standard of behavior when out in public, as you do on the court. Realize that when off the court, especially when wearing Club clothing, you are a representative of Durham Attack.

I understand and agree to be held accountable for adhering to the Athlete's Code of Conduct as described above.

Signature _____ Date: _____

Printed Name: _____

14. APPENDIX C – Parents' Code of Conduct

Durham Attack Volleyball Club Parents' Code of Conduct



As a parent/member of the Durham Attack Volleyball Club your son/daughter is expected to conduct themselves in a manner that demonstrates good sportsmanship and a respect for others, as well as themselves at all times. Similarly, it is essential that you, as their parents, also display and model behaviour that is consistent with the highest ideals of good sportsmanship.

As a parent, you will be expected to adhere to the following standards of behaviour before, during and after any practice or competition:

- Good sportsmanship is always the first priority.
- Respect all officials, coaches, athletes and spectators.
- Abide by, and accept gracefully, the decisions of officials, no matter which team those decisions may favour.
- Respect and care for the facilities in which practices and competitions are being held, and listen to those in authority.
- Respond politely to the requests of event organizers.
- Be polite and courteous as a spectator, and only use appropriate language.
- Refrain from any behaviour which might distract the players or interfere with the progress of a match.
- Demonstrate appreciation for and applaud good play and never make derogatory remarks about officials, coaches or the athletes of any team.
- Be aware of and abide by the contents of the club Parent/Player handbook.
- Should concerns arise resulting from a practice or competition, abide by the “**24 hour rule**”, that is, coaches may not be approached regarding such concerns until at least 24 hours has passed since the circumstances giving rise to the concern.

I understand and agree to be held accountable for adhering to the Parents' Code of Conduct as described above.

Signature _____
Signature _____

Name: _____ Name: _____

Date: _____ Date: _____