

# KoMet VolleyBall Club (KVBC)

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## Policy and Procedure Manual

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## I. KVBC OVERVIEW

### KVBC Structure

- The KoMet VolleyBall Club (KVBC) is a volleyball program operated by a volunteer Advisory Board and Club Director. The Board may be comprised of but is not limited to volleyball and youth sports supporters who may be past or present player parents, coaches, sponsors or volleyball enthusiasts.
- KVBC is managed by a Club Director and the advisory board.
- KVBC has two main roles:
  - Operate as the booster club for the school volleyball program for grades 7-12.
  - Operate the KVBC Volleyball club to provide offseason JO volleyball opportunities for Kasson-Mantorville volleyball players in 5<sup>th</sup> grade and above.

### KVBC Purpose & Mission Statement

- *Our purpose is to provide opportunities for athletes in the Kasson-Mantorville school district to improve as volleyball players and teammates in order to help develop and prepare them to compete and thrive as members of high functioning teams at the 9th grade, JV, and Varsity level, with the ultimate goal of producing the most competitive High School Varsity teams possible and to someday bring a State Championship in volleyball to Kasson Mantorville.*

### Programs & Opportunities supported by KVBC

- To achieve the above purpose, KVBC supports and/or operates the following programs & opportunities within the Kasson-Mantorville school district:
  - KVBC Club Volleyball (known as JO Volleyball)
  - The 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, JV, and Varsity school-based teams.
  - Volleyball 101/102 practices for youth in 2<sup>nd</sup> – 6<sup>th</sup> grade during the fall.
  - KoMet Volleyball Summer practices in June-July for grades 7-12.
  - KoMet Volleyball Summer Camps typically in July for grades 3-12.
  - The KoMet Krunch JO Volleyball Tournament. (main fundraiser for the entire program)

## II. SCHEDULE OF MEETINGS & TRYOUTS FOR THE CLUB SEASON.

### Pre-Season Informational Meeting

- Prior to tryouts, KVBC will hold an informational meeting to allow interested players and parents to ask questions about KVBC and learn more about the program. The date of this meeting may vary depending on the year, but it is *usually* held in early to mid October. The specific date, time and location of this meeting will typically be published in a flyer and/or on [www.kmvolleyball.com](http://www.kmvolleyball.com), and the info will also be made available through the school announcements when possible.

### Tryout Schedule

- Tryouts for 8<sup>th</sup> grade & younger are usually held sometime in October.
- Tryouts for 9<sup>th</sup> grade & older are usually held on the Sunday the day after the state championship game of the MSHSL State Volleyball tournament.
- Details of the tryout process and the team selection process are explained later in this document.

### Parent & Player Commitment Meeting

- Held after tryouts and before the first practice. This is normally held on the Sunday exactly one week after the 9<sup>th</sup> grade & older tryout date.
- The date, time and location of this meeting will be announced at tryouts and also posted on [www.kmvolleyball.com](http://www.kmvolleyball.com)
- Consists of a short presentation detailing expectations along with a question and answer session to follow. At the conclusion of the question and answer sessions, we will break out into individual teams so that the parents and players can meet with the coach of their team. At this time, the following must occur in order for a player to be officially accepted onto a team:
  - i. Any release or liability forms for insurance must be completed and signed.
  - ii. The KVBC Parent & Player Contract Forms must be signed.
  - iii. The 1<sup>st</sup> half of the season fees must be paid. (Payment for the 2<sup>nd</sup> half of the season fees is due by Feb 1<sup>st</sup>)

### III. FEES

#### KVBC Season Fees. (UpFront/AfterKrunchRefund)

- 11s & 12-2s           TBD
- 12-1s & 13-2s        TBD
- 13-1s & 14-2s        TBD
- 14-1s                   TBD
- 15/16s or older        TBD

\*\*\* If a single payment for the entire season fee is made by check at the Parent & Player Commitment Meeting, there is a 5% discount.

#### Fee Details

- Participation fees are based upon a season program developed by the Director(s) and approved by the Advisory Board.
- Participation fees cover the following: gym rentals, uniforms, event registrations, Sanctioning Body membership, coach's pay, equipment, misc supplies & administrative fees.
- Details about participation fees will be provided at the pre-season informational meeting and at the Parent & Player Commitment Meeting.

#### Fee Payment Schedule

- Payments may be made by check or by paypal.
- The 1<sup>st</sup> half of the participation fee is due at the Parent & Player Commitment Meeting in November.
- The 2<sup>nd</sup> half of the participation fee is due by Feb 1<sup>st</sup>.
- Families with a player in the club that have paid all of their fees and who sign-up and work a required number of shifts at the Krunch will be issued a check for a \$100 refund on their participation fees before the end of the season. Each family must work two 2hr shifts in order to earn the \$100 refund.

#### Consequences of late payments or non-payments

- Any remaining balance from the prior season will need to be paid in full prior in order for the player to participate in tryouts/assessments for the next season.
- Coaches will be informed if any of their players are behind on payments or haven't paid.

**Players with late payments will not be allowed to practice or participate in competitions.**

#### Refund Policy

- The only instance in which a refund will be given is if a family pays the full participation fee up front and then the player has a season ending injury PRIOR to February 1<sup>st</sup>. In that case 50% of the participation fee will be refunded. **NOTE: No refunds will be given if a player quits for any reason or is dismissed from a team due to misconduct, behavior issues, or lack of commitment.**

#### Hardship cases

- Financial hardship cases should be brought to the attention of the board. If approved, a revised payment plan may be agreed upon. Late payments to the revised payment plan will result in the player being held out of practices and competition until all due payments have been made.

## IV. DETAILS OF TRYOUT PROCESS AND TEAM SELECTION

### Age divisions

- Age divisions are established by the Sanctioning Body. (USAV / JVA/ AAU / etc)
- Age divisions are sometimes based on an athlete's age on Sept 1 of the fall of the tryout year.
- Oftentimes teams can also be based on the grade of the student for most events. KVBC usually structures teams by grade. However, if a team is going to be playing in a national qualifier or nationals, then the team may also need to satisfy additional age cutoff requirements.

### Tryout/Assessment Process

- All players/parents should **go to the registration table** when arriving to do the following:
  - Pay assessment fee if not already paid
  - Fill out all necessary forms & get sized for uniforms
  - Receive a number to attach to the t-shirt they are wearing.

