



**2020**  
**VOLLEYBALL HANDBOOK**  
**POLICIES & PROCEDURES**

**Club Mailing Address**  
7105 S. Swan Hill Drive  
West Jordan, UT 84081

**Club Practice Facility Address**  
4140 W. 5415 S.  
Kearns, UT 84118

<http://www.highcountryvolleyball.org>

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## INTRODUCTION TO HIGH COUNTRY VOLLEYBALL CLUB

High Country Volleyball Club (HCVC), founded in 1991, is the longest standing volleyball program in the Intermountain Region. With tenure and a resume of successes, HCVC has developed into one of the premier programs in the Salt Lake valley and is committed to providing an environment that maximizes player development and presents opportunities for players to achieve their volleyball goals.

### **Club Overview**

HCVC is a non-profit, 501-C-3 organization dedicated to advancing the development of volleyball players in all aspects of the game, including: fundamental skill master; strength training; nutrition; teamwork; sports psychology; and civic responsibility. HCVC, founded by Kim Norman, attracts and prepares top-level volleyball players to compete in local, regional, and national competitions sanctioned by the United States Volleyball Association (USAV) and the Amateur Athletic Union (AAU). HCVC enhances volleyball opportunities for young athletes by providing organized teams involved in structured volleyball activities including clinics, camps, training, and local, regional, national and international events. HCVC provides teams for boys/girls ages 6 and older.

### **Club Goals**

HCVC trains young athletes for levels of competition not readily available through municipal, recreational, or athletic certified high school programs. HCVC aims to provide exposure for recruitment opportunities for college-bound student athletes. HCVC offers young athletes an opportunity to pursue their athletic and academic goals through achievement in volleyball. Over the past 25 years, HCVC athletes have gone on to play for the USA Volleyball Olympic team and for top universities and colleges throughout the nation. HCVC is proud to play a major role in the training, nurturing and development of our young athletes' success on the volleyball court and throughout their lives.

### **Staff**

HCVC is managed and maintained by a staff with a deep love and extensive knowledge of the game of volleyball. HCVC's success is attributed partly to the contributions of its diverse and dedicated staff. From the coaches to the administration, HCVC staff work hard to ensure that our athletes have the opportunities and resources to play at their best. Our teams' regular success in regional and national competition is largely due to our coaches' focus and their commitment to our athletes.

### **Facilities**

All HCVC team's practice at the High Country Volleyball Club & various locations as needed from time to time.

## INTRODUCTION TO HCVC POLICIES AND PROCEDURES

It is essential that each parent, athlete, and coach be familiar with, commit and abide by HCVC's policies and procedures as designated in this Handbook of HCVC Policies & Procedures (Handbook). The Handbook is intended to establish the applicable protocol for each of HCVC's coaches, players, parents, administration, and other affiliated members for all HCVC sanctioned activities.

**Every coach, parent, and player, must be familiar with the Handbook and will be required to abide by its terms. All players, coaches, and parents must sign and date the attached Acknowledgement of Receipt Form prior to involvement with any HCVC activity.** [See **FORM A** attached].

### **Definitions**

For the purpose of this Handbook, and all attached Forms referenced herein, the following definitions will apply:

- **"Administration"** means any staff member, employee, director, or other affiliate of HCVC, whether paid, or unpaid, who provide services to HCVC as a non-profit entity. All administration must submit to a criminal background check through membership with AAU and be Sport Safe certified.
- **"Coach"** is the individual hired and retained by HCVC administration for the purpose of coaching and managing an HCVC team. All coaches must submit to a criminal background check and be Safe Sport certified.
- **"Form"** refers to the individual documents attached to this Handbook, incorporated by reference herein, and also includes Forms available on the HCVC website at: <http://www.highcountryvolleyball.org>
- Definition of Forms required for HCVC membership:

- “Acknowledgement of Receipt” [FORM A];
  - “Financial Agreement” [FORM B];
  - “Travel Agreement” (FORM C);
  - “Photography Agreement, (FORM D)
  - “USA Volleyball Medical Waiver, (National Teams ONLY)
  - Proof of Membership in AAU or USAV as necessary
- **“Handbook”** shall be the reference point for all HCVC Policies and Procedures, inclusive of each of the Forms defined above. In the event any form, document, letter, flyer or dispatch is inconsistent with or contradictory to the Handbook, the terms of the Handbook shall govern.
  - **“Parent”** shall mean any family member, guardian, or relative of an HCVC player. When referring to “Parents” in relation to spectators, an athlete’s friends will also be so defined.
  - **“Player”** shall mean any person who attends an HCVC tryout, clinic, camp, or practice, whether or not that person is affiliated with any HCVC team.
  - **“Website”** is the HCVC website found at <http://www.highcountryvolleyball.org>

## TEAMS, TRYOUTS, AND REGISTRATION

### Teams

High Country’s Utah **Select Athlete Volleyball Programs (USAV)** provides the following types of teams in each of the individual age groups<sup>1</sup>: *USAV National Teams*, *USAV Regional Club Teams*, and the *USAV Developmental Programs*, for ages 6-18.

