



Club Handbook

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CLUB PURPOSE

Excel NW Volleyball Club provides individual and team instruction teaching life skills to boys and girls including, teamwork, communication, goal setting, commitment to work to achieve goals, and personal health. Each of these benefits the individuals, their families, their future, and their community. The club is run by a board of volunteers made up of coaches, parents and others who have a passion for supporting our youth. The board makes decisions affecting the club including the items contained in this handbook.

HANDBOOK PURPOSE

There is a vast amount of information to communicate throughout a season. This handbook is an attempt to provide players and parents with a quick reference for events, rules, principles, and policies as maintained by the Excel NW Volleyball Club (ENWVBC or “The Club”). This handbook contains information that may become dated, since changes may occur at any time. When changes occur, the coaches will notify the athletes/parents as necessary.

EXCEL NW VOLLEYBALL CLUB OBJECTIVE

The Club has four goals, in no particular order. They are:

1. To provide an atmosphere that promotes a fun, enjoyable experience.
2. To provide quality coaching and maximize each athlete’s potential.
3. To be competitive at the highest level and promote the concept of playing to win.
4. To help build the leaders of the future.

Each Director, Board Member and Coach makes a major commitment in the administration of the Club in order to meet these goals. In return, a personal commitment from athletes and their parents/guardians is also expected.

EXCEL NW EXPERIENCE

We want to create an experience that when the final whistle blows ending of the last game of the season, the players have four responses:

1. I want to come back next year.
2. I had success and learned as a volleyball player.
3. The effort was worth it.
4. I learned a great deal about life and myself.

COACHES COMMITMENT AND RESPONSIBILITIES

1. To focus on the development of fundamental skills.
2. To teach and implement proper strategies.
3. To encourage players to become “students of the game”.
4. To make sure each player understands their role on the team.
5. To balance hard work, discipline, and FUN.
6. To provide a positive environment through support and encouragement.
7. To create trusting and open relationships for both players and parents.
8. To act as a positive role model and represent club in a positive manner.
9. To be responsible in contributing to a safe environment.
10. To continue personal and professional growth as a coach/mentor.

INFORMATION

Tournament Schedule (you can fill this one in!)

Date	Tournament	Location
January	Power League Pre-qualifier (14's will play a 2 day qualifier over 2 back to back weekends.)	TBA
February	Power League	TBA
March	Power League	TBA
April	Power League CEVA Championships	TBA Oregon Convention Center Portland, OR
May		

Practice Schedule

Each team will practice twice a week, with varying days and times. The days will be M/W, T/Th or M/Th. The actual schedule will be dependent upon the availability of gym space in the local area. Every attempt will be made to make sure the gyms we contract with are available and in good repair. The possibility always exists that gyms and practice days will change during the season, usually due to reasons out of our control. Every effort will be made to give as much advance warning as possible.

Your schedule is: _____(days of the week) _____ (time)

We will have additional optional practices where we will focus on specific skills and aspects of the game. These will be advertised on our website and also communicated through the coaching staff.

Team Contact Information
 (Paste your team roster here)

Name	Phone #	Cell #	Email	Parents
Players				
Coaches				

Parent Meetings

Parent “meetings” will take place on a regular basis and may occur at a tournament or via email. The primary purpose of this communication is to inform parents of any Club events, schedule changes, or times of interest. In addition, the website is available and contains much of the information that will be discussed. Parents are always welcome to contact coaches before or after practice or during the day through email. Please be respectful of the time, place and manner of contact. If the contact is to air a complaint or concern, please let them know ahead of time so they are prepared for the talk.

Excel NW Volleyball Website

The Internet website for the Excel NW Volleyball Club can be accessed at the following address:

www.excelnwvolleyball.com

After entering the site, click on your team page to quickly and easily access pertinent team information including rosters and the tournament schedule. It is your responsibility to check the website regularly for updates/changes to schedules.

“Communication, no matter what the method, is the primary key to success”

PRACTICE

Practice is a time for all players to improve on their interaction with teammates and on their own individual skills. Players are expected to attend all practices, to arrive on time, and to be both mentally and physically prepared. These training sessions are **vital** to the success of the team. **There is no such thing as a “practice player” or a “game player.” There is only a player.**

“Your practice habits transfer directly to your performance in competition”

The information in this section explains how practices are organized so that each athlete is afforded the maximum benefit possible.

