



**HIGH COUNTRY  
VOLLEYBALL**

**2011-2012  
HANDBOOK OF  
POLICIES &  
PROCEDURES**



# HIGH COUNTRY VOLLEYBALL

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2134 East 2700 South  
Salt Lake City, UT 84109

**Practice site:**

2595A West Custer Road  
Salt Lake City, Utah 84104

**Email:**

**Website:**

[www.highcountryvbc.org](http://www.highcountryvbc.org)

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# **INTRODUCTION TO HIGH COUNTRY VOLLEYBALL CLUB**

High Country Volleyball Club (“HCVC”) is the oldest and finest junior volleyball program in the Intermountain Region. Founded in 1989, and a member of the Intermountain Volleyball Association (“IVA”), HCVC has developed into one of the premier programs in the nation. HCVC is committed to providing an environment conducive to maximum player development, and creating opportunities for players to achieve their volleyball goals.

## ***Club Overview***

HCVC is a non-profit organization dedicated to advancing the development of volleyball players in all aspects of the game, including fundamental skill master, strength training, nutrition, teamwork, and sports psychology. HCVC, founded by Kim Norman, attracts and prepares top-level volleyball players to compete in local, regional, and national competitions sanctioned by IVA and United States Volleyball Association (“USAV”). HCVC enhances volleyball opportunities for youth athletes by providing organized teams that are involved in structured volleyball activities which include: clinics, camps, training, as well as local, regional, and national tournaments. HCVC provides teams for boys/girls ages 5 through 18 years of age.

## ***Club Goals***

HCVC trains young athletes, regardless of individual economic circumstances, for levels of competition not readily available through municipal, recreational, or athletic certified high school programs. HCVC also aims to provide exposure and 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 decade, HCVC athletes have gone on to play for top universities and junior 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 can be traced 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 teams practice at the IVA Training Center, located at:  
2595A West Custer Road  
Salt Lake City, Utah 84104

This spectacular 11-court training center provides state-of-the-art volleyball facilities matched by no other facility in the Intermountain Region. HCVC is proud to call the IVA Center home.

Patrons are to park in approved, designated parking spaces only. Violators' vehicles will be towed if they park in business parking areas and not in IVA or street parking.

## **INTRODUCTION TO HCVC POLICIES AND PROCEDURES**

It is essential that each parent, athlete, and coach be familiar with 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.

**"Coach"** is the individual hired and retained by HCVC administration for purpose of coaching and managing an HCVC team. All coaches must submit to a criminal background check.

“**Form**” refers to the two individual documents attached to this Handbook, incorporated by reference herein, and also includes Forms available on the HCVC website at:

<http://www.highcountryvbc.org>

All applicable Forms must be signed, dated, and returned to HCVC administration according to their terms. HCVC Forms are as follows:

“Acknowledgement of Receipt” [FORM A];

“Financial Agreement” [FORM B];

“Medical Release”;

“Tryout Registration Form”;

“USA Volleyball Membership Application”

“**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, 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

[www.highcountryvbc.org](http://www.highcountryvbc.org).

## TEAMS, TRYOUTS, AND REGISTRATION

### *Teams*

HCVC provides the following types of teams in each of the individual age groups<sup>1</sup>, identified as *Elite Teams* and *Region Club Teams*, respectively, as well as the *Sport Development Teams* for ages 5-12.

#### Elite Travel Teams

Elite Teams, known as “Elite” teams, represent the highest standard in youth competitive volleyball. Elite team players possess the desire to develop superior individual skill, competitiveness, and knowledge of the game and are dedicated to developing the abilities to succeed at the next level. Elite Teams focus on qualifying for the USAV Junior Olympic National

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

Championships, in both the Open and Club divisions, for age groups 12 to 18. Placement on an Elite 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 an Elite 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 Elite Teams. Elite Teams participate in all IVA Power League Tournaments. They also play in one to four national qualifier tournaments outside Utah to earn a bid to one of the post-season 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.