### USAV National Teams

USAV National Teams represent the highest standard in youth competitive volleyball. National team players must possess the desire to develop superior individual skills, competitiveness, and knowledge of the game and are dedicated to developing their abilities and succeed at the next level. These teams focus on qualifying for the USAV Junior Olympic National Championships, in all divisions, for age groups 12 to 18. Placement on a National Team is based on the athlete’s performance evaluation during the initial tryout period and the player’s perceived volleyball potential. Athletes are evaluated on the following criteria, in the following order of importance:

- *Volleyball Fundamental Skill Master Ability*
- *Willingness and ability to be coached*
- *Work ethic and competitive drive*
- *Overall athletic potential*

An athlete selected for a National Team will demonstrate the ability and/or potential to compete at the highest national standard. The elite player will agree to participate fully in all aspects of volleyball necessary to maintain the competitive level found in the National Teams. National Teams participate in the highest levels of local competition. They also play in one to four national qualifier tournaments outside Utah to earn a bid to one of the postseason national championships. HCVC’s directors and coaches determine the number of qualifier tournaments a team will attend. That decision is based on each team’s overall personnel, age, travel costs, and parental input.

USAV National Team athletes are required to attend all practices, tournaments, and other mandatory events. We ask that National Team members place volleyball as a top priority if participating in other organized sports during the volleyball season. HCVC practices and tournaments should take precedence over all other outside activities including sports, band, drama, elective school activities, proms, vacations, etc. A missed team practice or tournament can only be excused by the coach. Those athletes interested in National Team must be aware that Qualifier and Junior Olympic National Championships are regularly scheduled on Sundays. **National Team athletes must commit to participating in Sunday tournaments. An athlete who cannot commit to Sunday play cannot be considered for a National Team.**

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<sup>1</sup> Based on availability of coaches and prospective players.

Lastly, National Travel Team athletes' performance is constantly evaluated each season. Placement on a National Team does not necessarily guarantee placement at the same level in following years.

### **USAV Regional Teams**

Regional Club Teams strive to give players an opportunity to develop volleyball skills and begin exposure to competitive play. Regional teams provide the same coaching techniques, development opportunities, and team structure and support as the National Teams, but practice less hours and times per week, and do not travel outside of Utah, except for an occasional regional tournament. Region teams do not demand as intense a commitment as National teams. These teams accommodate athletes participating in other non-volleyball activities, including those who want non-Sunday play. A Regional team athlete attends all HCVC practices and tournaments and must notify his/her HCVC coach in advance (in person, by email, or by phone) to be excused from a practice or a tournament.

As with National Team athletes, Region team athletes are constantly evaluated for their progress. Playing on a HCVC team one year does not guarantee the same position or level for following years.

### **USAV Development Program**

High Country's Month 2 Month Development Program is run on 4 week cycles. During the training period players will be given opportunities to participate in Hic Club events 3 v 3, or 4 v 4. These events are organized for development and fun competition. This program focuses on cultivating the basic volleyball skills and match rules and regulations in both practice and match environments. This program is offered for ages 5-14 years of age.

Participants do not tryout but register online prior to the 4 week season they chose to register for.

### **Annual Team Tryouts**

HCVC conducts annual tryouts and team placements, usually beginning in the fall and concluding the beginning of December. An athlete has the choice to try out for a USAV Region Club Team or a National Team. Developmental Program participants (Month 2 Month) are not required to participate in tryouts).

All athletes who wish to try out for an HCVC National or Region Team **must complete**, sign and date the following forms, completed by the athlete's parent or guardian:

- "Acknowledgement of Receipt" [FORM A];
- "Financial Agreement" [FORM B];
- "Travel Agreement" (FORM C);
- "Photography Agreement, (FORM D)
- "USA Volleyball Medical Waiver, (National Teams ONLY)
- Proof of Membership in AAU or USAV as necessary

A **non-refundable tryout registration fee is required**. The tryout fee of \$25 is required **before** an individual can participate in tryouts. An athlete with a limiting medical condition should contact the Technical Director before the start of the tryout period.

