



CLUB HANDBOOK

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Introduction

This handbook is available to all coaches, managers, parents, athletes, and interested parties to give a better understanding as to how the Air Attack Volleyball Club operates.

The contents are structured chronologically to emphasize the processes and tasks that must, or should be done prior to, during, and after the playing season, followed by some additional important information. New coaches and managers, in particular, should become familiar with all the tasks required for a successful season and are encouraged to ask for advice or help from other coaches, managers or members of the Board of Directors.

Coaches and managers act as representatives of the Air Attack Volleyball Club and are expected to be familiar with, and adhere to Club policies, as stated in the Air Attack Volleyball Club Handbook. Questions concerning policy can be referred to the Club Secretary.

All Air Attack coaches, managers and members of the Board of Directors are volunteers and work together to further the interests of Air Attack youth and volleyball. These are nurturing roles expected to be carried out within the Codes of Conduct for Athletes, Coaches, and Parents.

On behalf of the Board of Directors, thank you for volunteering and committing your time to a successful season.

About Air Attack Volleyball Club

Air Attack Volleyball Club is a registered not for profit youth volleyball program based in Richmond, B.C. The athletes train and compete within the Volleyball BC / Canada club system, and is governed by Volleyball BC's guidelines and policies. The teams train and compete in a series of events, leading to open Provincial and National Championships throughout Canada.

Air Attack Volleyball Club began developing athletes in 1989. The demand for youth volleyball in the region has continued to increase throughout the years and Air Attack Volleyball Club has grown to be one of the largest in B.C. as well as being one of the only clubs in BC to have equal numbers of male and female athletes.

A volunteer Board of Directors coordinates the efforts of other volunteers to obtain the facilities, equipment, and leaders to enable a long term sustainable volleyball club in the City of Richmond.

Club Philosophy

Air Attack Volleyball Club's mission is to assist young adults from Richmond and other surrounding communities develop life skills, establish a sense of community, and become better human beings through the sport of competitive volleyball.

Our involvement in the community is not only within our club but extends to high schools and other community based objectives.

Many of Air Attack's athletes have moved on to coach or play at all levels of volleyball from provincial teams to university teams to national teams. Our aim is to keep this avenue available through Air Attack Volleyball Club.

Structure of Youth Volleyball

Volleyball Canada: volleyball.ca

Volleyball Canada is the national sport governing body that oversees the following:

- National Championships
- Team Canada – Indoor and Beach
- Domestic Development – Indoor and Beach
 - Centres of Excellence
 - National Coaching Certification Program (NCCP)
 - Long Term Athlete Development
 - Overall participation within Canada

Volleyball BC: volleyballbc.org

Volleyball BC is the provincial sport governing body that oversees the following:

- Provincial Championships
- Regional Qualifiers & Provincial Series (Super Spike, Super Series, etc)
- Team BC – Indoor and Beach (Baden Cup, BC Summer Games)
- Provincial Development – Indoor and Beach
 - Coaching Development and Certification
 - Grassroots Development

As a member of Richmond Air Attack Volleyball Club, all athletes, coaches, and managers are full competitive members of Volleyball Canada and Volleyball BC. Membership benefits include:

- Liability and accident insurance
- Discounts on products and services
- Ability to compete in Provincial and National competitions

Air Attack Volleyball Club Structure and Roles

Board of Directors

The Board of Directors consists of 7 Directors; including a president, vice-president, treasurer, secretary, and three members at large. Directors are elected at the Annual General Meeting and each position is a 2 year term. The Board meets periodically to determine club direction, set policy, and ensure financial sustainability.

Technical Coordinators (TC)

Air Attack has 2 technical program coordinators (1 for boys and 1 for girls) who are responsible for coaching development, season planning, and long term athlete development. The TC's also recruit the coaching staff and manage the tryout process for the club.

Administrative Coordinator

The day to day financial management of the Club is undertaken by the Administrative Coordinator. The Administrative Coordinator also ensures that all registrations and Club fees are up to date.

Facilities Coordinator

The Facilities Coordinator is responsible for securing facilities necessary for conducting Club tryouts, conducting team practices, and hosting tournaments.