Practice Rules

- **Pre-practice Prep:** Prior to the start time (when possible) of each practice, the facility will be set up by the team. For each practice, the net must be set up, the balls must be out, and all athletes must be suited and ready to begin. Whenever possible, warm-ups should be held prior to floor access.
- **Focus:** When an athlete enters the gym all discussion outside the realm of volleyball must cease. This will train your mind to focus on volleyball when it is necessary. No talking about relationships, school or whatever the “crisis” of the day happens to be if it does not relate to volleyball.
- **Intensity:** The intensity level must be at its highest at all times during practice. No matter what is being drilled, your best effort is expected, both in physical exertion, and in mental concentration. Strive to be the best player you can be in practice. ***Go hard or go home!***
- **Attentiveness:** Everyone needs to listen when the coach is giving instructions to the team. This means that there should be no talking at that time; attention is to be paid to what is being said, and all eyes must be focused on the coach. You will be expected to put into practice immediately any instruction that is given. All assistant and guest coaches must be treated the same as any head coaches.

Practice Guidelines

- Arrive early
- Begin warm-ups at the exact start time
- Line up during instruction
- NO walking!
- Keep the floor clear of loose balls.
- Maintain supply of balls during drills
- Hand balls directly to the coach or place in ball cart as directed

- Take drink breaks at designated times only
- Do not sit during practice unless directed to do so
- Follow the captain's lead
- No jewelry allowed (practice the way you must play)
- Keep shirts tucked in, wear spandex (you may wear shorts or sweats over them)
- Keep your gear in your bag (all equipment should be in your bag, neat and clean)
- Keep your bags and gear orderly

Conditioning

Players are responsible for maintaining their own physical condition at the level necessary to enable them to practice and compete with maximum intensity. It is unrealistic to expect two practices a week to provide an athlete with enough exercise to improve their conditioning. Proper conditioning involves three things:

- **Exercise**—Aerobic training develops the capacity to perform strenuous tasks for extended periods of time. Aerobic activities include running, biking, swimming, or an actual aerobics class.
- **Rest**—A proper amount of rest must always accompany exercise, to prevent injury and reduce fatigue. This involves not only an adequate amount of nightly sleep, but also the ability to relax both mentally and physically.
- **Diet**—Athletes must maintain their energy stores through proper nutrition, by centering their diet on the intake of carbohydrates and protein, and plenty of non-caffeinated fluids.

Mental Preparation

This game is at least 50% mental. Athletic ability is very similar throughout the region. It is the **mental game** that now must be developed. The “winner’s attitude” must be honed during practice and matches. This instinct will be used the rest of your lives as you compete in the real world in whatever endeavor you choose as your life’s work. Many people who do not possess this quality settle for mediocrity instead of “competing” for that raise or position they want. **Athletes have a distinct edge on non-athletes as they understand what preparation, practice and planning can accomplish.**

We will work on this aspect of the game by becoming students of history. There have been many great leaders throughout the ages who have provided insight and thoughts on what has made them or their profession successful. You will find a few of these thoughts spread out through this handbook. Don’t simply browse over them; try to understand them and we will talk about these throughout the season. Many of the unsuccessful leaders failed due to not studying and learning from previous leaders and civilizations.

“Visualization, when done properly and in the right situation, is extremely beneficial to successfully mastering any skill”

Focal Points

Success in volleyball begins with the development of desirable character qualities in each individual player. All of these qualities can and should be learned and strengthened to the benefit of the entire team. The following are focal points that each athlete should incorporate into practice.

- **Effort**—Give it all you’ve got! Work you’re hardest at whatever the task.
- **Positive Attitude**—Always look for the good things in each circumstance. Stay upbeat, positive, and enthusiastic. Have fun and enjoy yourself.
- **Communication**—Talk, talk, and more talk! The more verbal communication when playing volleyball the better! Use words and phrases that are spoken in competition. Speak loudly. Listen to others.
- **Focus**—Always be ready for the ball and be aware of where you are on the court and what your responsibilities are at every position on the court. Review your responsibilities in your mind. Visualize!

- **Sacrifice**—Put your teammates before yourself. Do whatever is necessary to help others. Be willing to sacrifice personal interest or glory for the welfare of the team.
- **Respect**—Encourage teammates by cheering them on. Verbally let them know that you care about them and desire their success. Compliment constantly. Constructive not destructive!!
- **Self-Control**—Maintain control of your emotions, even in the most stressful situations. Present an outward expression that allows teammates to have confidence in you.
- **Courage**—Boldly take up challenges, knowing that failure may occur. Choose without fear to do something different or to take an alternate approach. Work outside your comfort zone; step out of the box!
- **Determination**—Set a goal and seek to achieve it through persistence and discipline. Make a commitment to excellence.