**NOTE:** *An athlete with an unpaid balance on their HCVC account from the previous year will not be allowed to tryout or participate in a HCVC team until that account has been paid in full.*

### **HCVC Team Selection**

#### **USAV National and Regional Teams**

After tryouts have concluded, the HCVC coaches and administration will determine team assignments. Typically, teams are chosen the last night of the tryouts. If an athlete is selected to a HCVC team, a **non-refundable deposit** is required before an athlete is guaranteed a position on any team. That deposit is due at the Parents Orientation Meeting (see *Selection to an HCVC Team* below).

### **Rules of Athlete Conduct**

Consistency is key in developing and maintaining athletic skills and discipline. All HCVC athletes must be dedicated to the Club and their teammates. To achieve this level of discipline, HCVC should take precedence over conflicts with other sports or elective activities. However, if a HCVC competition conflicts with another activity, the coach and the athlete may confer exceptions to that policy, on a case-by-case basis. It has been HCVC's experience that an athlete's volleyball skills rarely improve while playing two sports, and injuries are far more frequent among multi-sport

athletes. HCVC athletes should consider the interests of their teammates when deciding to pursue activities that might impede their volleyball development.

HCVC athletes behave in a responsible manner while representing the HCVC. Determination of what is a responsible manner lies solely with the discretion of HCVC. If the HCVC administration determines that any athlete(s) is/are responsible for damaging or defacing HCVC property, equipment, or facility, in addition to being liable to compensate HCVC for the resulting damage, the administration may take disciplinary action. (See Communication Process below).

### **Player Movement between Teams**

Occasionally, an athlete may be moved from one team to another. Player movement occurs at the sole discretion of HCVC coaches and administration, in consultation with the affected athlete, and the athlete's parents/guardians. A full and justifiable explanation for the move will be disclosed to all parties. Athletes who transfer from a National Team to a Region Club Team, or vice-versa, will have their fees adjusted accordingly.

## **TOURNAMENT AND TRAVEL POLICY**

HCVC athletes and their parents should be aware of HCVC's team's tournament schedule, which is posted and updated on the HCVC's website. (<http://www.highcountryvolleyball.org>). HCVC athletes must arrange their own transportation to and from the Regional tournament sites. HCVC athletes will be expected to attend every tournament and participate for the duration of the tournament, including any referring duties that may incur after the HCVC team has completed their portion of the tournament. All players must confer with their coach if a late arrival or early departure is requested by the player. Players who habitually come late or leave early, without prior conference with their coach, are subject to disciplinary action.

Except for starting times, most USAV/AAU tournaments do not follow a set time schedule. Matches typically begin 10 minutes after the end of the previous match. Because of this format, it is very difficult to determine exactly when a tournament will end. Athletes must stay at the tournament site until excused by the coach.

***If an athlete cannot attend a tournament, the coach must be informed as soon as possible.*** It is the **athlete's** (not the parent's) responsibility to inform her or his coach if a tournament must be missed. Failure to attend a tournament without notifying with your coach may be grounds for dismissal from HCVC.

HCVC athletes must arrive at the tournament site, **ready to warm-up**, at the scheduled arrival time. This usually means the athlete needs to arrive at the site **40-60 minutes before the scheduled competition time**. HCVC coaching staff will clearly communicate arrival time to the HCVC associated team.

**WARNING:** *No food, no drinks, and no chewing gum are allowed in any practice or tournament facilities.* USAV/AAU rules allow a tournament director to penalize a team if players, parents, or supporters ignore this rule.

HCVC athletes represent HCVC at the highest level possible at all tournaments. An HCVC athlete's reputation is HCVC's reputation. An HCVC athlete is expected to make safe and smart social decisions not only during HCVC experiences, but also when wearing HCVC apparel. HCVC clothing is worn with pride, realizing always that doing so represents HCVC.

*HCVC members, (athletes, parents, and supporters), are expected to exhibit proper demeanor at all tournaments. This also includes respecting members of the officiating team. Disrespectful behavior, from either players or parents, towards other teams, officiating teams and professional officials may result in expulsion from the facility, as administered by that facility's Site Director.*

### **HCVC Team Transportation Policy**

All HCVC athletes that are required to travel overnight to a tournament are required to travel and to lodge with their team. National Team tuition fees for 2019-2020 season include out-of-state tournament fees, bus transportation, and team hotel rooms. The fee does not include airfare or parent hotel rooms. The additional costs will be communicated ahead of time and must be paid prior to tournament departure. **Refunds are not available to athletes that do not travel to tournaments.**

All parents/guardians that are driving athletes, other than their children, are required to provide current insurance information to their HCVC coach. All athletes traveling with other athletes' parents to local tournaments are required to provide a Travel Player Permission Form to their coach.