Coach

Each team has a coach assigned. All coaches have been approved by the Board of Directors and will work directly with the TC's to design a season plan. All coaches will receive a small honorarium for their time and commitment to the program.

Coaches are required to have NCCP Certification to participate in any Volleyball BC / Volleyball Canada sanctioned event. Certification is as follows: 13U – 16U: Level 1 & 17U -18U: Level 2. All performance bond fines regarding coaching certification will be withheld from coach honorarium.

Assistant Coach

Assistant Coaches provide support to the head coach and represent the Club in the same manner as the head coach. Assistant coaches are expected to take part in coaching development seminars and complete, within reason, the appropriate level of certification.

Team Manager

Team Managers are volunteers, typically a parent, who ensures the effective management of each individual team. The Manager's role is to ensure the team has what it needs to function. The Manager is the key contact for the athletes and parents

Criminal Record Checks

All Air Attack Board of Directors, Technical Coordinators, the Administrative Coordinator, Coaches, Assistant Coaches, and Team Managers are required to have a Criminal Record Check done. This is a Volleyball BC regulation and is not optional. Criminal Record Checks completed are valid for 3 years.

Preseason

Tryouts

Dates, location and details on how to register will be posted on the Air Attack website at www.airattack.ca.

Pre registration is required and the tryout fee is to be paid at the time of registration or by cheque (made payable to – *Air Attack Volleyball Club*), or cash at the time of the tryout.

All coaches must be available to assist with tryouts.

If you have questions or concerns about the tryout dates or process, please contact the appropriate technical coordinator.

Format

All Athletes that are not selected during the early signing date window (as per the guidelines set out in the Volleyball BC Youth Indoor Club Handbook) will be required to attend tryouts. This would include returning athletes, athletes that did not play competitive volleyball in the previous year, as well as athletes from other clubs.

All athletes who have signed to the club during the early signing period will be expected to be at tryouts and will pay the registration fee.

All age categories will have 2 – 2 hour tryouts scheduled. Athletes are expected to attend both sessions.

In addition, athletes may be required to complete physical testing (Height, Reach, Spike Touch, Block Touch) during the tryout day. This will take place outside of the tryout time for their age category.

Process

Tryouts for 12/13/14/15/16U age categories will be run by the Technical Coordinator. Coaches for each specific age category will be responsible for evaluating athletes during the tryouts. Coaches from other age categories will be responsible to either assist on court running drills, physical testing or as an additional evaluator. The Technical Coordinator will also help with evaluations.

Evaluation of athletes takes into consideration many different factors. Some of those factors are: skill, leadership abilities, attitude, and commitment to Air Attack Volleyball Club. Multiple teams may be created for different age categories.

Club Meeting

A meeting is held for the Club prior to the start of the season. This provides an opportunity for the Board of Directors to welcome the athletes and parents/guardians and deal with any Club business in a group environment. This is also the opportunity for athletes to sample and purchase Air Attack Gear.

Season

The season gets off to a start immediately after schools reopen in January. The information that follows describes items that are completed and events that occur as the season progresses. (Please note that this is a general list and is not all encompassing).

Registration and Club Fees

All selected athletes must register online via our registration system, which can be accessed through the Air Attack website at www.airattack.ca, and pay the appropriate Club Fee, by Pay Pal. If an athlete needs to make their payment by cheque or cash, they are asked to please contact the Administrative Coordinator.

If an athlete needs assistance with registration fees, organizations such as **Kid Sport - kidsportcanada.ca**, and **Canadian Tire Jumpstart – jumpstart.canadiantire.ca** provide assistance and support. These organizations believe that no child should be left on the sidelines and all should be given the opportunity to experience the positive benefits of organized sports. You are encouraged to apply right away – as there is money available to help your family afford this season. If you would like assistance or further information please contact the Administrative Coordinator.

If an athlete has applied for assistance, the registration fees must still be paid. Upon receiving funds, if approved, a refund will be provided to the athlete.

Club fees are set by the Board of Directors each year, and vary by age.