“Mediocre results come from mediocre efforts; there is no substitute for hard work”

Skills and Techniques

Practice time presents the opportunity to learn and improve proper techniques. To improve the greatest over the course of the season, players must remember the following:

- **Be Fundamentally Sound**
Correct execution of skills in any given situation is a must. Everyone must know and understand the basic fundamentals, and then be able to properly apply these skills and techniques in game situations. Fundamentally sound players are the foundation upon which a strong, efficient team is built.
- **Set Process-Oriented Goals**
Concentrate on learning and improving. Select a certain process, or aspect of a skill that you want to execute correctly, and seek to meet a goal that you have set. Judge your success based on your actions. Results and outcome will follow the execution of proper technique. Don't expect to master anything without partial failures. Perseverance!!
- **Take the Initiative**
Effort is the key ingredient in reaching your goals. Be persistent when practicing a skill. Be courageous in taking risks, knowing that when mistakes happen, you will learn from the experience. Expect the best from yourself with regards to effort and actions.

Skills instruction will be provided throughout practice. Players are also encouraged to solicit information from coaches whenever possible. Skill instruction will be geared both towards individual and team techniques.

As practice time is limited, players will be expected to supplement team practices with the individual training to improve their overall fitness levels. The coaching staff will gladly assist any athlete with designing a training and nutrition plan. However, you should contact your doctor before making any major changes in your nutrition or training plan.

“Its not how many times you get knocked down, its how many times you get back up!!”

Discipline

Discipline is a tool used to promote desired behaviors by discouraging the undesired ones. The most sought-after behaviors are those that enable team success. Therefore, whatever detracts from this success will be handled with discipline.

Discipline comes in many forms. The forms that are available range from simple corrective counseling to suspension and many alternatives in-between. We believe in addressing issues early so they do not fester and grow into a major problem.

Players must understand that all of their actions have an impact on the entire team—positive or negative. By considering their actions beforehand, they can do those things that are beneficial to the team. If a player chooses to do something that hinders their contribution to the group, then the chances of team success are diminished.

The following are guidelines related to discipline.

- **Don't take it personally**—When discipline is enforced, it is done simply because the rules were not followed. Players should not feel that they are being singled out. Everyone on the team must learn and abide by the rules.
- **Get back to business**—When the discipline is complete, resume the practice immediately by returning to what was being done before hand.
- **Stick Together**—Always maintain a positive relationship with teammates when facing discipline. Beware of expressing negative feelings. The team must be unified for the team to succeed.

Attendance

The first commitment each athlete must make is **“to attend all practices.”** Attendance at practices is absolutely essential to the development of every player on the team. Without it, a player will fall behind in learning team systems, formations, and procedures. This makes it difficult for the player to continue at the same level as the rest of the team, thereby having a detrimental effect of holding back the progress of the team. There are two types of absences, Excused and Unexcused.

Prior Notification

If a practice must be missed for any reason, it is necessary to notify the coach ahead of time. The notification must (1) be prior to the start of the practice missed (as far in advance as possible), and (2) made by the player or her/his parents. The player or parent can let the coach know in person, by telephone, or e-mail, (in that order).

Acceptable Excuses

- Family emergencies
- Illness
- School related conflicts—school games or graded activities. (This must be relayed ahead of time and does not include being behind on homework or attending optional/recreational school activities, such as dances.)

Consequences

It is possible that a player may find a loss of position on the depth chart or less playing time. This could occur because another player has surpassed them or because there was information provided at practice that was important to the function of the team.

If a player is absent from practice and has an acceptable excuse delivered in an appropriate manner there will be no punitive consequences. The caveat is that if during the absences another player becomes better at a position, then the possibility exists that even an excused absence could affect playing time. If a player is absent from practice and does not have an acceptable excuse delivered in an appropriate manner, consequences will ensue.

A coach may expect that a player make up missed practices and tournaments. It is the player's responsibility to make up the practice in acceptable timeframe. Additionally, the player **MUST** contact the coach of the practice she will be attending. She should not just show up.

The standard progression of consequences for **unexcused absences** is as follows:

- **First absence:** Sit out one game of next tournament.
- **Second absence:** Sit out one match of next tournament.
- **Third absence:** Mandatory meeting with player, parent, coach and a member of the board of directors. This will be in addition to sitting out a match at next tournament.
- **Fourth absence:** Mandatory meeting with player, parent, coach, the board member and director. The consequences and course of action will be determined at this meeting.

