

BARTLESVILLE ECLIPSE VOLLEYBALL CLUB
PARENT/PLAYER HANDBOOK
2017-2018

Table of Contents

Page	Topic
2	Table of Contents
3	Mission Statement
3	Purpose
3	BEVC Board
3	Program
3	Previous Athletes
4	Multi-sport Athletes
4	BEVC Fees
4	Payment Schedule
4	Refund Policy
5	Playing Time
5	Practice
5	Tournaments
6	Grievance Procedures and Policy
7	Physical and Sexual Abuse Policy
7	Reporting Complaints
7	Drug/Alcohol Policy
8	Required Trainings
8	Team Representative Duties
10	Financial Agreement – turn in signed
11	Handbook Acknowledgement Form – turn in signed

The purpose of this handbook is to provide an overview of our program, as well as outline expectations, guidelines, and rules of conduct for ethical behavior or athletes, parents, and all others involved with Bartlesville Eclipse Volleyball Club.

Mission Statement

BEVC is dedicated to teaching love of the game and promoting and encouraging the growth and development of volleyball in Bartlesville, Oklahoma. We also believe in the positive values young people learn from participating in athletics such as responsibility, sportsmanship, positive self-image and the importance of teamwork.

Purpose

Bartlesville Eclipse Volleyball Club (BEVC) is based in Bartlesville, Oklahoma. BEVC strives to provide an experienced qualified coaching staff that guides athletes in developing volleyball skills, system knowledge and team dynamics. We emphasize playing in a positive, nurturing environment, teaching the concepts of team sportsmanship and having fun. We help many of our athletes in reaching their goal of sportsmanship and having fun. We help many of our athletes in reaching their goal of playing at the middle school, high school, and collegiate levels. We recognize that all the coaches, athletes, parents and participants benefit from being committed to a progressive club that has a continuity of purpose and that pursues excellence.

We love volleyball and genuinely want all our athletes to have a great experience. Our success is not measured in wins and losses but by the growth, development and enjoyment of our athletes. We strive for all participants to learn the game and love the experience. Your Board of Directors pledge to do whatever it takes to create and support such a program.

BEVC Board

1. The Board directs and oversees all activities of BEVC.
2. Board members will strive to make decisions in accordance with BEVC goals and mission statement.
3. The BEVC Board hires the Lead Coach and under the direction of the Lead Coach, hires team coaches.

Bartlesville Eclipse Volleyball Club USAVB Junior Volleyball Program 2017-18

USA Volleyball is the governing body advancing the growth of volleyball in the U.S. The Oklahoma Regional Volleyball Association (OKRVA) hosts a wide variety of tournaments, clinics, camps and other events through which its members find challenge, growth as players and officials, and just plain fun.

This document contains the services and regulations of the BEVC and therefore should be read by all prospective members and parents. Bartlesville Eclipse Volleyball Club abides by all applicable OKRVA rules. BEVC is a non-profit organization that offers girls (ages 11 to 19) the opportunity to play volleyball on teams consisting of players from other schools in all day tournaments in and out of state. The goal of BEVC is to field teams that are competitive in every tournament entered and to build on the players existing skills while teaching sportsmanship and leadership.

Previous Athletes

Every athlete in the Club will be evaluated each year. Each athlete must come to the tryouts ready to compete for a position on one of our teams. An athlete who cannot participate in their scheduled tryout because of an injury, illness, or other reasons should talk to the Lead Coach prior to the start of the tryout period to determine if another tryout time can be scheduled. Players should never assume because they were on a previous BEVC team that they will automatically be on a future team.

Multi-Sport Athletes

School sports and activities are an integral part of the scholastic experience and we still make every effort to schedule practices around some of these other activities. However, it is recommended that if an athlete is going to miss more than 3 practices or more than 1 tournament that they let the Lead Coach know prior to tryouts in order to make accommodations. Being on a team requires dedication on the part of the athlete for that team to be a success. This means that missed practices could result in forfeiture of playing time.

BEVC Fees

Club fees are as follows:

12's and 13's: \$400 for the season – Can be paid in one lump sum, or it can be broken up into 3 payments.

14's, 15's, 16's, and 17's: \$650 for the season – Can be paid in one lump sun, or it can be broken up into 3 payments.

Payment Schedule

Team	Due by 12/10/17	Due by 1/10/18	Due by 2/10/18
11's	\$133	\$133	\$134
13's	\$133	\$133	\$134
14's	\$210	\$215	\$225
15's	\$210	\$215	\$225
17's	\$210	\$215	\$225

Your Club fees pay for tournament entries, equipment, coaches' salaries, practice time, and administrative costs. Payments should be given to Club Treasurer - Rachel Hough, Lead Coach – Tom Williams, or mailed to the address below. A receipt will be given upon receiving payment. Rachel Hough will be present 7:15 – 7:45 the practice before payments are due and the payment directly after a payment is due. She will send out email correspondence prior.