Elite Team athletes are required to attend all practices, tournaments, and other mandatory events. They are strongly discouraged from 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, school activities, proms, vacations, etc. A missed team practice or tournament can only be excused by the coach. Those athletes interested in Elite Team must be aware that Qualifier and Junior Olympic National Championships regularly schedule matches on Sunday. Elite Team athletes must commit to participating in Sunday tournaments. An athlete who cannot commit to Sunday play cannot be considered for an Elite Team.

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

### Region Club Teams

Region Club Teams, known as "Region" teams, strive to give players an opportunity to develop volleyball skills while also having fun. Region teams provide the same coaching techniques, development opportunities, and team structure and support as the Elite Teams but Region teams cost less, practice less hours and times per week, and do not travel outside of Utah except for an occasional regional IVA Tournament. Region Club teams do not demand

intense commitment. These teams accommodate athletes participating in other non-volleyball activities, including those who want non-Sunday play.

A Region team athlete attends all HCVC practices and tournaments. A Region team athlete must notify his or her HCVC coach in advance (in person, by email, or by phone) to be excused from a practice or a tournament.

As with Elite 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.

### Sport Teams

Sport Teams are organized for those beginning competitive volleyball. These teams focus on the development of the basic volleyball skills and match rules and regulations in both a practice and match environment. Sport teams are offered for those in the ages 4-12 years of age.

Sport team participants do not tryout but register online prior to the season beginning. Sport teams practice 1 time a week, participate in leagues and a few IVA Tournaments than Travel and Region teams, and cost less than the Region teams. These teams also accommodate athletes participating in other non-volleyball activities, including those who want non-Sunday play.

### ***Annual Team Tryouts***

HCVC conducts annual tryouts, usually beginning July and concluding the beginning of November. An athlete has the choice to tryout for a Region Club Team or an Elite Team. (Sport Team participants are not required to attend tryouts)

All athletes who wish to tryout for an HCVC Travel or Region team must complete, sign and date the following forms, completed by the athlete's parent or guardian:

- “USA Volleyball Membership Application” (online only)
- “Medical Release”; (paper form only)
- Tryout Registration Form (online or at tryouts)

(Forms and registration available at [www.highcountryvbc.org](http://www.highcountryvbc.org))

The Club requires a non-refundable tryout registration fee. The tryout fee is \$25 and can be done on-line or at the door (on-line registration must occur more than 24 hours prior to the tryout). 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 Coach's Meeting (see *Selection to an HCVC Team* below).

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 account from the previous year will not be allowed to tryout for a HCVC team until that account has been paid in full.*

## ***Selection to an HCVC Team***

### **Elite and Region Teams**

After tryouts have concluded, the HCVC coaches and Administration will be involved in making team assignments. Typically, teams are chosen the last night of the tryout. Selections will be posted to the Website the following day.

With very few exceptions, team assignments are final. Parents should not attempt to influence coaches or Administration once final team selections are announced. In the event the coaches or administration desire parental input, the parents may be contacted individually by the coaches or administration.

Parents of athletes on Elite and Region HCVC team will be required to attend the Coach's Meeting. This meeting is mandatory and each parent must ensure that the Club has obtained the following Forms:

“Acknowledgement of Receipt” [FORM A];

“Financial Agreement” [FORM B];

“Medical Release”;

Copy of athlete's birth certificate

Payment or Receipt of on-line Non-refundable Team Placement Deposit (see *Club Fee and Payment Policy* below)

Failure to complete and submit these Forms will prevent an athlete from practicing, traveling, or competing with any HCVC team.

### **Sport Teams**

Registration begins September 1 and continues through the season (based on availability). Participants will be notified of their team practice day, time and coach by December 15<sup>th</sup> with practices starting the middle of January All participants must complete and return the following Forms:

“Acknowledgement of Receipt” [FORM A];

“Financial Agreement” [FORM B]

“Medical Release”

Copy of athlete's birth certificate  
Payment or Receipt of on-line Registration Deposit

### ***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. 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 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 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).