*Note: Players cannot start tryouts until they are paid and registered.*
- Assessments will involve the evaluation of volleyball skills such as passing, serving, setting, hitting, defense, and blocking. Team related skills such as communication, attitude, energy, and coachability will also be evaluated. The goal is to place players on teams with other players of a similar skill level. This provides the best opportunity for each player to achieve a good combination of development and growth as well as opportunities to compete with athletes of a similar level in order to try to earn starting positions and playing time in tournaments.

### Team Selection

- Once the assessment process is over, the assessors will work together in the following days to complete the team placement process. Once team placements have been finalized, the club director will send an email to the parent/guardian of each player to let them know which team they have been offered a spot on. The parents & player should discuss and then email a response and let the director know if they will accept the spot or not. If they would like to accept a spot, then they will need to attend the Parent & Player Commitment meeting to sign the commitment letter and pay their 1<sup>st</sup> half season fee in order to officially secure their spot on the team.

## V. TEAM LEVELS DEFINED & COMMITMENT LEVEL EXPECTATIONS FOR EACH TEAM

Please read through the team level details on the pages below before making a commitment to accept a spot on any team. We think that it is very important for all members of every team to be EQUALLY committed. It is very detrimental to a team to have some players that are unable or unwilling to make an equal commitment to the team, so your commitment should not be made lightly! We expect that all players will honor their teammates by fulfilling their commitments & obligations to their team, and as such we will hold all players accountable for commitments made.

### Commitment Level Expectations for Practices and Events – Applies to ALL TEAMS.

- **Practices**

- A practice schedule for each month will be determined at the beginning of the month or near the end of the previous month based on the schedules of the players and gym availability. Once the schedule is in place and you have committed to those dates, then only things like sickness or an emergency should be grounds for pulling out of a practice.
- Players are expected to make practices a priority. If a player misses practices that they have committed to, it will likely affect their playing time. If a player consistently misses practices, the coach and director will schedule a meeting to discuss the problem with the player and parent(s), and if the absences still continue after that the player may be dismissed from the team.

- **Competitions and Events**

- A competition & event schedule will be created at the beginning of the season by the coach with input from the player families to make sure that enough players will be able to commit to each event to put a competitive team together. Once the schedule is in place and you have committed to an event, then only things like sickness or an emergency should be grounds for pulling out of an event.
- Players are expected to make competitions and events a priority. If a player misses an event that they have committed to, it will affect their playing time in future events. If a player misses more than 1 event that they have committed to, the coach and director will schedule a meeting to discuss the problem with the player and parent(s). If the problem still continues after that the player may be dismissed from the team.

### What is the difference between 1's teams and 2's teams?

- 1's teams may require a higher time commitment than 2's teams. They may have a slightly longer season, they may practice a couple more times each month, and they may play in a couple more events. As such, the cost to play on a 1's team may be higher than the cost to play on a 2's teams. (See the Fees section earlier in this handbook.)



## 11s teams and 12-2s teams

- **Program Goal**
  - Learn and develop basic volleyball skills.
  - Learn to love playing volleyball.
  - Learn how to contribute to a team and how to become a good teammate.
- **Season Duration**
  - Typically early January until sometime in April. (may vary depending on event schedule)
- **Coaches**
  - KVBC will provide a head coach for each team offered. If no head coaches can be found, then a team will not be offered.
- **Practice**
  - Will average anywhere from 1 practice a week to possibly 3 practices every 2 weeks depending on gym availability and the schedules of the players.
- **Competition**
  - Beginner level competition.
  - 4-6 events per season. A couple of the events may be 2-day events.
  - Most events will be in the Rochester area.
- **Travel**
  - If the coach and a majority of the team would like to schedule one overnight event for the season (ie. Presfest) that is permitted.
- **Uniforms**
  - Each player will receive 1 competition jersey and a warmup top.
- **Playing Time Expectations**
  - Please read through the playing time policies section later in this manual.
- **Commitment Level Expectations**
  - These teams are expected to be flexible when scheduling practices and competitions with the rest of the members of the team.
  - Once a commitment has been made and practice and competition schedules have been set, all players are expected and obligated to follow through on their commitments.

## 12-1s & 13-2s Level teams

- **Program Goal**
  - Learn and develop volleyball skills.
  - Focus on player development within a competitive team setting.
  - Learn how to contribute to a team, be a good teammate, and to compete with teammates to earn playing time. Also learn that different roles need to be filled on each team and learn to accept roles on the team.
- **Season Duration**
  - Typically early December until sometime in April. (may vary depending on event schedule)
- **Coaches**
  - KVBC will provide a head coach for each team offered. If no head coaches can be found, then a team will not be offered.
- **Practice**
  - Will average 3 practices every 2 weeks, but may vary slightly depending on gym availability and the schedules of the players.
- **Competition**
  - Intermediate level competition for 12s & 13s teams.
  - Approx 7-9 events per season. There will likely be two or three 2-day events.
  - Most events will be in the Rochester area, but there may be 1 or 2 events in the Twin Cities. (see Travel section below)
- **Travel**
  - The team will typically (but not always) play in one overnight event for the season (ie. Presfest). Parents are responsible for travel and hotel costs.
- **Uniforms**
  - Each player will receive 2 competition jerseys and a warmup top.
- **Playing Time Expectations**
  - Please read through the playing time policies section later in this manual.
- **Commitment Level Expectations**
  - 1s level teams are expected to make volleyball their top “Activity” priority outside of school sponsored activities and may require a higher time commitment than other teams. Before accepting a position on a 1’s level team, you should consider very carefully whether or not you will be able to fulfill the commitments necessary to play on that team.
  - 2s level teams are expected to be flexible when scheduling practices and competitions with the rest of the members of the team.
  - Regardless of the level of the team, once a commitment has been made and practice and competition schedules have been set, all players are expected and obligated to follow through on their commitments.