All National and Region Team athlete's payments **must be current prior to every tournament**, local or out-of-state. Any fees incurred due to an athlete needing to change their schedule will be the responsibility of that athlete's account holder.

Family members wishing to travel with their team need to make their own travel arrangements and pay their own expenses.

### ***Travel Policies for National Team Players***

Players contribute to a cooler fund for snacks and lunch for tournaments. Before each travel tournament, the team parent notifies the players and the parents of the amount of money needed for food. Food costs vary by the length and location of the tournament.

**Any athlete who disobeys any of the travel rules will be sent home immediately at the expense of the parent/guardian.** Violation of any travel rules may result in the athlete's dismissal from HCVC depending on the Club Directors' or designee's evaluation of the situation.

Competition is the primary purpose HCVC Teams' travel to an out-of-region tournament. Nothing takes precedence over competing. HCVC athletes have the following responsibilities when they travel:

- Athletes **MUST** keep their identification (photo identification) or passport in their possession at all times.
- Athletes are responsible for safely carrying any spending money. Athletes cannot ask coaches or chaperones for spending money.
- Athletes who take daily medications must carry medications with them on board the plane. Do not pack medications in luggage.
- Athletes are courteous, respectful, and obey all staff members. This includes all coaches, chaperones, trainers, and other adults officially traveling with the team.
- Athletes may not leave the hotel area at any time without permission from their coach or chaperone.
- Athletes must report any illness or injury to the coach and chaperone immediately.
- Athletes must lodge with their team. Parents will not receive permission to have their athlete stay in the parent's hotel or room.
- A room phone number is given **only** to members of the travel party.
- Any athlete who damages any lodging or playing facility property will be held personally responsible. Such behavior may be cause for suspension or dismissal from HCVC.
- An athlete found
- In possession of alcohol, tobacco or illegal drugs will be sent home immediately at the expense of the parent or guardian. This infraction may result in probation or immediate dismissal from HCVC.
- Athletes are responsible for their handheld games, electronics, cell phones, etc., and must obey Federal Aviation Association (FAA) regulations for in-flight use. HCVC staff, coaches, or chaperones are not responsible for these items and may not be asked to hold these items for players. (Highly encouraged they are left home)
- HCVC dress code for travel is in accordance to FAA recommendations. The following are approved and the choice of attire will be at the discretion of the coach:
  - long pants (nice, clean, long pants without holes)
  - team practice shirt
  - team sweat suit top
  - low-heeled shoes (nice casual)
  - modest business attire (no midriffs, no short skirts, no short shorts, no Flip-flops)

## **Tournaments**

Most tournaments are one or two days in length with pool play matches and bracket matches. Teams are placed into pools according to the competitive level of the team, as determined by the Seeding/Reseeding Tournaments or according to the results of the previous Tournament.

National tournaments will be in and outside the Wasatch Valley while Regional Team will be along the Wasatch Valley (some exceptions may apply) Parents/guardians are responsible to arrange transportation for their child to and from these tournaments (see HCVC Team Transportation Policy above).

## **Junior National Qualifier Tournaments**

This tournament is from two to five days in length. The Qualifiers typically begin playing on Friday and end on Sunday. Teams play two or three pools before moving into a playoff bracket.

**Remember:** *All teams and spectators must follow tournament facility rules. Failure may result in monetary fines or penalties assessed to the team or club.*

## **Officiating Policy**

Officiating is the shared responsibility of the entire team. All HCVC athletes help with the line judging, score keeping, score flipping, and officiating. Except in cases of true emergency, an athlete who has an officiating assignment stays at a tournament until the assignment is completed.

## **Chaperone Policy and Responsibilities**

Chaperones assist the coaches during a traveling tournament. They pay their own airline ticket (at the rate that is negotiated for the players). HCVC provides a shared room for the chaperones. If the chaperone chooses not to stay in the room provided, the chaperone must pay in full, for his/her own accommodations. Payment of airfare and, if applicable, hotel, must be paid prior to the tournament. A chaperon will be requested to commit to travel tournaments at the beginning of the year. NO refunds will be given for failure to travel to that tournament. A chaperone does everything that is reasonable and prudent to insure the safety of the players. She or he assumes responsibility for the welfare of the players under his or her care, custody, and control. The chaperone shall refrain from using alcoholic beverages while conducting her or his chaperone responsibilities.

Individuals interested in volunteering as a chaperone for tournament travel need to notify their coach or the Club Director. Every chaperone applicant must complete and pay for a USA Volleyball Membership and will be subjected to a background check. The coach reviews each chaperone request.