Important: Athletes must have paid their fees to be able to play.

Club fees are 100% non-refundable once an athlete has committed to the team. Individual exceptions may be considered due to injury or extenuating circumstance and are at the discretion of the Board of Directors (Please refer to Refund Policy).

Club fees are for the general operation of the club, which include facilities, equipment, coaching development, registrations, administration as well as a portion of Team expenses. Teams can expect to receive the following:

- Facilities – 2-3 practices / week
- Uniforms
- An allocation of funds for Regional and Provincial tournament entry fees

Club fees do not cover travel expenses; including athletes and coaches lodging and food (Please refer to Travel and Out of Town Policies).

Team Registration with Volleyball BC

Each athlete and team official will be registered with Volleyball BC. This provides the liability insurance for each athlete and team official in the event of injury. Athlete, coach and team official registration will be completed by the Administrative Coordinator.

Important: All athletes, coaches and team staff must be registered by the deadline mandated by Volleyball BC. Volleyball BC locks all rosters after that date and any

additional changes must be approved by them. All changes after the Roster Deadline will incur a monetary penalty to the club. Please ensure that any roster changes are submitted to the Administrative Coordinator prior to the deadline.

Volleyball BC Performance Bonds/Sanctions

The Club is required to post a performance bond with Volleyball BC at the beginning of the season. This bond is to cover any sanctions that are levied against teams within the club. Items include facility damage, breach of code of conduct, late withdrawal penalties as well as any other Volleyball BC fines. Fines are the responsibility of the team and must be dealt with as soon as possible.

Managers Meeting

The Technical Directors will call a meeting for all Managers once teams are formed.

The purpose of this meeting is to welcome new Managers to the club and provide a brief overview of what they are expected to do.

The Manager is partnered with the Coach in delivering a successful volleyball season. The role of Manager can be overwhelming to someone who has no previous experience and experienced Managers are available to provide advice and help when necessary.

The Manager's job is to ensure the team has what it needs to function. Managers will predominantly be responsible for the 'back of house / administration responsibilities' of the team and the keeper of all pertinent information for the team. This will include, but is not limited to

- Athletes Contact Information
- Parent/Guardian Contact Information
- Emergency Contact Information
- Athletes Confidential Emergency Information (e.g. Doctor, Health #). This information MUST be available in cases of an emergency when the team are practicing or attending tournaments)

Team Meeting

A team meeting should be held as soon as possible, preferably after the first practice. The team meeting is for the Coach(s) and Manager(s), to meet with their athletes and parents, and share their season plan and expectations.

Additional information to be shared at this time should include but is not limited to:

- The coach's season plan which includes the desired tournaments and practice schedule
- A copy of the budget (please refer to Team Finances Guidelines) indicating clearly what is provided from the club fee and that which will need to be provided by fund raising or directly from the parents. Invite feedback and comments from the parents. (The Club recognizes that the "extra" costs may come as a surprise to some parents)
- The budget is particularly important for the teams proposing to travel out of town. (Please refer to Travel and Out of Town Policies)
- A copy of the Code of Conduct for Athletes and Parents.

At this time it is important to communicate that there is a significant workload required for a team to function smoothly throughout the season. The Air Attack Volleyball Club will only be able to provide a positive experience for the athletes and coaches with volunteer efforts from families.

Some volunteer roles identified are as follows, but not limited to:

- Manager
- Travel Coordinator – Accommodations
- Food Coordinator
- Transportation Coordinator
- Treasurer
- Scorekeepers
- Lines Persons
- Chaperone – in the event that a female team has all male officials
- First aid

Practices

Team practices are under the conduct of the coach. All practices are designated open (parents are permitted to stay and watch).

Venues are provided and scheduled by the Club's Facilities Coordinator.

If practices are to be cancelled the Manager and/or Coach **MUST** inform the Facilities Coordinator as soon as possible. The club is charged for space not released within 7 business days. If the space cancellation is within less than 7 days, the Facilities Coordinator may be able to re allocate so notification of non use would be appreciated as early as possible.

If teams are consistently not using space allocated and are not informing the Facilities Coordinator, the fees will be passed on to the team.