Payments need to made and mailed to:

BEVC

PO Box

Bartlesville, OK 74003

Late payments (that have not already been arranged with the BEVC Treasurer) may result in a \$20 late fee.

Refund Policy

Refunds will be made only to players who cannot finish the season due to injury. No refund will be acknowledged without a written note with the doctor's signature. Refunds will be based on total paid to club less fees and tournaments attended to date of injury or illness. Give your written note to the Lead Coach.

Playing Time

BEVC does not guarantee equal playing time on any team or at any event. Playing time for athletes is determined by attendance, attitude, effort, performance, the athlete's potential, the team's needs at the moment and the team's needs in the future, and is left solely to the discretion of the BEVC Coach. The "coaching decision" is not up for debate or question. Athletes are encouraged to ask what they can improve on to get more playing time (*See Grievance Procedure*).

Rules and Regulations

An athlete with a delinquent account may be denied the privilege of playing on tournaments and may have limited practice participation until the account is brought current.

Any athlete damaging equipment owned by BEVC or any facility used by the Club during practices, tournaments or other functions, or at lodging facilities will be required to reimburse the Club and/or facility for the damages before continuing in the Club. In some cases, the athlete may be dismissed from the Club.

While representing BEVC all athletes are expected to behave in a respectful and responsible manner.

In case of inclement weather, your coach or team representative will contact you if there has been a cancellation or delay in regards to practice or tournaments.

We strongly encourage athletes who make a commitment to a team to take this participation seriously. This means we expect BEVC practices and tournaments to be a high priority.

Practice

Schedule practice time is START time and not arrival time. Plan on arriving at least 10 minutes prior to the start of each practice. There may be a consequence for habitually arriving late to practice and/or tournaments.

Volleyball shoes are to be carried into practice and tournaments and only worn for practice and tournaments. This is to ensure that the shoes last longer and our facility surfaces remain clean and safe.

Horseplay by athletes or coaches at practice or tournaments is strictly prohibited.

All athletes are expected to make every effort to attend every practice. If you miss school that day you will be excused, but you must still contact the coach.

If an athlete cannot be at practice, the athlete is expected to call or text the coach at least 2 hours prior to practice. It is the athlete's responsibility (not the parent's) to contact the coach regarding absences.

Tournament Rules

All athletes are expected to be in the gym, ready to warm-up at the scheduled arrival time. This usually means the athlete needs to arrive at the site 15 minutes prior to the scheduled arrival time. EARLIER IS ALWAYS BETTER.

Proper conduct is expected for all members of the Club at all times. This includes athletes, parents, and supporters. This also means treating supporters of other team, other parents, and officials with respect.

Athletes are expected to find their own transportation to and from tournament sites and practices. Except in cases of true emergency, an athlete who has an officiating assignment may not leave a tournament before the assignment is over.

Athletes that leave a tournament without being excused by the coach may be forfeiting their participation in the BEVC and there will be no refund.

Officiating is the shared responsibility of the entire team. All athletes are required to help with the line judging, scorekeeping, score flipping, and officiating. Each coach will determine a procedure their team will follow for officiating assignments. Every player is required to stay until excused by the coach.

Grievance Procedures

BEVC encourages the athlete to take responsibility for their participation. For this reason we expect the player to talk to the coach first when she has a problem concerning her playing time, or if she is unclear about what the coach expects from her either in practice or in a competition. The appropriate way to do this is for the athlete to ask the coach what she needs to do to get more opportunities to play in matches. Most of the time, the player knows why they may not be playing as much as a teammate when the parent may not. Parents can best help their athlete by helping her set some goals to achieve more opportunities.

When a parent has a problem that is specific to their own athlete, we also expect them to first talk to their athlete's coach. Coaches have been instructed not to discuss "coaching decisions" with a parent. These "coaching decision" include, but are not limited to, specific math decisions such as who played when, where, and how long. Also, who was subbed out and when, etcetera. The coach will not be required to define his/her thought process or conclusions in the determination of playing time, and it is improper for a parent to request that.

Specifically, the procedures to follow if you, as a parent, or your athlete as a member of a BEVC team, have concerns about our policies or a coach's actions are, in this order.