### ***Movement between Teams***

Occasionally an athlete is moved from one team to another team. Movement occurs at the sole discretion of coaches and administration, in consultation with the effected athlete, and the athlete's parents. A full and justifiable explanation for the move will be disclosed to all parties. Athlete's who transfer from an Elite 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 on the HCVC's Website in October. (<http://www.highcountryvbc.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. Except for starting times, most USAV tournaments do not follow a set time schedule. Matches 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**.

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

HCVC athletes represent USAV, IVA, and 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 and USA Volleyball.

*HCVC members (athletes, parents, and supporters) are expected to exhibit proper demeanor at all tournaments. This also includes respecting members of the officiating team.*

## ***Team Transportation Policy***

Elite Team transportation arrangements are negotiated and contracted as early as September of each scheduled year. All athletes are required to travel and to lodge with their team. No refunds are given to athletes that do not travel. **Remember:** An Elite 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 the account holder.

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

## ***Travel Policies for Elite 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 or 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. Everything else is secondary. 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 hand-held games, CD players, ipods, 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 midriiffs, no short skirts, no short shorts, no Flipflops)

## ***IVA Tournaments***

The IVA 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 IVA Seeding/Reseeding Tournaments or according to the results of the previous Tournament.

IVA tournaments may be held outside the Wasatch valley. Parents are still responsible to arrange transportation to and from these sites. Coaches are responsible to oversee transportation arrangements of all team members. All parents that are driving athletes other than their children are required to provide current insurance information to their coach. All athletes traveling with other athletes' parents are required to provide a Travel Player Permission Form to their coach. High Country will provide hotel accommodations the night before the competition for all players and coaches. Parents must make their own travel arrangements.

## ***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 for his/her own accommodations in full. Payment of airfare and, if applicable, hotel, must be paid prior to the tournament. A chaperone 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. Additionally, the chaperone will be required to complete the IVA's *Participation Agreement Form* and *Code of Conduct Form* (forms available at [www.imvolleyball.org](http://www.imvolleyball.org))

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.
- Insuring 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
- \_ Player responsibilities and conduct
- \_ Curfew (lights and lock down)
- \_ Check-in requirements
- \_ 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*
- \_ Phone policy
- \_ Safety policy
- \_ Team agenda and schedule

# CLUB FEES & PAYMENT POLICY

## *Financial Disclosure and Agreement*

HCVC athletes and their parents must be prepared to assume the financial obligations of participating in an HCVC team. As stated above, due to the amount of travel involved, Elite Teams require a substantial financial commitment. Due to the large number of HCVC teams and athletes at both Elite 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 Tryout Fee, collected at or prior to the tryout.

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 two methods for payment of the Club fees::

**Method One:** The full remaining balance due on January 5.

**Method Two:** Monthly payments due by 5:00 p.m., on the 1st of the month, starting in December, and every month of the volleyball season thereafter. The last payment falls due on the 1st day of April.

### **Late Payments are assessed as follows:**

1) If an on-time payment is not made, a late fee of \$20 plus 5% per annum interest on the remaining balance is assessed and added to the account balance. Payments made after the due date are considered delinquent and are not accepted without both the late penalty and the interest

2) If no payment is made by the 25th of the month, a phone call is made to inform the responsible party that their athlete is placed on probation until the account is brought current. This probationary period serves as a warning that the player is in danger of being suspended from the HCVC and the player is not allowed to participate in any tournament play until the account is brought current. The player's coach is informed of the probation.

3) If payment is not made within 30 days (the 15<sup>th</sup> of the following month) the player is suspended. During this suspension the player is not

allowed to participate in any High Country activities until the account is brought current. The player's coach is informed of the suspension.

4) If payment is not made within 45 days of the due date, the account is assessed a collection fee on top of all late fees and interest. The player is dismissed from the team. The coach is informed of the athlete's dismissal from HCVC.

### **Payment Types**

HCVC accepts checks, money orders, cash, or credit card payments submitted with monthly billing statement. HCVC is not responsible for payments made in any other way. *Coaches cannot accept payments.*

### **E-check Deposit and Payments:**

E-check payments can be made on-line. Go to [www.highcountryvbc.org](http://www.highcountryvbc.org).