Volleyball BC Tournaments

Club fees will fund certain tournament fees each season. The amount allocated to each team will be determined by the Board of Directors. Teams must participate in both Regional (if applicable) and Provincial Championships.

Coaches must review the competition requirements for their specific age category to ensure that they are meeting the minimum competition requirements for entering the VBC Provincial Championships. Please note that these requirements are for Division 1 teams only.

External Club Tournaments

Many volleyball clubs will host one or more tournaments during the volleyball season.

It is very important to note that independent tournaments are not sanctioned by Volleyball BC and therefore, are unregulated in terms of officials, schedules, facilities, and auxiliary services.

National Championships

Every 3 years Volleyball Canada hosts an all ages National Championships in a single location.

Post Season

Team Wind-Up Celebration

This is an opportunity to celebrate the season and thank the coaches and volunteers for their contribution. Tokens of appreciation might be appropriate, team photo souvenirs etc. Funding for this beforehand is desirable and allows for a celebration to be planned and team funds should be restricted to gifts, food and non alcoholic refreshments. Managers have the discretion to choose the appropriate venue in consultation with parents and the coaches.

Balancing of Ledger

In an ideal situation the team's ledger will balance so that expenditures meet revenues. Managers must ensure no shortfall exists. Surpluses can be cashed out and returned to parents, donated to the Club or follow the team to the next level as decided by the coach and two fund Managers.

Club Wide Year End Celebration

After all tournaments and events have been completed, Air Attack Volleyball Club hosts a year end banquet open to all athletes and coaches. This is a night to honor and recognize our club's achievements and individuals.

Additional Important Information

Team Finances Guidelines

Budget

The Manager, in consultation with the Coach will create a Team Budget. The budget should include all anticipated expenses and correlate these total expenses with sufficient funds to balance the budget.

Expenses include any item which will result in a cash transaction on behalf of the team. This includes additional tournament fees, out of town tournament travel and food, out of town coaches' costs, and other team functions (Please refer to Travel and Out of Town Policies).

All tournament fees, regardless of travel, should be included in the overall Team Budget. Regardless of an athletes' participation in the event, the fees will be divided amongst the full roster.

All expenses beyond the limit reimbursable by the club must be covered by the team and it is the responsibility of the Manager to ensure that the team does not incur a debt.

Ledger

A ledger is useful to track expenses and revenues as they occur. The Manager must reconcile the ledger with bank statements and be kept up to date for presentation to the coach, parents or Club officials if requested.

The team budget should provide line items for reimbursement of expenses as these occur and a method for tracking them.

Banking

The Manager will require one other unrelated parent to act as a co-Manager for the purposes of managing team funds in a community bank account. (The club may provide further direction regarding where to open this account).

A community bank account is an account provided by a banking institution which provides limited services for the purposes of team sports. This will include chequing services.

The Manager and co-Manager will open an account in the 'name' of the team (not the age group), and all funds received and disbursed by the team will be by means of this account. Managers should avoid cash transactions as there is no way to verify expenses or receipts of funds.

All transactions should be recorded in the ledger and the ledger should be reconciled with the bank statements. These should be reviewed by the co-Manager and the coach on a monthly basis.

Fund Raising

Team expenses beyond those provided by club fees must be covered by additional funds.

A parent meeting may be useful in soliciting ideas of how to raise these funds and the degree to which parents may wish to directly contribute.

Fund raising ideas include,

- Bottle drives
- Raffles
- Car Washes
- Sports Pools

Fundraising initiatives must be approved by the Administrative Coordinator to ensure the club brand is protected, fundraisers are appropriate and/or to avoid any overlap in fundraising initiatives between teams.

Sponsorship

Teams are permitted to find sponsors for their fundraising efforts. Air Attack Volleyball Club is not able to provide official charitable receipts but can provide a receipt from the Club.

Potential sponsors agreements must be approved by the Board of Directors prior to any finalized commitments.