A chaperone's responsibilities include, but are not limited to, the following items:

- Assuring that all players follow the safety rules as designated by transportation carrier for the tournament.
- Ensuring that each athlete has a safe trip by assisting the team's coach as requested (i.e., supervising team during breaks, patrolling corridors of hotel after lights out, keeping a watchful eye in the airport or on a bus, etc.)
- Placing the safety and needs of the team first; the chaperone is on duty the entire trip.

At the outset of each tournament, the coach and chaperone will convene a meeting with the players to discuss the following items:

- Room accommodations
- Check-in requirements
- Curfew (lights and lock down)
- Player responsibilities and conduct
- Phone policy
- Safety policy
- Team agenda and schedule
- Team's schedule for meals and snacks

- HCVC has no tolerance rule for alcohol, tobacco, and illegal drug use.
- HCVC Travel Policy as it is found in the *Parent and Player Handbook*

## CLUB FEES & PAYMENT POLICY

### ***Financial Disclosure and Agreement***

HCVC athletes and their parents/guardians must be prepared to assume the financial obligations of participating in an HCVC team. As stated above, due to the amount of travel involved, National Teams require a substantial financial commitment. Due to the large number of HCVC teams and athletes at both National and Region level, HCVC cannot be expected to waive or forego each individual athlete's and his or her parents' responsibility to cover the costs of participation. HCVC Administration takes this responsibility very seriously. Failure to comply with HCVC Fee Payment Policy may affect the athlete's membership on an HCVC team.

HCVC athletes and participants should expect to be assessed the following fees:

Non-refundable Team Placement Deposit; this Deposit is required to secure and guarantee placement on a team. First Payment due at team placement. Payment schedule for each team will be followed after team deposit. Method One or Method Two.

### ***Fee Payment Policy***

HCVC provides the following payment options

- As a one-time payment of balance after deposit due (5% discount off the base fee for payment in full before Dec. 15<sup>th</sup>)
- 5 monthly payments of balance after deposit due by the 15<sup>th</sup> of Dec., Jan., Feb., Mar. and Apr.

The signatories to the National Team Financial Commitment Agreement hereby agree to the following Additional Terms and Conditions:

All payments assessed by HCVC may be paid in one of the following ways:

- 4 monthly payments of balance after deposit (plus any travel costs) due by the 15<sup>th</sup> of Dec., Jan., Feb., and Mar.
- 5 monthly payments of balance after deposit (plus any travel costs) due by the 15<sup>th</sup> of Dec., Jan., Feb., Mar., and Apr.
- 6 monthly payments of balance after deposit (plus any travel costs) due by the 15<sup>th</sup> of Dec., Jan., Feb., Mar., Apr., and May

1). A late penalty of \$20 will be assessed on the 16<sup>th</sup> of each month if payment is not made. Another late fee of \$20 will be assessed on the 23<sup>rd</sup> if payment is still not made. If payment is not made by the end of the month your child will be suspended from practice and tournament play until such time as payment is made.

2). If payments fall 40 days behind you will be assessed a collection fee of \$100 on top of all the late fees and penalties already assessed. The player will be dismissed from the club.

4). If an account is required to be referred to a collection agency or attorney for recovery, the signatories hereto agree to pay HCVC's fees, costs and expenses incurred in enforcing this agreement, including attorney's fees.

5). Failure to enforce any agreed provision does not constitute a waiver of the same. Anticipated travel is subject to change. The obligation to pay hereunder is not conditioned on the player playing any particular position, receiving any amount of playing time, receiving a certain perceived quantity or quality of coaching, or on any oral promise regardless when made.

### ***Payment Types***

HCVC accepts checks, money orders, cash, or credit card, and venmo payments submitted online through our secure website. HCVC is not responsible for payments made in any other way. *Coaches cannot accept payments.*

## **Check Payments**

Make checks payable to **High Country Volleyball Club**, with the player's name written in the memo of the check. Failure to identify the player may result in a late payment. Mail check payment with HCVC bill to:

**High Country Volleyball Club Billing Office**  
7105 S. Swan Hill Drive  
W. Jordan, UT 84081  
(801) 518-2600

Cash or Check payments also can be given to the Club Director before or after practice on the first of each month.

A \$35 returned check charge is assessed to any check that fails to clear the bank. Late fees and interest also are assessed to the account. Probation procedures begin as explained Fee Payment Policy. Any bounced check must be replaced using cash or cashier's check. The replacement payment must include the amount of the bounced check plus returned check charges or the replacement payment will not be accepted. Payees who have a returned check may be required to make all future payments with cash or cashier's check at the discretion of HCVC directors.