Tardiness

Tardiness has just as big of an impact on a team as absences. It is critical the athletes arrive at the designated time to practice. Similar to absences, there are two types, excused and unexcused. These will be assessed on an individual basis and the coach will have the responsibility determining which category a late arrival falls into. Parents/Guardians must realize it is the athlete, not the adult, who suffers the consequences of late arrivals.

The standard progression of consequences for unexcused tardiness is as follows:

- **First tardy arrival:** Player counseling by coach.
- **Second tardy arrival:** Coach and parent conversation emphasizing potential consequences.
- **Third tardy arrival:** Member of the board of directors involvement and decisions based upon totality of circumstances
- **Fourth tardy arrival:** Director involvement to resolve situation.

TOURNAMENTS

Tournaments are typically one to three day-long events. They require a commitment from each player to fully prepare, focus, be a team member, and represent the Excel NW Volleyball Club in an exemplary manner. Players should approach each tournament day with the idea of not only playing well individually, but also doing whatever is necessary to make the team succeed. To make this possible, there are many details included in and apart from the games themselves that players need to keep in mind.

Preparation

Know your way—know where the tournament is located at how to get there. Contact the coach if the directions are unclear. It is best to leave early and allow for unexpected problems.

Get enough rest—getting an adequate amount of sleep the night before a tourney should be a priority. How much sleep will depend on individual needs, but count on waking up very early in the morning.

Pack food and drink—Plan on bringing your own food and drink to the tournament. This can be accomplished individually or as a team. See the Tournament Guidelines section. Some teams may organize team coolers or similar.

Mentally prepare—visualize yourself executing skills in a fundamentally sound manner, see yourself succeeding. Be ready for the good and the bad and don't allow yourself to focus on anything but success.

Manage your time—Assume that the tournament will last for the entire day (7:30 a.m. to 6:00 p.m.). There may not be enough time between matches to leave the gym, and the entire team is expected to stay until all responsibilities are fulfilled.

Pre-Match Warm-Ups

The warm-ups are considered vital in our drive for success. It is important that players approach this time as a way to physically and mentally prepares themselves for the upcoming matches.

- **Individual preparation**—Warm-ups will be performed prior to every match. This applies mainly to the team as a whole, but also includes the responsibility of each player to warm-up individually when needed.
- **Pre-tournament preparation**—will begin exactly 30-minutes prior to the start of the tournament, which means everyone must be fully prepared prior to this time. Any gear, equipment or uniforms issues must be resolved prior to this time.
- **Pre-match warm-ups**—Warm-ups prior to each match will begin at a time indicated by the coach. This time may be by the clock, or by the situation, such as a certain score in the preceding game. Everyone must be fully prepared and present prior to this time.

Practice Rules Apply

As soon as warm-ups start, each player is expected to 1) give a focused and concentrated effort of maximum intensity, 2) sprint, run, or jog to get to anywhere they need to go as quickly as possible, and 3) listen to the coach when instruction is being given.

Tournament Guidelines

- **Water** only in bottles or jugs on the bench
- No food in gym unless approved by coach and tournament director site
- No junk food allowed (garbage in garbage out)
- Volleyballs are to be kept in the gym
- All gear is kept in your bag (this includes team and personal items)
- Bags are to be lined up neatly in the team area
- Carry your own gear
- Keep team area clear of garbage and clean up area after tourney is over.
- **Only Excel NW Volleyball clothing is to be worn (e.g. sweats) during tournaments**
- No jewelry allowed
- Wear the uniform the way it was designed to fit
- Show respect for everyone; team, coaches, opponents, facility, parents, and officials
- Remain at gym until team commitment is fulfilled (e.g. officiating)
- Permission to leave playing facility must be given by the coach. (Includes eating, etc.)

Officiating

Throughout the course of a tournament, the team will be required to officiate matches. All players are expected to be committed to providing quality officiating when assigned. The guidelines concerning officiating duties are as follows:

1. Everyone will officiate equally—both standing and sitting responsibilities will be shared.
2. Arrive on time—players must be present at the court prior to the start of each match.
3. Uphold your duty—officiating must be done to the best of your ability. Pay attention. No cell phones, ipods or electronic devices shall be in the area or used at any time during reffing duties.
4. The coach will make assignments and maintain a log of who does what.