1. The player should speak or meet with the coach to discuss the matter. If the matter remains unresolved then...
2. The parent should speak to or meet with the coach. If the matter remains unresolved then...
3. The parent should speak to or meet with the Lead Coach and the BEVC Board at the convenience of all parties. The decision of the Lead Coach and the Board is final and is not subject to appeal.
4. If a coach is approached by a parent during a tournament, we have instructed the coach to refuse to discuss any controversial matter, to refer the parent to the Lead Coach and to walk away from the situation. The recommended time for a parent and/or athlete to talk to a coach about a problem is a previously arranged meeting time either before or immediately after a scheduled practice. If the matter remains unresolved then...
5. The parent may speak to the Lead Coach and the BEVC Board. In certain situations, the Lead Coach and Board may ask the athlete to attend the meeting also. Meetings should be previously arranged. Meetings will not be scheduled during a tournament. The Lead Coach or the Board will not engage in discussions about "coaching decisions".

Other Policies Regarding Grievances

BEVC will not tolerate hostile, aggressive confrontations between a parent and any official, or a parent and any coach, or a parent and any athlete, or a parent and any other parent, whether the coach, athlete or other parent is a member of

our club or not. Violation of this policy will result in the athlete being suspended for one tournament with any following violations resulting in expulsion from BEVC without refund.

It is inappropriate for an athlete or parent to approach other BEVC members about a problem the athlete or parent is having with a coach, about objections to coaching decisions, or about disagreement with an administrative decision. Asking uninvolved people to take sides in an issue is unfair to the third party and to the Club. For the psychological health of the teams and the Club as a whole, grievances need to be handled between the parties involved and in the proper manner.

If a player or parent is approached and asked to listen to, or express an opinion about matters between two other parties in the Club, they are strongly encouraged to refer the complaining party to follow the grievance procedures outlined before.

Please refrain from negative comments around your daughter and the other athletes. Young players are vulnerable and if they hear complaining about the coach, the coach's style or Club policies, this can have an adverse effect on their performance and/or attitude. If you, as a parent, are unhappy about something, you should follow the grievance procedures to resolve the matter.

Sexual or Physical Abuse Policy

BEVC recognizes that all forms of sexual abuse, assault or harassment with athletes are illegal and unethical, even when an athlete invites or consents to such behavior or involvement. Sexual abuse and harassment is defined as, but not limited to, repeated comments, gestures or physical contacts of a sexual nature. BEVC will not tolerate sexual or physical abuse of any of its staff or of participants. BEVC regards the safety of the young athletes entrusted to our care and instruction as our highest priority. We do not tolerate physical behavior that compromises that priority. We watch team activities and interactions closely to try to prevent miscommunications that cause discomfort for any of the athletes, parents, or coaches.

Reporting Complaints

If you see or experience behaviors by a BEVC staff you believe to be inappropriate, report it immediately to either the Lead Coach or the Board. All facts will be written down and a file will be started. All complaints will be investigated. Any staff found to be in violation of the sexual and physical abuse policy will be subject to discipline, which may include dismissal. There will be no retaliation against any complainants or witnesses who participate in an investigation of an abuse charge.

Drug and Alcohol Policy

***At the time a participant signs the BEVC Handbook Signature page, he/she is considered a member of the BEVC. Any violations of the Drug and Alcohol Policy from that time until the end of the participant's season (24 hours a day, seven days a week) will result in the proper sanctions.**

Any person attending a USA Volleyball sanctioned function (including, but not limited to practices and tournaments) found to be in their possession, use or sale of any alcohol, controlled substance or illegal drug, or contributing to the use, possession or sale of such alcohol, controlled substance, or illegal drug to a minor shall be removed from participation and attendance of the function or tournament and removed from the premises. In addition, if that person is a player, coach, official, team representative, or otherwise a participant, he or she shall also be suspended immediately without refund. The instance will be reported to OKRVA and to USA Volleyball and the disciplinary

processes shall proceed as noted above. Disciplinary action for use, possession or sale of any alcohol or other banned substances shall be in accord with the USA Volleyball Drug Policy Program.

OKRVA Required Trainings

Coaches and Team Representatives: Will be required to complete the IMPACT training required by OKRVA before the first tournament or other date set forth by the board. Coaches and team representatives will not be reimbursed for their OKRVA fees until IMPACT training is complete.

Players: Will be required to complete the necessary online training for officiating put forth by OKRVA. The training must be completed before the first tournament or January 1, 2018, whichever comes first. Failure to comply will result in the player not practicing or participating in tournaments until the training is complete. If a parent has difficulty getting access to online capabilities, they need to contact their coach and a time will be made for the player to do the training.

Team Representatives

Each team may have 1 or 2 team representatives. The team representative is like a team parent in that they are responsible for the day to day of the team so that the coaches can focus on practices and athlete performance.