## **Credit Card Deposit and Payments**

Credit Card Payments can be made at the facility or on-line at [highcountryvolleyball.org](http://highcountryvolleyball.org)

## **Cash payments**

HCVC's Club President and Financial Director are the only personal that can accept cash payments. A signed written receipt must be received before you make a cash payment.

No HCVC fee payments, delinquent account activity, fee disputes or other issues regarding an athlete's account or standing thereof, may be addressed to HCVC coaches or administrators.

## **Club Sponsorship and Donations**

All club sponsorships are subject to the Clubs Administration Fee 25% or less of sponsorship, depending on the program sponsor is interested in supporting. Administration fees will cover the cost to produce banners and recognize said donors. All other fees that must be administered are included in the 25%. Sponsorship fees will not be refunded to participants. Sponsorships and donations are for the solo philanthropic development of high country athletes.

## **How Club Fees are assessed**

HCVC Club fees include, but are not limited to following items:

- 1) Facilities rental fees
- 2) Coaching
- 3) USA Volleyball, AAU, and JVA registrations and sanction fees
- 4) Uniforms and apparel costs
- 5) Team equipment and medical supplies
- 6) Junior officials and coaches training and certification
- 7) Tournament entry fees
- 8) Team physical training and individual skill clinics staff
- 9) Administrative expenses

Each HCVC team's base fee differs depending on the following items:

- 1) Amount of on-the-court practice time
- 2) Uniform and apparel package
- 3) Costs to staff and administration
- 4) Travel to events

Before tryout registration, full disclosure of team fees is posted on the HCVC website, [highcountryvolleyball.org](http://highcountryvolleyball.org). National Team expenses for travel tournaments are over and above the base tuition fee. A National Team that qualifies for Nationals is assessed an additional fee. Those fees are disclosed as soon as they become available.

Region Club Team expenses for local tournaments not included in the schedule are over and above the base tuition fee.

If a new player earns a position on a HCVC team mid-season, a portion of the base tuition fee is reduced on a prorated basis. Only the following are considered base fees:

1. Costs for on the court practice time
2. Costs of missed tournaments

Once an athlete is placed on a team and HCVC Administration has received a signed financial agreement, the account signer becomes responsible for full payment of the total assessed fees. If a player quits a team without finishing the season, the responsible signer is still responsible for the assessed fees. There is no refund given to a signer who has paid in full if the player decides to quit before the season ends. Financial contracts are the responsibility of the parent or guardian that signed the agreement, not the player's responsibility. Any arrangement between the parent or guardian and the player to share the cost of fees is strictly between those parties and is not honored by the HCVC. The signing parent or guardian is responsible for full payment of all charges assessed to the player's account.

Once the deposit has been made or the player's check has cleared the bank, the uniform is ordered. If a player's uniform cannot be ordered with HCVC's due to circumstances created by the player, then the player's account is charged a special order expense.

## **CODE OF CONDUCT FOR PARENTS AND PLAYERS**

### ***Dedication Required of HCVC Athletes***

Consistency is key in developing and maintaining athletic skills and discipline. All HCVC athletes must be dedicated to the club and their teammates. As a result, HCVC should take precedence over conflicts with other sports or activities. However, if a HCVC competition conflicts with another activity, the coach and the athlete may confer, on a case-by-case basis, exceptions to that policy. It has been HCVC's experience that an athlete's volleyball skills rarely improve while playing two sports. HCVC athletes should consider the interests of their teammates when deciding to pursue activities that might impede their volleyball development.

### ***HCVC Athlete and Parent Rules of Conduct***

Athletes and parents are ambassadors for one of the finest volleyball programs offered in the intermountain region and one of the premier programs in the nation. Athlete and Parent demeanor and support reflect HCVC's standing. HCVC athletes will be expected to behave in an appropriate manner while representing the HCVC. Determination of what constitutes inappropriate behavior lies solely with the discretion of HCVC.

HCVC does not tolerate hostile, aggressive confrontations between parents, officials, coaches, or athletes. This includes confrontations between HCVC athletes. **Violation of this policy may result in the athlete's dismissal from HCVC.**

### **DISMISSAL FROM HCVC DUE TO A VIOLATION OF THE PLAYER CODE OF CONDUCT WILL RESULT IN A FORFEITURE OF CLUB FEES.**

By signing the Acknowledgment of Receipt Form [FORM A], athletes and parents are agreeing to abide by HCVC's Communication Process to express concerns and identify issues. This process helps maintain individual confidentiality and team unity. Repeated and continued violation of this confidentiality may result in the dismissal of the athlete from the HCVC, according to the Communication Process.