On-Court Expectations

Certain actions and thought patterns are expected from players on the court during a match. These behaviors are under the control of each athlete and play a vital role in contributing to the enjoyment, unity, and success of the team. The checklist below shows the times at which particular items must be exercised:

1. **Prior to the serve**
Focus your thoughts
Know where you are on the court
Know your responsibilities
Be aware of teammates responsibilities

2. **During the Rally**
Play with the maximum intensity
Never give up
Go hard at all times
Give the maximum effort

3. **After the Rally ends**
Learn from the positive or negative of the point
Verbally and physically provide support and encouragement to teammates
Meet in the middle, refocus and call the play

4. **Throughout the match**
Be positive—remember the good things that occurred
Maintain self-control—Keep your emotions in check
Communicate constantly with teammates—Talk to each other at all times and be sure to listen
Think of the team first—What can you do to help the team. Put your teammates ahead of yourself in every decision.

Match Guidelines

1. Run to and from substitutions, time-outs, game start and end lineups and side switches.
2. Shag all balls following warm-ups; make sure all equipment is accounted for.
3. All players must be involved in time-outs and pre-game huddles.
4. During timeouts all players will be in the huddle for instruction.
5. Listen to and look at the coach during timeouts.
6. Bench players will have water ready for the on-court players.
7. Do not complain or remark to the officials.
8. Only floor captains can address the head referee.
9. On-court players must perform team cheer together following each rally.
10. Congratulate opponent with sincerity at games end. Regardless of the outcome, maintain humility.
11. Meet for direction immediately following each match.
12. Don't allow poor officiating to affect your play.

Bench Conduct

Players not on the court during a game (i.e. on the bench) must continue to be contributing members of the team. Everyone will observe the following bench rules of conduct:

1. **Pay Attention**—observe the game at all times, always be aware of what the situation is in the match. Focus on learning what you could do to assist the team. Be mentally and physically prepared to enter the game at any time.
2. **Support your teammates**—Cheer on your teammates throughout the entire match, no matter whether the team is winning or losing or how you are feeling. Maintain a positive attitude, and display this by verbally encouraging your teammates and providing information at all times.
3. **Know the substitutions**—In the event of a planned substitution, keep track of the rotations so that you may inform the coach one rotation prior to the substitution. Be prepared to go in unless told to stand down.

Tournament Attendance

Attendance at tournaments is absolutely essential to the success of the team. Every player on the team is important, therefore the absence of any player at a tournament will have a detrimental effect on the entire team's performance. Once again there are two types of excuses, Excused and Unexcused.

Acceptable Excuses

1. Family emergency
2. Illness
3. School requirements

Prior Notification

If a tournament must be missed for any reason, it is necessary to notify the coach ahead of time. Notification for acceptable reasons must be made as far in advance prior to the tournament as absences create lineup adjustments and other issues. If a player is going to miss a tournament for an unacceptable reason the same notification policy is in effect, as far as possible in advance. In both cases, the notification is to be made by the player or her/his parents or guardian and not by anyone else.

Consequences

If a player is absent from a tournament and has an acceptable excuse delivered in an appropriate manner it is possible there will be no consequences. If a player is absent from a tournament and does not have an acceptable excuse delivered in an appropriate manner consequences will ensue. There will be a mandatory meeting involving the player, parent, coach and age group rep as soon as possible following the tourney.

Neither excused nor unexcused absences will result in a reduction of club fees unless negotiated and agreed upon in writing by the club's board members.

ISSUES AND CONCERNS

It is important for everyone involved with the team to have an understanding of not only the expectations of the coach, but also that of the Excel NW Volleyball Club. There are many underlying principles and policies guiding the decisions of the coach. Their intended purpose is to look after the well being of the entire team while at the same time address individual needs. Several issues that have been carefully thought out are presented in this section.

Addressing Concerns

The Excel NW Volleyball Club has an established policy for communication between players/parents and their coach in any matter regarding playing time, coaching decisions, and the like. Whenever a player has a concern of this type:

1. Players must first meet with the coach prior to any conversation between coach and parent.
2. If the player's concern is not adequately addressed between player and coach, the parent should contact a board member (see contact information on the website).
3. Discussions between coach, parent, AND player will be conducted after the parent has contacted a board member and asked for a meeting with the coach. The board member will set up a meeting which will be before or after a practice.
4. If there is still no resolution, the board member will notify the Board of Directors and brief them on the issue and the attempts made to resolve the issue. The BOD will decide upon a course of action based upon that briefing.
5. Under No Circumstances (short of safety issues) will a parent address a concern regarding playing time or coaching issues during a tournament. This is strictly verboten (forbidden)!

This policy is meant to encourage the players themselves to learn to engage in discussions with the coach.

Playing Time

Playing time becomes an issue because of two things:

1. There are more than six players on a team, and
2. Club volleyball is competitive by nature—both between teams and teammates.