### **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 payments with HCVC bill to:

***High Country Volleyball Club Billing Office***  
**2134 East 2700 South**  
**Salt Lake City UT 84109**

Check payments also can be given to the club director after practice on the first of each month at the IVA Center.

A \$35 returned check charge is assessed to any check that fails to clear the bank. Late fees and interest also are assessed. Probation procedures begin as explained Fee Payment Policy. The 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 on-line. Go to [www.highcountryvbc.org](http://www.highcountryvbc.org).

### **Cash payments**

HCVC's Club Director and Financial Director accept cash payments. The director will give you a receipt for your cash payment.

**NOTE:** *Absolutely no cash payments should be paid to coaches or administrators.*

## ***How Club Fees Are Assessed***

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

- 1) Facilities rental fees
- 2) Coaching salaries
- 3) USA Volleyball and IVA registrations and sanction fees
- 4) Uniforms and apparel costs
- 5) Team equipment and medical supplies
- 6) Junior officials and coaches training and certification
- 7) IVA 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 of an Elite Team vs. Region Club Team

Before tryout registration, full disclosure of team fees is posted on the Website. ([www.highcountryvbc.org](http://www.highcountryvbc.org)). HCVC is unable to give a discount for families with more than one player. Elite Team expenses for travel tournaments are over and above the base fee. An Elite 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 conducted by IVA are over and above the base fee.

If a new player earns a position on a HCVC team mid-season, a portion of the base fees 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 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, 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.

### ***Rules of Athlete 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 or at the IVA Center.

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 **801-783-7974** to receive any available updated information.

### ***Uniform Policy***

**ASICS** is the official HCVC sponsor. Athletes must wear all ASICS products when representing the club. No other labeled apparel may be worn when an athlete represents HCVC. Athletes wear ASICS-labeled HCVC uniform and apparel to all tournaments. This includes shoes, jerseys, spandex, and knee pads.

Uniforms must be clean, especially kneepads, 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 as well as a replacement fee of \$20, due on delivery.

# 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 will not apply in cases of physical altercations or situations where Club Administrators feel that the safety of any person demands that the process be initiated immediately.

## *Procedure for Dispute Resolution*

HCVC has established a 4-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) Heather Kidd, 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 Director's meeting.
- (2) The issue becomes an agenda item.
- (3) HCVC's Board of Director's makes a decision.
- (4) The HCVC's Board of Director's decision is final.

**Note:** Occasionally issues that focus on the other coaches, officials, 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  
2134 East 2700 South  
Salt Lake City, UT 84109  
[www.highcountryvbc.org](http://www.highcountryvbc.org)

**FORM A**  
**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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# FORM B FINANCIAL AGREEMENT

My child, \_\_\_\_\_ will be on (circle one) 12/13/14/15/16/17/18  
POWER / REGION / SPORT team with a fee of \$\_\_\_\_\_.

I understand that additional fees will be assessed if my child participates in post-season play or additional travel. All parties that will assume this financial obligation must sign the agreement.

By signing below, I acknowledge and agree to abide by the Club Fees & Payment Policies as found in the HCVC Handbook of Policies & Procedures.

Parent's Name \_\_\_\_\_ Parent's Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State, Zip \_\_\_\_\_ State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Late Payments are assessed as follows:**

**1) If an on-time payment is not made, a late fee of \$20 plus 5% per annum interest on the remaining balance is assessed and added to the account balance. Payments made after the**

due date are considered delinquent and are not accepted without both the late penalty and the interest

2) If no payment is made by the 25th of the month, a phone call is made to inform the responsible party that their athlete is placed on probation until the account is brought current. This probationary period serves as a warning that the player is in danger of being suspended from the HCVC and the player is not allowed to participate in any tournament play until the account is brought current. The player's coach is informed of the probation.

3) If payment is not made within 30 days (the 15<sup>th</sup> of the following month) the player is suspended. During this suspension the player is not allowed to participate in any High Country activities until the account is brought current. The player's coach is informed of the suspension.

4) If payment is not made within 45 days of the due date, the account is assessed a collection fee on top of all late fees and interest. The player is dismissed from the team. The coach is informed of the athlete's dismissal from HCVC.



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