## 13-1s and 14-2s teams

- **Program Goal**
  - Learn and develop intermediate to advanced volleyball skills and team play.
  - Focus on player development within a competitive team setting.
  - Learn how to contribute to a team, be a good teammate, and to compete with teammates to earn playing time, and learn to understand that different roles need to be filled on each team and learn to accept roles on the team.
- **Season Duration**
  - Early December until sometime in April. (may vary depending on event schedule)
- **Coaches**
  - KVBC will provide a head coach for each team offered. If no head coaches can be found, then a team will not be offered.
- **Practice**
  - Will average 3 practices every 2 weeks, but may vary slightly depending on gym availability and the schedules of the players.
- **Competition**
  - Mid to High level competition for their appropriate age group depending on the level of the team.
  - Approx 8-10 events per season. There will likely be two or three 2-day events.
  - Most events will be in the Rochester area, but there may be 1 or 2 events in the Twin Cities. (see Travel section below)
- **Travel**
  - The team may play in an overnight event (ie. Presfest). Parents are responsible for travel and hotel costs.
- **Uniforms**
  - Each player will receive 2 competition jerseys and a warmup top.
- **Playing Time Expectations**
  - Please read through the playing time policies section later in this manual.
- **Commitment Level Expectations**
  - 1s level teams are expected to make volleyball their top “Activity” priority outside of school sponsored activities and may require a higher time commitment than other teams. Before accepting a position on a 1’s level team, you should consider very carefully whether or not you will be able to fulfill the commitments necessary to play on that team.
  - 2s level teams are expected to be flexible when scheduling practices and competitions with the rest of the members of the team.
  - Regardless of the level of the team, once a commitment has been made and practice and competition schedules have been set, all players are expected and obligated to follow through on their commitments.

## 14-1s, and 15/16s or older teams

- **Program Goal**
  - Learn and develop advanced volleyball skills and team play.
  - Focus on player development within a competitive team setting.
  - Learn how to contribute to a team, be a good teammate, and to compete with teammates to earn playing time, and learn to understand that different roles need to be filled on each team and learn to accept roles on the team.
- **Season Duration**
  - Early December until late April or May. (may vary depending on event schedule)
- **Coaches**
  - KVBC will provide a head coach for each team offered. If no head coaches can be found, then a team will not be offered.
- **Practice**
  - Will average 2 practices a week, but may vary slightly depending on gym availability and the schedules of the players.
- **Competition**
  - Mid to High level competition for their age group depending on the level of the team.
  - Approx 9-11 events per season. There will likely be three or four 2-day events.
  - Most events will be in the Rochester area, but there will almost certainly be a few events in the Twin Cities and possibly out of state. (see Travel section below)
- **Travel**
  - The team may play in one or two overnight events for the season (ie. Presfest). Parents are responsible for travel and hotel costs.
- **Uniforms**
  - Each player will receive 2 competition jerseys and a warmup top.
- **Playing Time Expectations**
  - Please read through the playing time policies section later in this manual.
- **Commitment Level Expectations**
  - 1s level teams and our older teams are expected to make volleyball their top “Activity” priority outside of school sponsored activities and may require a higher time commitment than other teams. Before accepting a position on a 1’s level team, you should consider very carefully whether or not you will be able to fulfill the commitments necessary to play on that team.
  - Regardless of the level of the team, once a commitment has been made and practice and competition schedules have been set, all players are expected and obligated to follow through on their commitments.

## VI. PLAYING TIME POLICIES

### KoMet Volleyball Playing Time Philosophy.

We believe that families who are paying a substantial season fee for their daughter to be part of a KVBC team deserve to be very clear on what our playing time policies are, so this section describes in detail our playing time policies.

You can read the recommended guidelines for each age group and team later in this section, but generally speaking, depending on the level of the team, there will be times when our coaches are expected to put players on the floor that they feel will give their team the best chance to win. It is the coach's responsibility to do what they feel will enable their team to be successful and to put the team's needs above the needs of any individual player. This is consistent with the policy of the KoMet Volleyball 9-12 HS programs and we feel that it is important to prepare our JO players to excel within our HS teams where no one is entitled to anything and everything must be earned.

For 12-1s level teams and on 13s and older teams, here are some principles that KVBC Volleyball Coaches are expected to adhere to:

- Everyone on the roster should be given opportunities to improve in practice, but in competition we compete to win and therefore playing time will not be equal in many cases.
- **KVBC is not a “pay to play” club.** You are not paying for your daughter to get playing time, you are paying for your daughter to be part of a team on which she will have the opportunity to improve, to work hard to earn playing time, and to learn the importance of accepting different roles on a team.
- **No one is entitled to playing time**, it must be earned in practice and it must be secured by how a player is able to perform in matches and under pressure when it matters. Playing time is competitive and must be earned and starting positions are competitive and must be earned.

**Regardless of playing time, every role on the team is important and every role must be filled and embraced in order for a team to succeed at a high level.** Not everyone is going to play, but everyone is expected to contribute to the team's success by embracing their role and performing their role to the best of their ability. There are many different roles on a team, and EVERY role is critically important to the team's success. There are lots of ways to help your team win the next point without being on the court! Competing hard in practice to make each other better, adding energy in practice or from the bench in games, practicing with intensity, caring for teammates, studying opponents' strengths and weaknesses, and on and on and on...

All players are expected to embrace whatever role the coaches give them on the team and to do their very best to excel in that role. Players given less playing time are expected & encouraged to work hard and improve in practice so that they have a chance of earning more playing time in the future. We want all of our players competing hard to try to beat each other in practice because then the entire team will improve together and everyone will reach a higher level.

We feel that this philosophy aligns with our purpose statement, which is to: *“provide opportunities for athletes in the Kasson-Mantorville school district to improve as volleyball players and teammates in order to help develop and prepare them to compete and thrive as members of high functioning teams at the 9th grade, JV, and Varsity level, with the ultimate goal of producing the most competitive High School Varsity teams possible and to someday bring a State Championship in volleyball to Kasson Mantorville.”*

## General Rule: Head Coaches determine playing time policies for their team.

In all cases and on all teams, the coach will have the final say in determining playing time policies for their team. **Coaches are encouraged to clearly communicate what their playing time policy will be to parents and players at the Parent & Player Commitment meeting before the player signs the commitment form and accepts a position on their team.** Here are some important things to know and to think about:

- Playing time policy may vary by tournament or event. For instance, in more competitive events, especially later in the season, the coach may need to play their most competitive players in each position, but in scrimmages, early season tournaments, or less competitive events during the season, they may try to provide more playing opportunities for all of the players.
- KVBC provides some general guidelines (see next section below) for coaches to use as a foundation when putting together their own policies and making playing time decisions.
- Parents and players need to understand that even if the goal of the coach is to provide relatively equal playing time, playing time may still vary greatly depending on player positions and the team roster.
- IN NO CASE should a parent track the number of points played, or use a stop watch to keep track of the amount of time that a player is on the court in any given set, match, or tournament, and use that as an argument that their player didn't receive enough playing time. In the game of volleyball, there are many factors out of the coach's control that determine how much time a given player might be on the court in any given set. For example, even if a coach has a playing policy in which playing time is ideally equal and shared, they will still sometimes be limited by the way that volleyball works. Here are examples:
  - If a player is filling a middle position, and if the team uses a libero, then often times the libero will come in to play across the backrow for the middles. And there is always 1 middle that starts in the backrow and 1 middle that starts in the front row. So a player could "start" for their team as a middle, but still be on the bench when the set starts because the libero is in the backrow for them. And then if either team scores a large number of points in each rotation, the match could literally almost be over before that middle hitter enters the game in the front row. So in this instance, the middle could be a starting player and hardly even see the floor in that set. And there is nothing that the coach can do about it except for taking out the libero and letting the middle play in the back row for some points. This happens even at the varsity level.
  - Usually on a team with an "equal playing time" policy, the result will be relatively equal playing time for players in the same position, but even that is largely dependent on the team's offensive and defense systems. For instance, the setter in a 5-1 offense will usually be on the floor the entire match, while the middles will be on the floor for about half of the time. But if you are on a team with no libero, and you have 2 setters in a 6-2 offensive system that only set across the back row and then get subbed out for front row right-side players, then the middles will usually be on the floor for the entire match while the setters are on the floor about half of the time.

**Bottom line:** you are best off just trusting that the coach is making playing time decisions in the best interest of the team.

- Coaches are encouraged to be creative in finding ways to provide playing time for some of the less experienced or less-skilled players in each position, even when playing in more competitive events. Here are some examples of good opportunities to provide playing time for players that aren't the most competitive in their position:
  - Matches in pool in which your team is clearly favored to win or clearly expected to lose.
  - Matches in pool play that don't change the outcome of a tournament seed.
  - You can bring in a player as a sub to give another player a break near the end of a set in which a certain outcome already seems likely.
  - You can use a player in a specific role such as a serving sub or a defender in a certain position/rotation.
- In the end, it is the responsibility of the players to do what the coach tells them to do, and to contribute to the best of their ability in whatever role the coach gives them. It is the parent's responsibility to respect the decisions of the coach even when they disagree and to support the team and understand that the coach has to focus on the needs of the team over the needs of a specific player.

## KVBC Recommended Guidelines for playing time:

- **11s teams and 12-2s teams:**
  - Playing time will ideally be relatively equal and shared. This does NOT mean that playing time will be *exactly* equal as explained in more detail in the section above.
  - Playing time WILL vary by position no matter what the coach tries to do.
  - Playing time WILL vary by other things like the team's starting rotation in a match.
  - Coaches are encouraged to have the players learn and play more than one position so that they can learn a variety of skills and build a good volleyball foundation. Also, by assigning players to play different positions in matches over the course of a tournament, the coach may be able to provide more opportunities for players to get relatively equal and shared playing time.
  
- **12-1s & 13-2s Level teams:**
  - Playing time on these teams will ideally vary depending on the level of the event.
    - At Scrimmages & Play dates, playing time should ideally be relatively equal and shared (between players within the same positions).
    - At early season tournaments before February and at less competitive events throughout the season, playing time should ideally be distributed in some manner (not necessarily equal, but hopefully close to equal) between the players within the same positions. As the tournament progresses then the most competitive players in each position may need to play more in order to give the team a chance to win more competitive matches.
    - At highly competitive events, playing time will be determined by the coach but may need to be more tailored towards winning competitive matches and less focused on distributing playing time. In this case playing time is earned based on a number of factors including performance in practices and in past events. Players are expected to accept their role and contribute in their role to the best of their ability. The coach has the final say on all playing time decisions made in this situation.
  - Playing time WILL vary by position no matter what the coach tries to do.
  - Playing time WILL vary by other things like the team's starting rotation in a match.
  
- **13-1s and older teams:**
  - Playing time on these teams will ideally vary depending on the level of the event, but ultimately **playing time is competitive and starting positions must be earned**. Equal playing time is not guaranteed and is unlikely in some cases. All playing time decisions are determined by the coach.
    - At Scrimmages & Play dates, playing time should ideally be relatively equal and shared (between players within the same positions).
    - At early season tournaments before February and at less competitive events throughout the season, playing time should ideally be distributed in some manner (not necessarily equal, but hopefully close to equal) between the players within the same positions. As the tournament progresses then the most competitive players in each position may need to play more in order to give the team a chance to win more competitive matches.
    - At highly competitive events, playing time will be tailored towards winning competitive matches and less focused on distributing playing time. In this case playing time is earned based on a number of factors including performance in practices and in past events. Players are expected to accept their role and contribute in their role to the best of their ability. The coach has the final say on all playing time decisions made in this situation.
  - Playing time WILL vary by position no matter what the coach decides to do.



## VII. EXCUSED VS UNEXCUSED ABSENCES

There are two types of absences: Excused Absences and Unexcused Absences. Regardless of the situation, we ask that any absence be communicated with the coach as soon as possible in the case of sickness or an emergency or as soon as it is scheduled in the case of a non-emergency. Each coach is responsible for creating their team's policies for excused and unexcused absences.

### Excused Absences

- An example of an excused absence is when a player misses a practice or competition due to sickness, an injury, or any other type of unplanned emergency.
- Other examples of excused absences (*if they are communicated early when practice and competitions schedules are being made*) include:
  - Religious obligations such as Mass, Sunday School, retreats
  - Family commitments such as weddings, anniversary celebrations, family vacations
  - School activities: band, choir, school sports, theater, etc...
- If you miss practice because of a planned excused absence that is communicated early with the coach, or because of an unplanned emergency, there won't be any assessed penalties. But one thing to understand is that if the player's performance or understanding of a team system or strategy is affected by their absence, or if another player competing for the absent player's position is able to improve while the absent player is gone, then obviously the absent player may see playing time decrease as a result of the absence.