Like any team sport, the number of players on the team is greater than allowed to be playing at the same time. As for competition between teammates, this is encouraged as it has the ability to elevate an individual's level of play, which in turn makes the team stronger. This competition is driven primarily by the reward of playing time for performance. **In other words, if a player makes the rest of the team better to a degree more than someone else at that same position, then that player will receive more court time.**

Please note that the **emphasis is on the team**, and what is necessary for it to grow and improve. If a player knows that performance as it relates to team success is rewarded with playing time, and her/his goal is to increase her/his share of playing time, then she/he will be expected to take the initiative to improve herself/himself in this regard. If all players are spurred on in this competition for improvement of the team, then the team as a unit will become stronger as a result.

The degree to which a player helps the team also depends heavily on the situation at any given moment. In this case, a player may have strengths for a particular instance that are more valuable than what another player can provide. The decisions in this regard are generally tactical and are made on game day, with considerations being given to not only opponent maneuvering, but also the proper functioning of our own team.

An important goal of Excel NW Volleyball is the development of each player in the game of volleyball. This means that the coaching staff will make every effort in assigning as much playing time to individuals as possible within the context of the competitive approach being taken. The coaching staff will also assist individuals as much as possible in their pursuit to improve themselves. The ultimate goal is that all players will be able to make a significant contribution to the success of the team.

It is understood that because of what was discussed above, **there will be a disparity in the amount of playing time accorded to each player.** If there are ever any concerns or questions regarding this matter, players and parents should follow the guidelines above for addressing concerns. Again, playing time and issues surrounding playing time should never be discussed at a tournament. That means, prior to, during, or just immediately after playing. We ask that parents and players respect the 24 hour cooling off period.

Position Assignments

Specialization is used in volleyball because of the total breadth and depth of skills, knowledge, and responsibilities that make up the overall game. Within a limited timeframe, it is more practical for players to learn and become proficient at a subset of the game, while gaining a more general knowledge of the overall system. By assigning specific roles to individuals, players are able to concentrate their energy on developing particular skills that are important to that role. With a collection of strong role players, the functionality of the team becomes stronger and more efficient.

Assignment of position is based on two things:

1. Needs of the team—There are several different positions in volleyball, all of which needs to be filled.
2. Ability of the individual—Players who have abilities that best fit a particular position will be assigned to that position.

Note that both points must be taken under consideration when deciding how to designate roles. For example, a player may be better, feel more comfortable or just want to play, at a certain position, but the needs of the team dictate that she/he play elsewhere, either because there are not enough players at the needed position, or there are too many at the most appropriate or desired one. The goal of the coach is to meet the needs of the team to allow for the strongest possible lineup, while at the same time assigning players in positions that will give them the best chance for individual success.

It is expected that players will make any necessary sacrifices for the overall benefit of the team, including putting individual aspirations or fears behind them. Players will need to become focused and dedicated to improving their skills and techniques with respect to their assigned roles, so that they may fulfill their responsibilities to the best of their abilities, and contribute to the success of the team.

If there are ever any concerns or questions regarding assignment of positions, players and parents should refer to the Addressing Concerns section of this chapter.

CLUB BEHAVIOR

Appropriate behavior is expected of all players, and parents, whenever they are involved in any activity related to the Excel NW Volleyball Club. The Club has a goal to be a highly respected organization, recognized not only for its competitiveness but also its exemplary sportsmanship. **The players and parents of the team are representatives of the Club and are counted on to uphold and reflect the values associated with it.**

The best way to manifest the appropriate behavior is by a strong show of respect for everyone involved.

Always Show Respect for: Opponents, Teammates, Officials, Coaches, and Parents

If this ideal is not upheld, the coach will address the team or individuals as to their responsibilities as representatives of the ENWVBC. Please make an effort to exercise good sportsmanship at all times. Please read the contracts carefully as the sanctions for violating the behavior policy is clearly outlined.