Sponsor branding is the responsibility of the team and/or sponsor and is limited to:

- Any gear other than official 'Air Attack Gear' or Air Attack Uniforms
- Branding must comply with Volleyball Canada Uniform regulations

Fair Play / Play Time

For age groups 12U, 13U, and 14U, play time is determined / regulated as per Volleyball BC's Fair Play Rule. Air Attack Volleyball Club's philosophy is to provide as much meaningful playing time as possible, while continuing to strive to win and meet goals as defined by the team, athletes' abilities, attitudes, and effort.

All athletes will receive skill instruction and quality training during practices. However, equal playing time in matches is not guaranteed. Air Attack Volleyball Club encourages coaches to find playing time for all athletes, but the coaches have the right to play specific players during matches for strategic or match up reasons.

Coaches are encouraged by the club to play all their athletes as equally as possible during round robin matches. Playing time can be less equitable and determined more by players output and success during elimination games or playoff situations. The amount of time any given athlete is on the court is at the sole discretion of the coach based on his / her opinion, of the athlete's ability, the athlete's potential, the team's needs at the moment, and the team's needs in the future. Each coach will vary in philosophy regarding play time.

Air Attack Volleyball Club encourages all coaches to be upfront and honest with their expectations for each practice, tournament and overall season playing time.

Communication

Air Attack Volleyball Club is committed to ensuring transparent and clear communication, and will respond to questions and concerns in a timely fashion.

Conflicts and Dispute Resolution

Athletes, along with their parents are encouraged to communicate directly with the coach through face to face meetings, when possible. Any concerns in regards to the team between an athlete, parent and/or member of the coaching staff, a 24 hour rule policy is in effect. It is expected that athletes or parents with issues wait 24 hours prior to communication, including verbal and/or written.

In the event that a concern, conflict or dispute still exists after the 24 hour period, the parties involved should follow these steps in providing a resolution:

- If an athlete has an issue, the athlete should address the issue before or after a practice in private
- If the athletes issue is not resolved, the parent should make an appointment with the coach for a meeting (not on a tournament day) with the athlete present. Some conflicts arise when there is miscommunication from the coach to the athlete to the parent. Having the player present will help resolve the matter easier
- If no resolution is made, then the athlete, the athlete's parents, and coach will schedule a meeting with the appropriate Technical Coordinator and or Club Director
- If a parent has an issue, the parent should address the issue after a practice in private
- If no resolution is made, the athlete's parents, and coach will schedule a meeting with the appropriate Technical Coordinator and or Club Director

Coaches have been instructed to walk away from situations where parents are asking a coach to defend a coaching decision if they have not followed the appropriate steps outlined above.

See Codes of Conduct for Athletes, Coaches, and Parents

Calendar/Schedule

Each team should create a schedule that lists all practices, tournaments, and team events. This schedule should be kept up to date and can serve as a tool to keep track of registrations (and payments for) tournaments.

The schedule developed in preseason should be reconciled with the budget so that all proposed/entered tournaments are shown.

The schedule should be published as soon as possible so that any conflicts with athletes' other schedules can be identified. Include significant events such as spring break or Pro-D days.

For non local tournaments that involve travel, indicate travel days as well as tournament days as these will factor into parents plans.

Team Snap is the team management software application utilized by the Air Attack Volleyball Club.

First Aid and Emergency Planning

A team volunteer will ensure that a First Aid Kit is stocked. The coach can be delegated to be the keeper of the kit or a parent can be assigned to ensure the first aid kit is available at all practices and tournaments. The kit will be signed out for the season with other team equipment.

Athletic tape and ice packs are supplied for emergency use only. Athletes are required to provide their own tape for ongoing use.

The emergency kit will include the medical and contact information for each athlete.

Team Equipment

A team volunteer will ensure that the team has the appropriate equipment necessary for the team training and tournaments. The coach can be delegated to be the keeper of the equipment. The equipment will be signed out for the season and it is required to be returned at the end of the season. Equipment is provided for the use only during Air Attack training and tournaments. Air Attack equipment is not to be used for personal use.

Any equipment not returned will be the responsibility of the coach and will be deducted from the coach honoraria.