### Unexcused Absences

- An unexcused absence is when a player misses a scheduled practice or competition because they choose to do something that isn't considered as an excused absence. Some examples would be deciding to go to a concert or to some other event instead of volleyball. Other examples of unexcused absences include:
  - Any absences (even excused absences) that were planned ahead but not communicated to the coach as early as possible.
  - Forgetting/skipping
  - Homework: School needs to come first. If you are falling behind in school or homework then you may need to miss some volleyball, and in those cases, we will consider those absences as unexcused. We follow this policy because in order to honor your commitment to a team and to do well in school at the same time you will need to learn to manage your time effectively. This is part of life and this is a great opportunity to learn that lesson and to become more effective at managing your time.
  - Practices or tournaments in other club or *non-school* activities. Ie. club basketball, club swimming, club softball, etc. We understand that many of our athletes may be involved in other club activities and we see nothing wrong with that. But at the same time, those players need to understand that sometimes they may be forced to make a choice that will result in them having an unexcused absence. An example would be choosing to participate in a different club practice or event instead of attending a scheduled volleyball practice or event. This would qualify as an unexcused absence, and it may be unavoidable in some cases. If a player chooses to attend a different club event instead of volleyball, we are NOT saying that it is the wrong choice, just that there may be some playing time penalties assessed for making that choice.
  - Babysitting / other job. If you committed to play on a team then you need to make that a priority.
  - Social activities with friends. You may have to make sacrifices in other areas of your life such as social time with friends if you want to honor your commitment to a team.



- If you miss practice because of an unexcused absence, there may penalties assessed depending on the policy of the coach of your team. And even if the coach does not assess any specific penalties for absences, one thing to understand is that if a player's performance and understanding of team systems and strategies are affected by their absence, or if another player competing for the absent player's position is able to improve while the absent player is gone, then the absent player will often times see playing time decrease as a result of an absence.
- Even though unexcused absences should be avoided whenever possible, we ask that you communicate unexcused absences with your coach as soon as possible in order to minimize the negative impact of your absence on the team. It is selfish & disrespectful to the team to wait until the last minute before informing the coach of an absence, and if that happens you should expect to pay some consequences for that choice.

**To Summarize:** We understand that everyone has things in their life that are more important than volleyball. Our players & their families need to make their own decisions on what is most important to them. There will usually be penalties assessed for players that have unexcused absences, but that doesn't mean that the player or their family made the wrong choice. It just means that they were willing to make that difficult choice even though they knew that it would probably impact their playing time on the team.

## VIII. PRACTICES

### Practice Gear

- Players should wear appropriate practice gear at every practice. *The following is recommended:*
  - Dark Spandex or Shorts, T-shirt, Kneepads, and a Water Bottle.
  - Players should always wear shoes that are for indoor court use only. Sneakers should never be worn outside and then on the court.
- It is recommended that players leave practice with either warm-ups or a dry change of clothes on. Weather appropriate attire is suggested.

### Player Expectations during practice

- Arrive at least 15 minutes prior to the scheduled start time of practice to get dressed, get the court setup, and get warmed-up before practice starts.
- Work hard, have a great attitude, add energy, be coachable!
- Be respectful of coaches and teammates and their personal property.
- Leave phones and/or any other electronic devices in bag and put on silent.

### Practice Scheduling

- Practice schedules will be different for each team and will be dependent on the availability of gym space, the coach's schedule, and the availability of the players.
- The coach will make an effort to schedule practices that work with a majority of players on the team, but gym space and the coach's schedule are the two most important criteria that need to be considered.
- It is critically important that all conflicts are communicated to the coach immediately after being placed on a team so that the coach is able to do their best to schedule around those conflicts.

### Expectations after practice

- Players will help make sure equipment is put away in its proper place at the end of each practice.
- Parents should be ready to pick-up players no more than 10 minutes after the scheduled end time of each practice. If there are delays, please let the coach know so someone stays at the school with the player.

### Missed practices

- Parents & Players are expected to communicate all potential practice conflicts to the coach BEFORE the practice schedule is made. After the practice schedule has been released, parents & players should confirm any conflicts immediately after receiving the schedule.
- Coaches will attempt to schedule practices so that there are as few conflicts as possible with other activities, however it will rarely be possible to avoid every conflict.
- Players that want to improve and earn playing time should make practice a priority. Playing time is earned in practice! If a player doesn't make practice a priority then they should not expect to see much playing time in tournaments.
- Missed practices by a player will hinder that player's development and growth, will affect the team's ability to improve, and will usually result in making it more difficult for the player to earn playing time in tournaments. If a player isn't willing to make practice a priority, then KVBC will not be a good fit for that player.

### Cancellation of practices

- The only time practices would be cancelled is if school closes or if there is an unexpected conflict or emergency with the coach.
- In case of inclement weather, it is up to the parents to decide whether or not the roads are safe to drive on when coming to practice.
- If the roads are dangerous, players should immediately inform the coach if they are unable to attend practice due to these conditions.

## IX. COMPETITION EVENTS (Tournaments, Scrimmages, Play-days, etc)

Players should bring their complete uniform including shoes, socks, kneepads, shorts/spandex, water bottle, and all jerseys to every competition.

If coolers are allowed it is recommended that parents pack healthy snacks for players. If coolers are not allowed and parents will not accompany their child to the tournament, be sure to send money to pay for food.

### Scheduling Competition Events & Communicating Event details

- Competition schedules will be different for each team and will be dependent on the coach's schedule and the availability of the players.
- The coach will make an effort to schedule competitions that work with a majority of players on the team.
- It is critically important that all conflicts are communicated to the coach immediately after being placed on a team so that the coach is able to do their best to schedule competitions around those conflicts.
- The coach will try to prepare a tentative schedule of tournaments near the beginning of the season for all teams. *The schedule may change in some situations, but any potential changes will be communicated as early as possible in order to try to minimize conflicts as much as possible.*
- For many competitions, the exact playing schedule for the competition is not finalized until a few days prior to the competition or even the night before the competition, but most single day competitions require the players to be there by 7:30am and go for the full day. Most 2 day competitions require the players to arrive by 7:30am the 1<sup>st</sup> day and go the full day, and then require the players to arrive by 8:30am the second day, and go until 3 or 4pm. So please plan accordingly.
- Players will normally receive the following information from the coach and/or team representative at least 1 day before the competition: Time to arrive, first game of pool play, play schedule. Note that last second schedule changes aren't unheard of, so there may be times that families receive an update at 9pm the night before a tourney with a new start time for the following morning.