The following is the contract, which was signed when you accepted a position on the team:

I agree to the following standards, expectations, and guidelines as a player, parent and member of the Excel NW Volleyball Club:

1. I will read the Excel NW Volleyball Club (referred to as “the Club” henceforth) handbook in its entirety. I agree to abide by the rules and procedures contained within the handbook. I will refer to the Club handbook when questions or concerns arise so I will follow the correct procedure for resolving the issue. I will not deviate from this procedure unless there are safety concerns for myself, a teammate or a member of the Club. Failure to follow the rules stated in the Club handbook may result in sanctions up to and including dismissal from the Club and CEVA/USAV.
2. I will abide by the Columbia Empire Volleyball Association (CEVA) and United States Volleyball Association (USAV) Participation Code of Conduct, Disciplinary Policies, and Waiver and Release of Liability. I have signed these forms and understand them as they appear on the forms. Failure to comply with these stated rules may result in sanctions up to and including dismissal from the Club and CEVA/USAV.
3. I fully understand and I agree that playing time and an athlete’s role on the team is the responsibility of the team coach. I understand that my coach will consider skill, attitude, attendance, and many other factors when determining playing time and positional assignments. This includes the parent/guardian’s fulfilling their financial responsibility to the Club.
4. If a concern about playing time or the athlete’s role on the team arises, I understand I (the athlete) will first discuss the issue with my coach. If this conversation does not satisfy me (the athlete) I will then refer to the Club handbook to determine the next step. I understand there are procedures in place to address problems, and I (the player and parent) agree to follow the stated procedures. The only reason to stray from the set procedures is if a safety issue or potentially criminal issue arises. Barring either of these issues, failure to follow the procedures set forth in the Club handbook may result in sanctions up to and including dismissal from the Club and CEVA/USAV.
5. Players are expected to attend and be on time for all practices and tournaments. If I cannot attend practice for any reason, I (player) will personally contact the coach prior to the reporting time at the gym. I (player) will try to give as much advance notification as possible to the coach. I understand every practice is important and failure to attend can result in a loss of playing time due to sanctions for unacceptable excuses or movement on the positional depth chart. Each team will have set procedures for reporting times to practice and to tournaments. Failure to meet these times may result in loss of playing time. I will notify my coach, as far in advance should I anticipate being late to any Club event.
6. Schedules will be posted on the Club website www.excelnwvbc.com and any changes to the schedule (foreseen) will be posted there. There is always the possibility of an “emergency” change or cancellation to the set schedule and these notifications are

the responsibility of the coach. The coach will determine team method of communication during the initial team meeting. (Phone tree, email, team parent etc.)

7. I will give a minimum 21 days notice if I must miss a scheduled tournament. The Club will announce the entire season schedule prior to the first practice. Failure to give notice may result in sanctions up to and including dismissal from the Club and CEVA/USAV. The Club will notify teams of any changes to the schedule. This rule will not apply should a schedule change be the primary factor for a player missing a tournament.
8. I will show good sportsmanship at all times, on the court, the bench, or at any Club activity. This applies to both the athlete and the parent/fans in attendance. There are enough distracters surrounding team sports that this type of behavior cannot be allowed as it adversely affects the team. Every person in the gym is deserving of respect, to include, but not limited to, your teammates, the coach, the fans, the referee and other teams.
9. I will give a strong work ethic. My attention will be on volleyball any time I am in a gym participating in a practice or a match. I am here to become a better athlete and person. I will leave outside issues at the door of the gym.
10. I will use good judgment regarding my personal care. I must be in good health to participate in organized sports. I will make every effort to learn about nutrition and fitness and work hard to be at peak physical condition as my teammates are counting on me just as I count on them. That is the concept of team sport.
11. I understand that the Club is not responsible for loss or damage of my personal or Club property. I will keep my personal belongings to a minimum when participating in a Club event. My property will be stored in my bag and kept in the team area. I will be vigilant about keeping my team's gear within the team area. I will mark all of my volleyball gear with my name and my personal property with an identifying mark.
12. I understand this contract remains in effect for the entire season. From the date of signature on this contract until the last day of the season's competition.
13. I understand I may be issued a **Warning for Just Cause** for:
 - a. Missing practice without notification.
 - b. Missing practice for unacceptable reasons (refer to handbook).
 - c. Being tardy without notice or justification to practice or tournaments.
 - d. Missing a tournament without 21 days' prior notice to the coach.
 - e. Offensive language or behavior.
 - f. Harassment of others on and off the court.
 - g. Breaking curfew at out-of-town tournaments.
 - h. Failure to fully inform the coach of any physical condition which would impact a player's ability to play safely or without jeopardy to their own health and well being.
 - i. Leaving any tournament prior to its conclusion or not fulfilling my team's officiating duties at any tournament.
14. I understand that Dismissal **for Just Cause** may occur for any of the following behaviors or actions (the Club Board and Directors will meet and consider all facts prior to a vote on any of these matters):
 - a. Being issued more than three reprimands/warnings for just cause for rule violations.
 - b. Being found in the possession of or under the influence of illegal drugs or alcohol while representing the Excel NW Volleyball Club. Zero tolerance in effect on this rule.
 - c. Assaulting another or initiating gross behavior or harassment while representing the Club.
 - d. Initiating of inappropriate relations with a coach.
 - e. Being found in possession of weapons of any type.
 - f. Being found guilty of a crime of moral turpitude, theft, or property damage.
 - g. Failures to abide by a coach's decision acting with flagrant disregard for one's own safety, or the safety of others.
 - h. Violation of the USAV Code of Conduct or disqualification from participation by USAV.
 - i. Other behaviors not itemized above that may be detrimental to the team.