Each team will be provided with the following:

- First Aid Kit
- 8-10 Volleyballs
- 1 Ball Bag
- 1 Ball Cart
- 1 Ball Pump

Social Media, Video, and Photography

Social media has a significant impact in athlete's lives as well as our community and society. Air Attack Volleyball Club encourages coaches, athletes and parents to be responsible with social media. The below are some suggested guidelines:

- Only connect and communicate with others through Social Media in a positive manner
- Ensure comments may not be interpreted as slurs, demeaning or inflammatory, etc.
- Comply with applicable privacy, confidentiality and intellectual property laws
- Refrain from the use of Social Media for the purposes of fraud and/or impersonation
- Refrain from uploading, posting, emailing or otherwise transmitting:
 - Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of another's privacy or otherwise objectionable
 - Material which is designed to cause annoyance, inconvenience, or needless anxiety to others
 - Infringes the patent, trademark, trade secret, copyright or other proprietary right of any other party
 - Any unsolicited or unauthorized advertising or commercial material, "junk mail", "spam", "chain letter", "pyramid scheme" or any other form of solicitation

- Any material that contains software viruses or any other computer code, file or program designed to interrupt, destroy or limit the functionality of any computer software or telecommunications equipment

Other things coaches, athletes, and parents should consider to in regards to Social Media:

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit your access to your site
- Information (including photos, videos, comments, and posters) may be accessible even after you remove it
- What you post may affect your future. Many university school admissions officers, scouts, professional teams, national governing bodies, volunteer organizations and employers review social networking sites as part of their overall evaluation of a candidate or employee
- Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including photos, videos, comments and postings)

Failure to comply may result in disciplinary actions which may include: suspension from the club, and/or expulsion and removal from the club.

Bullying and Harassment

Air Attack Volleyball Club believes that the club environment should be a “safe” place where athletes / coaches / families can learn to compete in a respectful and positive manner. Bullying, harassment, and/or retaliation will not be tolerated.

Bullying and harassment includes any inappropriate conduct or comment by a person towards a player, parent, coach, opponent, or official, that the person knew or reasonably ought to have known would cause that person to be scared, humiliated, or intimidated.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors.

Failure to comply may result in disciplinary actions which may include: suspension from the club, and/or expulsion and removal from the club.

Club Clothing / Gear

Athletes will be provided with a competition uniform and warm-up / training top. All other gear is optional and will be made available through a third party provider.

Teams are encouraged to have a cohesive look but it is important to recognize the costs may be prohibitive to some athletes.

Teams are not permitted to use the Air Attack logo on any gear that is not deemed as ‘official’.

Awards & Scholarships

Lorne Bodin Air Attack Memorial Scholarship

Established in 2013, the Lorne Bodin Air Attack Memorial is named after Mr. Lorne Bodin, who committed countless hours to support the Club over the years. Through his work, the Club was able to establish its Board of Directors and provide invaluable support to the administration of the Club. Lorne was a relentless supporter of Richmond athletes and a friend to many. The Club has always been committed to a philosophy of making youth better human beings through volleyball and this scholarship provides an opportunity to reward athletes committed to Air Attack but also dedicated to the community in which they live. The scholarship criteria include achievement in community service, leadership, and athletics.

The scholarships are open to students who will successfully complete the requirements for high school in British Columbia, and are applying to attend a post-secondary institution.

Two scholarships will be offered: one male and one female athlete in the amount of \$500 / athlete.

Appendix – Policies

Athlete's Code of Conduct

In keeping with Air Attack Volleyball Club's philosophy athletes are expected to conduct themselves in a manner that is respectful to coaches, teammates, parents, referees, and other teams. Athletes are not only representing themselves, but also their families, and the Air Attack Volleyball Club.

Behavior

Athletes are expected to maintain a courteous manner during all club activities including practices, travel to and from tournaments, and while competing on and off the court.

Athletes must communicate with teammates in a positive and humble manner. All members of a team are equal and are essential to the overall success of the team. Teammates will encourage and build each other up in all circumstances.

An athlete whose conduct is deemed improper will be asked to leave the practice, tournament, or the Club.