### Missed Competition Events

- Parents & Players are expected to communicate all potential conflicts to the coach BEFORE the competition schedule is made. After the schedule has been released, parents & players should confirm any conflicts immediately after receiving the schedule.
- Coaches will attempt to schedule competitions so that there are as few conflicts as possible with other activities; however it will rarely be possible to avoid every conflict.
- Players should demonstrate their commitment to their teammates by doing everything possible to make it to all scheduled tournaments & competitions. When a team works hard to improve together in practice with the goal of competing well in an event and then a player fails to show up, it can be very discouraging for the rest of the players, not to mention disrespectful of the effort and time that the rest of the players have invested into the team.
- Unexcused absences from tournaments & competitions by a player can affect the team's ability to compete well and will probably make it more difficult for that player to earn playing time in future tournaments & competitions. If a player isn't willing to make volleyball a priority, then KVBC will not be a good fit for that player.

### Transportation to and from Events

- Transportation to and from all events is the responsibility of the player and their parents.
- Coaches and club officials cannot provide transportation to players without written permission from the player's parent or guardian.

## During the Competition Event

- Parents are responsible for their child at every event. The coaches' only responsibility during events is to coach their team during matches and possibly help the team to ref matches during their reffing assignments. The coach is NOT responsible for monitoring, supervising, or chaperoning any players at any events.
- Players must never leave a facility during a tournament (even with parents), without the coach's knowledge or approval.
- Players must be aware of the schedule during the tournament and always be available to the coach in case of schedule changes.
- No dissent or insubordination to officials, coaches, or the opposing team will be tolerated.
- REFFING / WORK DUTIES: Prior to the season, all players and coaches must complete the required online reffing & scoring courses, as all players will be required to keep score and officiate at tournaments.
  - Players must have their own whistle at competitions.
  - While officiating, players should pay attention and conduct themselves in a manner that reflects positively on KVBC.
  - No extra players will be allowed at the scorer's table.
  - No cell phones at the scorer's table – these should be stored in your bags.
  - Normally, the following positions must be provided:
    - At the scorer's table, 1 player will keep the scorebook, 1 player will run the scoreboard, 1 player tracks the libero.
    - 2 line judges must be provided.
    - Oftentimes both an UP-Ref and Down-Ref must be provided. In some larger events, the UP-Refs may be provided by the tournament organizers.
- At most events, a coach must be the up or down official while the team is officiating. At the 12 and under age levels, a coach must be the up official during the match.

## Leaving a Competition Event

- Players may leave a tournament only after the team is no longer playing, all refereeing duties have been completed, and permission has been obtained from their team coach.

## Facility Rules

- KVBC players, coaches, staff and parents are required to observe facility rules during every event, at every facility, home or away.
- "Away" facilities may have additional rules not covered by KVBC policy.
- Players may bring water bottles to the bench during games.
- Players will be responsible for removing all trash from under the team bench after every match.
- Coolers may be brought to tournaments but may be required to be left outside of the gymnasium or playing area. (check tournament rules)
- Ball handling should only be done in a gymnasium to prevent damage at playing sites.
- Players should store gear/personal belongings in a neat and orderly fashion. Bags should be zipped shut with all belongings inside to discourage theft or loss of personal property. During competitions, team "camp sites" must be out of the way of foot traffic and cleaned up at the end of the day.

## Travel and Hotel Costs for overnight tournaments

- Overnight tournaments are defined as tournaments that are 2 days or longer and that are at least a 1hr drive away. 2-day tournaments in Rochester do not qualify as an overnight tournament. Players and their families are responsible for all of their own travel and hotel costs when going to an overnight tournament.
- Coaches may be issued a \$125 travel stipend per night for the overnight tournaments that they attend, up to a max of 4 nights per season or \$500 total. Travel stipends for the night *before* the 1st day of the tourney will only be paid if the team plays in the morning of the 1<sup>st</sup> day of the tourney or if the tournament is more than a 4hr drive away. Stipends will always be paid for subsequent night(s).

## X. PROBLEMS, DISAGREEMENTS, AND CONFLICT RESOLUTION

### Concerns about playing time, positions, other

- If a player is concerned with playing time or position being played, then the PLAYER will need to talk directly to the coach and not to other players or coaches.
- Players can improve and increase chances of getting more playing time by discussing with the coach what they can do to improve and then working hard to implement the coach's recommendations.
- If the player does not get desired results after talking with their coach, the player is to set up a meeting at least 72hrs in the future with the coach, club director, and parents to discuss concerns. These types of concerns should never be discussed at a competition event.
- **It is never acceptable for a parent to talk to the coach about playing time or any disagreements without the player present.**
- If there is still no resolution between parents and players and the coach, then these concerns may be discussed with the Club Director(s). If the Club Director is the coach, then the concerns may be brought to the Advisory Board.

### Parent and player concerns with coaching behavior

- If a player and/or parent feel that the coach's behavior is unacceptable, they are required to report the issue to the Club Director(s) who will in turn report the information to the Advisory Board. If the Club Director is the coach, then the concerns may be brought directly to the Advisory Board.
- If the behavior is deemed as inappropriate by the Advisory Board, corrective action will take place.
- Player and parents will be kept aware of any pertinent information regarding the corrective action.
- If action has been taken to correct the behavior of the coach and there are little or no desirable results, the player and parents must submit another formal complaint.
- The Advisory Board will determine the next steps.

### Unacceptable/disruptive behavior of players

- KVBC players are expected to demonstrate proper behavior at all times (on and off the court) including but not limited to: Practices, Events, Overnight stays in hotels, Carpooling, time at Restaurants, etc...
- If a player has engaged in unacceptable behavior, depending on the nature of the disruption, the coach will handle the consequences. However, if the coach feels that he or she cannot handle the situation, the coach will bring the issue to the Advisory Board.

### Example behavioral problems

- Unexcused absences and/or tardiness for practices or tournaments.
- Leaving a tournament unexcused.
- Disobeying event rules or showing unsportsmanlike behavior.
- Substance Abuse - defined as using, consuming, having in possession, buying, selling, or giving away:
  - Any alcohol, tobacco, controlled substances, drug paraphernalia, or any products containing or products used to deliver nicotine, tobacco products, or other chemicals.
  - Any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, or any other substances addressed by Minnesota or Federal Law. This includes Vaping and E-cigarette devices, even if no nicotine is contained in the products.
- Any unlawful behavior such as stealing, vandalism, assault (verbal or physical), etc..
- Abusive behavior to other players and/or coaches, including bullying.