Team Representative Duties:

- Provide team members with a complete list of player and coach contact information including email addresses and cell phone numbers.
- Obtain each player's date of birth. You will need this for the Team Roster forms when registering for tournaments.
- Notifying all team members of practice schedules, tournament schedules, cancellations and changes in the aforementioned plans, and all other information deemed essential by the coach. You will receive the practice schedules and tournament schedules from your Coach, Coach Williams or Mrs. Hough as the information becomes available.
- Get with Mrs. Hough to register the team for Tournaments after Coach approval. See the Budget guidelines and Tournament Checklist for more information.
- Coordinate transportation, hotel, and foods arrangements for all "away" tournaments. These travel plans should be confirmed by Tuesday evening before a weekend tournament. Reserving blocks of room for your team is recommended.
- Make hotel arrangement for the coaches if the coaches request help. Please check with your coach to see if he/she needs your help with hotel accommodations.
- Organize on-site team cooler. Team Reps are not responsible for stocking or paying for the coolers, rather, they are just responsible for the coordination of the same. Make sure to review Tournament Rules regarding coolers. Some tournaments prohibit coolers.
- Team Dinners and Parties. Please coordinate team dinners and parties with the Coach and parents. All parties and team dinners will be at the expense of each team, with the exception of the end of season party.
- Team Roster, Line Up, Score Sheet. You may want to keep a completed Team Roster, blank Score Sheets, and blank Libero Tracking and blank Line Up form in your folder. Sometimes your coaches will forget their Roster and Line Up forms and the players who are keeping score may need the Score Sheet or Libero Tracking form. This very rarely happens but better to be prepared.
- Tracking Tournament Scores. You will need to keep track of the scores at each Tournament. You will need: Each game score, opposing team name and code, record win or loss, date, tournament name,

finish place in tournament. Attached you will find the Team Regional Report. This report must be submitted to Rachel Hough, prior to Regionals. A note will be forthcoming letting you know the turn in date. Turn in dates are usually three to four weeks prior to the Regional Tournament.

- Make sure that you register with OKRVA as a Team Representative. You must be registered. As Team Representative, OKRVA requires a background check as part of your registration. You may register on OKRVA online. You will register as a “new” member or renew just as you did for your player.
- You must maintain a set of the “Medical Release” forms for each girl on your team. Prior to the first tournament you will receive a copy of these forms from Mrs. Hough. You will need to take these forms with you to each tournament. Your Coach also needs to have a set of releases with him/her at each tournament. At the end of the season you should collect the Coach’s copy of the Medical Release and turn both sets into Rachel Hough to shred.
- You must obtain a signed Player/Parent contract from each player on your team.
- Each player MUST receive certification as a scorekeeper AND referee. You will want to coordinate with the Coach to make sure everyone on your team has completed the training. If a player has not completed their training before the first tournament or January 1, 2018, whichever comes first, they will not be able to practice or play until it is complete. No exceptions.

BARTLESVILLE ECLIPSE VOLLEYBALL CLUB (BEVC)

Financial Agreement

2017-2018 FEES DEFINED:

BEVC fees cover the cost of equipment, insurances, all tournament entry fees, coach's costs and administrative fees. There are no hidden or additional costs. Players are responsible for their own travel costs and OKRVA fees.

TERMS OF CONTRACT:

I, _____, the parent/guardian of _____,
(Parent/Guardian – name printed) (Athlete's name printed)

Hereby agree to pay Bartlesville Eclipse Volleyball Club the full amount for the 2017-2018 season. If my choice is the full payment option, my payment is due on or before December 10, 2017. If my choice is the payment option, I agree to pay BEVC the amounts listed by the dates below.

Payment Option Dates: 12/10/2017, 1/10/2017, 2/10/2017

Any changes to this payment schedule must be agreed to IN WRITING by both the parent/guardian and the Treasurer of BEVC, signed and dated by both parties.

(Parent/Guardian – signature)

Date (MM/DD/YY)

(Athlete's name (first and last))

Team (ex. 11's, 14's etc)

<p>OFFICE USE ONLY –</p> <p>Form received by _____</p>

BARTLESVILLE ECLIPSE VOLLEYBALL CLUB (BEVC)

PLAYER/PARENT HANDBOOK ACKNOWLEDGEMENT FORM

- This is to acknowledge that WE (Parents and Players) have received a copy of the Bartlesville Eclipse Volleyball Club's (BEVC) Parent/Player Handbook.
- WE understand that it contains important information regarding BEVC's policies and procedures.
- WE acknowledge that we are expected to read, understand, and adhere to the BEVC's policies.
- WE understand that WE should discuss any questions with the Lead Coach or BEVC Board.
- By our signatures below, WE acknowledge that both Parents and Players have read and understand the entire Bartlesville Eclipse Volleyball Club's Parent/Player Handbook.

(Printed Parent Name)

(Printed Player Name)

(Parent Signature)

(Date)

(Player Signature)

(Date)