Drugs, Alcohol, Dangerous Items and Substances

Possession and/or use of drugs or alcohol (and any dangerous substance or item) is strictly prohibited at all club activities and violation of this rule will be grounds for expulsion from the club with no reimbursement of fees.

An athlete who has been expelled due to conduct will have the balance of any outstanding fees due immediately.

Commitment

Athletes who become part of a team are relied upon for learning with the team. Missing practices and tournaments compromises the integrity of the team and its ability to function at its highest level. If the Athlete is unable to commit fully to an Air Attack Volleyball Team, then please consider the conflicts before trying out. Athletes and parents are encouraged to speak with Coaches regarding their expectations related to commitment.

Athletes who play other sports during the club volleyball season must notify their coach in advance if they are going to miss a practice or tournament because of other sport conflicts.

Estimated time commitments:

- Minimum 2 Practices/week.
- 3 - 4 local and away tournaments
- Regional and Provincial tournaments
- National tournaments

Other Responsibilities

As per the Volleyball BC's Code of Conduct, athletes will have additional responsibilities to:

- Report any medical problems in a timely fashion to your coach, when such problems may limit their ability to travel, practice, or compete, or in the case of carded athletes,

interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program

- Participate and appear on-time, well - nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or any other reason
- Adhere to Volleyball BC's rules and requirements regarding clothing and equipment
- Never ridicule a participant for a poor performance or practice
- Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, referees, coaches, or spectators
- Dress in a manner representative of Volleyball BC; focusing on neatness, cleanliness, and discretion
- Comply with Volleyball BC's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Coach's Code of Conduct

By agreeing to become an Air Attack Coach and Club Member coaches are required to adhere to the Air Attack Volleyball Club's Coaches Code of Conduct. Coaches represent the club and have responsibilities in adhering to the Club's philosophy. As such, Air Attack Volleyball club requires that coaches conduct themselves in a professional, respectful, courteous manner. Coaches have committed themselves to the Volleyball BC Coaches Code of Conduct.

In addition, Coaches should:

- Always remember that athletes participate for pleasure, enjoyment, physical fitness, and the opportunity to compete in a safe respectful environment
- Never use negative language, ridicule or yell at athletes for making a mistake or not winning
- Always ensure that the time athletes spend with you as coach is a positive experience
- Display control, respect and professionalism to all involved within the sport. This includes opponents, coaches, officials, administrators, the media, parents and other spectators. Encourage players to do the same, be a great role model
- Ensure that any physical contact with a child should be appropriate to the situation and necessary for the player's skill development or medical care
- Respect the rights of all participants regardless of their gender, ability, cultural background or religion
- Ensure that the team environment is free of drugs, alcohol or dangerous substances
- Help build confidence in the athletes

Coaches have to keep in mind at all times, that their position instills a great amount of influence over athletes and any actions, words, or comments are impressionable.

Parent's Code of Conduct

The Air Attack Volleyball Club is a youth organization, which is supported by the efforts of many volunteers many of those being parents of Air Attack athletes. As such it is important for parents to understand the proper role they have as volunteers and as parents in supporting their child in sports. As volunteers, parents are subject to the Volleyball BC's Code of Conduct and Ethics. As parents it is important to understand that sports and volleyball contribute to athletes' character building.

The following are guidelines that the Air Attack Volleyball Club expects parents to adhere to:

- remember that children participate to have fun and that the game is for youth, not adults
- insist your child treat other athletes, coaches, officials, and fans with respect
- be a positive role model for your child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all athletes, coaches, team coordinators, officials and spectators at every practice game, or event
- never ridicule or yell at your child or any other athlete for making a mistake
- appreciate outstanding play by either team
- enforce that success is measured by the development of skills, not winning or losing
- refrain from coaching your child or other players during practices and games

During the course of the season, the following protocols are to be followed:

- inform the coach of any physical disability or ailment that may affect the safety of your child or the safety of others
- ensure that if your child is absent from a game or practice that adequate notice will be given to the coaches or manager
- refrain from criticism of coaches, referees, or opponents during games and in the presence of your child or other children.
- adhere to the communication guidelines as per the Air Attack Club Handbook and 24 hour rule if you have concerns regarding any coaching decisions you may have
- reinforce the Club's drug and alcohol free policies for minors and refrain from using drugs and alcohol while at team events

Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility. Repeat violations may result in the forfeiture of the privilege of attending all games, practices or other Air Attack Volleyball Club events.