## Potential consequences to behavioral problems

- Loss of playing time.
- Sitting for the rest of the tournament if the behavior happened during the event.
- Sitting for an entire tournament if the behavior happened before the event.
- Short-term suspension from practice or competition.
- Long-term suspension from practice or competition.
- Any combination of the above.
- Dismissal from the team.
- KVBC will also report any Unlawful behavior, Abusive behavior, or Substance Abuse to school officials.

## Dismissal from a team due to player or parent behavior

- If there are offenses by a player or parent that are deemed to be disruptive to team chemistry and performance, then the player and/or parent will be approached, and solutions will be discussed.
- If the issues are still not resolved, the next step would be to set up a meeting with the advisory board, club director, coach, and the family to discuss further. If the behavior still does not improve, then it may result in the player being dismissed from the team. In the case of parent issues, any children in the family (current or future) may be banned from the club permanently.
- Some examples of disruptive behavior may include, but aren't necessarily limited to:
  - Multiple unexcused absences & tardiness by player
  - Disobeying rules by player or parent
  - Unsportsmanlike behavior by player or parent
  - Illegal behavior (stealing) by player
  - Substance abuse policy violations
  - Abusive behavior by player or parent to other players, parents, or coaches
  - Any of the example behavioral problems listed on the previous page

## XI. EXPECTATIONS FOR PLAYERS, PARENTS, AND COACHES

### Expectations for Players

- Know that school comes first but because the coaches work with the families to create practice and competition schedules around school activities, there are rare occasions that a player will need to miss volleyball practices or competitions due to school related activities. Players are expected to be organized and manage their time between volleyball and schoolwork. Other things like social time with friends may need to be sacrificed in order to make this work. If a player needs help finding a solution, they are encouraged to talk to coaching staff and parents.
- Players must understand that every role on their team is important and serves a purpose on the team, and that player roles will be determined by the coach over time and may change during the season.
- Some players will be leaders, others will be motivators and others will be supporters. Some players will contribute more from the court and some players will contribute more from the bench. All players are expected to give full effort, compete hard, and do their best to improve in practice.
- Each player must be respectful of others regardless of differing values, beliefs and personalities. To be a team, players are not expected to be friends but do need to respect individual differences.
- Be respectful of teammates, coaches, fans, officials, and opponents and represent KM in a positive manner.
- Make practice a priority.
- Players will be held accountable for their actions and behavior.
- Communication is important. Players are expected to be open, direct, and honest, and communicate clearly with the coaching staff.
- Players are encouraged to discuss volleyball concerns or questions with coaching staff.
- Players are responsible for their effort, their attitude, and their choices.
- Players should tell the coach when it is not possible to practice or compete at 100% before practice or an event so the coach understands that there may be a decreased level of performance.
- Players will sometimes need to sacrifice social engagements to be a committed player.

### Expectations for Parents

- Support athletes in a positive manner on and off the court.
- Set a positive example by respecting players, fans, officials, and coaches.
- Model positive behavior and good sportsmanship during all contests.
- Allow the coaches to coach and the players to play. If you want to be a coach, then please contact the Club Director and express interest. If you are not the coach of the team, then just be a supportive parent and leave the coaching to the coach.
- Understand the KVBC playing time policy for your team BEFORE your daughter accepts a position on the team.
- Make your payments on time. Understand that your daughter can not practice or play if you are not making your payments.
- Be on time to drop off and pick up players from events/practices.
- Make practices and tournaments a priority for your player.
- Communicate all practice and tournament conflicts well in advance to the coach.
- Understand that you are responsible for your child at every event except for when they are playing in a match or reffing a match.
- Use the 24 hour rule in case of any conflicts. Give everyone time to cool down before discussing the issue and then talk on the phone or meet in person with your child present to discuss the issue. Text messages and emails are usually discouraged in these instances.



## Expectations for Coaches

- **General Expectations**
  - Complete the necessary paperwork.
  - Provide parents and players with coach's contact information.
  - Clearly define and communicate team rules and expectations to players
  - Clearly define and communicate the consequences of broken rules and unmet expectations.
  - Enforce the rules and expectations fairly and consistently.
  - Come to every practice on time and be prepared.
  - If a coach needs a night off, he or she must find a sub to run their practice. Practices should rarely need to be cancelled or rescheduled due to the coach's need to be absent. In the rare case that a sub cannot be found, the coach should contact the club director to find other options for practice.
  - Coaches should always try to have a practice plan prepared for each practice. Practice plans do not need to be elaborate, but should serve to facilitate a smooth and effective practice. Ideally, coaches should incorporate age level expectations into their practice plan goals. If a coach needs help making practice plans they are encouraged to contact the Club Director.
- **Prior to each event**
  - Coaches and/or team representatives should provide tournament info and directions to the player families. If parents are unable to attend, they should be prepared to send food or money so their child can eat.
  - Coaches *should have a "Medical Release Form"* with them for each player. These forms should be available to the coach before the first competition. If the coach has not been provided the medical release forms for the first event, see the Club Director(s) before leaving for the tournament.
- **Coaches Game Day Responsibilities**
  - Make sure the parents and players know the time, place and arrival time expected of the players.
  - Arrive on time at the playing site or the designated meeting place.
  - Remind and ensure that all players observe facility rules.
  - Turn-in lineups prior to each set and make decisions on player roles, team strategy, etc.
  - Most tournaments will require a coach or registered adult to be the 1st (up) or 2nd (down) official for all matches.
- **Overall Responsibilities to KVBC**
  - Attend coaches' meetings.
  - Follow and enforce KVBC and Sanctioning Body rules.
  - Follow and enforce the rules governing the practice or competition facility.
  - Ensure that coaches/players conduct themselves in a manner that reflects positively upon KVBC.