BOARD MEMBERS

Kelly Adams	Director	Adams.kelly6@yahoo.com Karmen
Devore	Travel Coordinator	karmen with a k@yahoo.com
Cymany O'Brien	Assistant Director/ Communications Manager	cymanyobrien@aol.com
Jessie Uribe	Advisor	jjuribe@hotmail.com
Lisa VanSickle	Administrator	glvball@msn.com

CONTRACTUAL OBLIGATIONS

Upon signing the ENWVBC Commitment/Agreement, players and parents are obligated to the timely payment of fees. The payments and their schedule are listed in the ENWVBC Financial Contract.

As a non-profit organization, ENWVBC relies on timely payments to make the financial commitments associated with club volleyball. It is essential that contracts are met. This ensures the smooth operation each player and parent expects of the ENWVBC. The vast majority of these payments are due during the beginning of the season.

If a payment is past due, the player or parent will be notified, whereupon it will be expected that the dues will be submitted immediately. **Additionally, payments made after the 25th of the month will be assessed a \$30 late fee.** If for any reason payments cannot be made, then arrangements must be made with the Club. If there is no payment received after communication/reminder between the parent and ENWVBC, the player will not be allowed to participate in club functions. This includes practices, tournaments and all other functions of the ENWVBC. This will continue until the fees are received or an alternative payment schedule is agreed upon in writing as stated in the Financial Contract.

Failure to make payments or defaulting on the contractual agreements will result in legal action to force fulfillment of the obligations. We as a club will work hard to help anyone avoid this process as our end goal is to help young athletes succeed. Cooperation and communication are the keys to success and we (ENWVBC) will uphold our end of the bargain and contract.

Throughout the season ENWVBC offers fundraising and sponsorship opportunities to help members cover the cost of club fees. Fundraising activities may include, but are not limited to the following:

Wreath Sales (Farmington Gardens) - club members who wish to participate sell wreaths and proceeds exceeding the product are applied toward their individual fees.

Famous Dave's - club members who wish to participate hand out flyers to family and friends. The flyer is submitted to the restaurant during a designated time period. A percent of the meal is given to the club in the player's name and applied toward their individual fees.

Celebrating Home Candles – club members who wish to participate sell candles and proceeds exceeding the product cost and shipping are applied toward their individual fees.

Sponsorships – club members who wish to participate may solicit from local businesses and individuals for sponsorship money for a team or for individuals. Sponsor funds received are applied toward individual dues in the case of an individual sponsor or toward team expenses that may not be covered in club fees in the case of a team sponsor.

Contract Payments

Payment Due Dates

There are four (4) installment payments for those who chose that option. Payments are due on the following dates:

1 st Payment due	January 5 th
2 nd Payment due	February 5 th
3 rd Payment due	March 5 th
Final Payment due	April 5 th

Payments made after the 25th of the month will be assessed a \$30 late fee.

Payments may be made on line at www.excelnwvolleyball.com or mailed to the address below:

Excel NW Volleyball Club
PO Box 6338
Vancouver, WA 98668

Please be sure to include the athlete's name on the check and their corresponding team name to ensure proper credit is made towards your account. Do not give payments to your athlete's coach.

For questions or concerns regarding your financial contract, please contact Kelly Adams at adams.kelly6@yahoo.com

Excel NW Volleyball Club Team Member Receipt of Handbook.

I, _____ have received and have read a copy of the
Excel NW Volleyball Club Handbook on the date set below.

Team Members Signature

Date

Signature of Team Member Parent or Guardian

Date

Kelly Adams

Kelly Adams

ENWVBC representative

ENWVBC Rep signature

This is your copy of the agreement; keep this in your book.

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The Excel NW Volleyball Club Team Member Receipt of Handbook.

I, _____ have received and have read a copy of the
Excel NW Volleyball Club Handbook on the date set below.

Team Members Signature

Date

Signature of Team Member Parent or Guardian

Date

Kelly Adams

Kelly Adams

ENWVBC representative

ENWVBC Rep signature

Sign and return this page of the handbook to your coach.