### Damaging Property

If the Administration determines that any athlete(s) is/are responsible for damaging or defacing HCVC property, equipment, or facility, in addition to being liable to compensate HCVC for the resulting damage, the Administration may take disciplinary action. (See Communication Process below)

### Playing Time

HCVC **does not** guarantee equal playing time for any player on any team at any tournament or competition. The coach determines individual playing time based on the player's performance and the needs of the team. Practices are open to anyone interested in observing. However, observers are to stay in designated areas. (HCVC coaches, college coaches, the media, other appropriate professionals are the exception.)

### ***Practice Policy***

HCVC athletes attend every practice. Only serious illness or a genuine family emergency is a legitimate excuse for missing practice. If an athlete misses an excessive number of practices, playing time may decrease or the player may be dismissed from the HCVC. If an athlete cannot attend a practice, the athlete must notify the coach before the start

of practice. The player must contact the coach directly. No phone messages concerning missed practices can be left at the HCVC Office.

A player who does not directly communicate with their coach about a missed practice, or who misses a practice for an unacceptable reason, is subject to discipline as the coach sees fit. Often, the coach will require the athlete to sit out at least the first match of the team's next competition.

Injured athletes who can attend school are required to attend practice. They come to support their team and to be available to help where they can, even if they cannot physically participate in practice.

Scheduled practice time is **start time**. Athletes must be dressed and completely ready for practice by **start time**. This usually requires arriving **not less than 15 minutes** before start time. A late arriving athlete must change into her or his practice gear, report to his or her coach, and explain why she or he is late. The coach, at his or her sole discretion, determines if any corrective action needs to be taken.

**WARNING:** *Food, drinks and **chewing gum** are not allowed in any practice or tournament facilities. Teams are penalized if players, parents, or supporters disobey this rule.*

Athletes are encouraged to bring water -- in an unbreakable container -- to practices and tournaments. Absolutely no glass containers are allowed in the gym. Volleyball shoes are carried into the practice and worn only for practice. This is to insure that the shoes last longer and the courts remain clean. Horseplay or ball handling in the lobby or office areas strictly is prohibited.

In cases of bad weather, all athletes should check their email, webpage, or contact their coach to confirm if practice is cancelled. If no information on your team is listed online or you are unable reach your coach to confirm cancelled practice, call the HCVC Office at **801-518-2600** to receive any available updated information.

### ***Uniform Policy***

Athletes must wear all uniform products given when representing the club. No other labeled apparel may be worn when an athlete represents HCVC. Athletes wear team gear, uniform and apparel to all tournaments. This includes shoes, jerseys, spandex, and knee pads.

Uniforms must be clean, especially knee pads, socks, and shoes. Ankle supports should be worn at all times. Athletes are not to wear headbands, bandanas, jewelry, glitter of any kind, or other non-uniform items during practice or competition.

Only HCVC players and staff are permitted to wear issued HCVC uniform items, including the warm-up jacket.

### **Uniform Replacement Policy**

It is the responsibility of the athlete to keep all issued uniforms clean and presentable. If a replacement uniform article is needed, there must be a written request to the Club Director. Replacement may take up to four weeks. Replacement of any uniform article due to loss, theft, or neglect of care will be the financial responsibility of the account holder. The account holder will be charged for the cost of replacement prior to doing a new order.

## HCVC COMMUNICATION PROCESS

Being involved in high-level competitive volleyball can be stressful to parents, athletes and coaches. Occasionally, that stress is expressed in ways that are detrimental to the harmony of the Club and the development of the athletes. While it is not uncommon for athletes, parents, coaches, or Administrators to disagree with each other on certain aspects of Club participation, HCVC must ensure that such disagreements do not result in inappropriate conduct. To that end, HCVC has created a Communication Process wherein parents, athletes, and coaches have been provided avenues for constructive dispute resolution. This Communication Process must be followed by all parents and athletes who wish to discuss an issue with a coach or Administrator. Additionally, the Communication Process will be utilized to address disciplinary actions against athletes and parents.

### ***Cooling-Off Period***

Before starting the Communication Process, there is a mandatory 24-hour cooling off period. The cooling-off period requires that prior to instigating Step-1 of the process, there must pass at least 24-hours between the incident and the instigation of the process.

This cooling-off process does not apply in cases of physical altercations or situations where Club Administrators feel that the safety of any person requires the process be initiated immediately.

### ***Procedure for Dispute Resolution***

HCVC has established a four-step procedure for addressing and dealing with disputes and behavioral issues. Should a coach or Administrator become aware of a situation that needs to be addressed, the player, coach or parent shall start with Step-1 and will proceed as set forth below.