Travel and Out of Town Policies

The Air Attack Volleyball Club provides some guidelines for traveling teams.

While teams travel, the Club has limited liability insurance coverage provided by our Insurance policy. It is strongly recommended that personal travel insurance be in place during the entire season.

Some tournaments may be in the United States. It is required that a valid Passport or Nexus membership be held by each athlete in order to participate in those tournaments.

While out of town, all activities will be conducted as a team while under the supervision of the coaches and / OR an appointed parent chaperone. This includes game play, break time, and meal time at the tournament venues, restaurants, and the hotel.

Athletes are expected to stay together in the same hotel. Typically rooms will be secured with 4 athletes to a room. The exception to this will be if the facility allows more than 4 in a room. Coaches' rooms must also be secured as part of the team's block. Athletes will be assigned to specific rooms by the Coaches.

Cell Phone use should be for emergencies only. Athletes abusing the use of Cell phones will have their phones confiscated and returned to their parents when the traveling teams have returned home.

Possession and/or use of drugs or alcohol (and any dangerous substance or item) is strictly prohibited. This applies to all athletes regardless of whether or not they have achieved the legal drinking age in the jurisdiction that a tournament is held.

Guidelines while at hotel:

- No horse play in the halls or the rooms
- Minimize disturbances to the hotel and other hotel guests
- Destruction of or damage to the hotel property will not be tolerated
- Keep your rooms clean: you and your parents will be charged extra money for cleaning excessively dirty / messy rooms and any damage.
- No long distance calls or pay-order movies from your room
- Observe the hotel's designated "Quiet Time"

Expenses

While out of town there are expenses that are incurred. Typical expenses are travel, accommodation, and meals. Teams are required to provide funds to cover those expenses for the team's coaches.

Any additional expenses incurred will be the responsibility of the traveling athlete and / or family.

Travel, accommodation, food, and additional expenses, will be divided by the entire number of participants. In situations where the Coach has been notified as to extenuating situations where individual athletes are not able to participate as a team during the out of town tournaments, the athlete is still required to cover his / her pro rata share of the expenses incurred.

Tournament fees and coaches' costs will be divided by the entire roster, regardless of participation.

For all tournaments, each athlete will be responsible for their own transportation.

Expenses for 2 Coaches' per team for all age groups are as follows:

- One hotel room per night
- Transportation – fuel allowance and / or airfare
- Food allowance of \$40 per day

Refund Policy

Air Attack Volleyball Club is a non-profit organization. At the beginning of each season the Club as a whole sets a budget, and accordingly each athlete's registration fee, based on the expected number of teams and athletes. Additionally, each team sets a budget and communicates up-front costs with parents and athletes at the start of the season. In order to keep our program affordable we are hesitant to offer refunds so we can stick to this budget and avoid incurring additional costs.

As a general policy, Club fees are 100% non-refundable once an athlete has committed to a team. Based on this commitment, the Club and team make payments for registrations, tournaments, etc. which are often not recoverable.

However, in extenuating circumstances, refund requests will be handled on a case by case basis and the Board of Directors will make a final decision in a timely manner. A full refund may be considered if an athlete withdraws before the start of the season. In the event, that a refund is granted subsequent to the start of the season, a refund will be subject to a \$30.00 administration fee less any unrecoverable costs incurred such as Volleyball BC registration, uniform costs, warm-up shirt costs, etc.

Some factors that will be taken into consideration by the Board of Directors when a refund request is made are:

- Injury or medical condition (with doctor's note)
- Moving out of province / out of country
- Personal conflict (mistreatment by teammates)

Withdrawing from the team for the following reasons will not be eligible for a refund:

- Removal due to misconduct / breaking team rules
- Leaving the team due to a lack of playing time or unhappy with role on team
- Leaving due to time commitment or other conflict