#### **Step 1**

- 1) Player addresses coach and asks to talk about an issue
- 2) Player and coach meet.
- 3) Discuss issue.
- 4) Make a plan of action to change issue.
- 5) Set a date to review issue.
- 6) Player and coach meet again.
- 7) Has the issue been resolved?
- 8) If yes, then the process ends here.
- 9) If not then player, parent and coach, proceed to Step 2.

#### **Step 2**

- 1) Player and parent email coach to set up a time to talk.
- 2) A copy of this email is sent to the Club Director (CD), and to the Technical Director (TD) Kim Norman.
- 3) Player, parent, and coach meet.
- 4) Discuss issue.
- 5) Make a plan of action to change issue.
- 6) Set a date to review issue.
- 7) Copy of action plan is sent to CD, TD, player, and parent by coach.
- 8) Player, parent, and coach meet again. Has the issue been resolved?
- 9) If yes, then the process ends here.
- 10) If no, then player, parent and coach proceed to Step 3.

#### **Step 3**

- 1) Parent and coach email CD and TD and request a time to discuss unresolved issue.
- 2) Parent, coach, CD and TD meet and discuss unresolved issue.
- 3) Make a plan of action to change the issue.
- 4) Set a date to review the issue.
- 5) Copy action plan is sent to CD, TD, parent, and player by email by the coach.
- 6) Parent, CD, TD, and coach meet again. Has the issue been resolved?
- 7) If yes, then the process ends here.
- 8) If no, then the CD and TD proceed to Step 4.

#### **Step 4**

- 1) CD and TD take issue to HCVC's Board of Directors meeting.
- 2) The issue becomes an agenda item.
- 3) HCVC's Board of Directors makes a decision.
- 4) The HCVC's Board of Director's decision is final.

**Note:** Occasionally issues that focus on the other coaches, officials, and IVA or HCVC staff need to be brought to the attention of the CD and TD directly. In such a case, a complainant should send a written statement, via fax, letter, or email directly to the CD, TD, and coach, describing the issue. The CD, TD, and coach will address the issue as soon as is practicable.

#### ***Emergency Dispute Resolution Process***

For disputes involving physical altercation, threats involving physical harm, or other situations where the safety of an athlete, parent, coach or Administrator appears to be at risk, HCVC will take immediate action to suspend indefinitely all persons involved and to involve law enforcement authorities where necessary. Suspension will prohibit further participation in HCVC activities,

Within 24-hours of the occurrence, HCVC Administration will convene a special meeting and will solicit statements from those involved. After the meeting, HCVC will release a written statement issuing a final determination of the disciplinary measures to be taken. Such determinations will be final.

### **SEXUAL HARASSMENT POLICY**

HCVC regards as its highest priority, the safety of the young athletes entrusted to its care and instruction. Verbal or physical behavior that compromises that priority is not tolerated. Team activities and interactions are closely watched to try to prevent miscommunications that cause discomfort for any of the athletes or parents.

Both Federal Law and Utah Law prohibit sexual harassment in the workplace. HCVC is fully committed to preventing sexual harassment in its program. We strive to create an environment that is free of discrimination or harassment. This includes, but is not limited to the following issues:

- Demanding sexual favors in exchange for promotions, raises, or continued employment
- Unwelcome touching of any kind
- Unwanted letters, telephone calls or email of a personal nature
- Unwarranted inquiries about personal life or sexual habits
- Repeated jokes with sexual content
- Sexual comments about a person's appearance or body

If any athlete, coach, parent, or spectator witnesses or experiences behavior which might be evidence of misconduct of an HCVC employee, please report it immediately to either the Technical Director or the Club Director. All complaints will be investigated. Any employee found to be in violation of the sexual discrimination policy will be face disciplinary action. Retaliation against any complainant or witness who participates in an investigation will not be tolerated.

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High Country Volleyball Club  
7105 S. Swan Hill Drive  
West Jordan, UT 84081  
<http://www.highcountryvolleyball.org>

FORM A  
10.2.18

ACKNOWLEDGEMENT OF RECEIPT OF  
HANDBOOK OF POLICIES AND PROCEDURES

I/we \_\_\_\_\_ [Parent(s)], do hereby acknowledge receipt of the HCVC Handbook of Policies and Procedures. I certify that I have read and understand the policies contained herein.

I \_\_\_\_\_ (Player), do hereby acknowledge receipt of the HCVC Handbook of Policies and Procedures. I certify that I have read and understand the policies contained herein.

**We agree to abide by the Code of Conduct as stated in the Handbook. We agree to utilize the Communication Process and we agree to abide by the Procedure for Dispute Resolution.**

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NAME (parent)	Signature	Date
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NAME (parent)	Signature	Date
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NAME (player)	Signature	Date
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