## XII. KVBC BOARD, DIRECTOR, COACHES: JOB DESCRIPTIONS & RESPONSIBILITIES

### Advisory Board

- **Positions**
  - **Chair:**
    - Voting Officer
    - Sets Agendas
    - Responds quickly to Director needs and is part of escalation path of player/parent issues.
    - Orders KVBC Uniforms
    - Attends Krunch Committee Meetings
  - **Co-Chair:**
    - Voting Officer
    - Actively steps in for Chair as needed
  - **Secretary:**
    - Voting Officer
    - Documents meeting minutes and disperses to members
    - Develops brochure
    - Publicity/communication (distributes brochures/flyers)
  - **Treasurer:**
    - Voting Officer
    - Collects player payments
    - Manages coach & director payments
    - Coordinates money boxes for Krunch and other events as necessary
    - Reserves hotel rooms for high school tournaments
    - Orders coach lunches for away games
  - **At-large Members:**
    - Must be voted in as an at-large member.
    - Voting rights (unless you have a child playing for a competing club within Kasson-Mantorville)
    - Member of Krunch Committee
    - Other duties as specified in “Monthly Tasks”
- **Compensation**
  - The Advisory Board is voluntary and there is not compensation.

## Director of KVBC Volleyball

- **Responsible to:** KVBC Club Advisory Board
- **Function:** Be responsible for all matters pertaining to the organization and administration of KVBC. Make sure that our players and their families are getting a good value for their investment. Ensure that the players within the program are being given quality instruction, opportunities to improve in practice, and opportunities to compete in tournaments, scrimmages, playdates, etc.
- **Responsibilities:**
  - Communicate rules & policies of KVBC and Sanctioning Body to coaches, parents, and players, and make an effort to see that they are being enforced. Adhere to and support all KVBC and Sanctioning Body policies and procedures.
  - Cooperate with the board to promote the best interests of KVBC.
  - Be consistent and fair to players & parents.
  - Register teams, coaches and players with sanctioning body. Ensure that all coaches & players have completed all paperwork and/or online training with regards to registration, officiating, etc.
  - Coaching related responsibilities:
    - Find and hire coaches for the program.
    - Make sure that coaches are completing all forms, taking all necessary courses, and getting all necessary certifications as mandated by sanctioning body with regards to registration, coaching, officiating, etc.
    - Encourage and eventually require all coaches to attend an IMPACT coaching clinic.
    - Help mentor coaches and find opportunities to continue their education as a coach.
    - Offer to help coaches on planning practices and how to prepare a written practice plan.
    - Be a teacher and know in depth, advanced skills and strategies of the sport of volleyball and be able & willing to pass that knowledge on to other coaches.
    - Help coaches prepare offensive and defensive strategies and systems if necessary.
    - Educate coaches on the importance of bringing Medical Information Forms and Official Rosters to every event in case of emergency.
    - Communicate with coaches to ensure that they are aware of events and logistics related to attending events.
  - Set pricing for season fees and be a good steward of the KVBC program. Season fees will be dependent on many factors and may need to be adjusted each year.
  - Reserve facilities and coordinate with the school & the coach of each team to schedule practices.
  - Register KVBC teams for tournaments.
    - Assist coaches in choosing tournaments suitable for their team's talent level if needed.
    - Board Treasurer expected to assist with making payments for tournaments.
  - Run Tryouts and choose teams with input from coaches. Tryouts for 12 & under are for 12-1 only. All other players will get assigned to teams evenly after attending a couple of practices.
  - Run the Komet Krunch fundraising tournament or have the board hire someone to do this.
    - Sign up teams & organize the tournament.
    - Get Site Directors and Officials (high school girls) organized.
    - The Board is in charge of facilitating: Concessions, Prizes, & Volunteers for admissions and concessions (sign-up genius and follow-ups)
  - Maintain accounting books and software so that they are accurate and up-to-date.
  - Help treasurer arrange hotels for teams at overnight events if necessary.
  - Act as a buffer between coaches and parents and make sure that all members of the club follow the policies in place:
    - 1) 24 hour rule. 2) Parent w/ child to talk with coach. 3) Parent w/child to talk with coach & director. 4) Parent to talk with coach, director, and board.

- **Eligibility Recommendations:**
  - 5 to 7 years of collegiate, high school or club volleyball coaching experience preferred.
  - Must have held a coaching position or been around coaches and the game of volleyball in the last 5 years
  - Candidate must be able to be flexible regarding travel and game times for various coaching activities.
  - Pass a background check according to the policies of USAV and the North Country Region.
  - Must have the ability to organize team practices and schedules, work cooperatively with club personnel.
  - Ability to educate and mentor coaches.
  - Knowledge of volleyball rules and coaching techniques is required.
  - Has attended an Impact Clinic.
  
- **Desired Qualifications:**
  - Skilled in organization and public relations.
  - Experience working with children and adolescents.
  - Frequent access to email.
  - Ability to work with people from a variety of culturally diverse backgrounds.
  - Ability to provide leadership and direction.
  - Possess an integrated balance of athletic coaching skills and interpersonal communication skills. Be sensitive, firm, insightful, adaptable, and flexible.
  
- **Compensation**
  - Total compensation for the director position is \$2,000 - \$3,000 per year, depending on the responsibilities assumed. If there are 2 directors, then the compensation is split between the directors in proportion to their responsibilities.
  - Payment schedule: TWO payments per year: 1<sup>st</sup> payment on Feb 1<sup>st</sup>. 2<sup>nd</sup> payment after season.

## Head Coach of a Team

- **Responsible to:** KVBC Club Director and Advisory Board
- **Function:** To coordinate all aspects of the assigned team and to work cooperatively with club personnel in maintaining a quality program within the policy framework of the club.
- **Responsibilities:**
  - Develop practice plans for the team to maximize player and team development.
  - Prepare offensive and defensive strategies and systems appropriate to the age level of the team.
  - Adhere to and support all KVBC, North Country Region and USAV policies and procedures.
  - Be a teacher and know in depth, advanced skills and strategies of the sport of volleyball.
  - Make an effort to enforce all rules of KVBC & sanctioning body as they pertain to JO volleyball.
  - Complete any coaches training and/or certifications as required by sanctioning body.
  - Attend all practices. Plan and supervise all practice sessions. Prepare a written practice plan.
  - Ensure that players, parents and coaches understand club & team policies. Coach should refer to the policy manual for this information.
  - At tournaments, ensure that all reffing requirements are being met.
  - Communicate with parents on a regular basis, ensuring that the parents are aware of events and all logistics related to attending the event. The coach may appoint a team representative to help with these duties.
  - Ensure that all players have completed all paperwork and/or online training with regards to registration, officiating, etc.
  - Ensure that all Medical Information Forms and Official Rosters are brought to every event in case of emergency.
  - Assume responsibility for conduct of players in practices and during matches at tournaments.
  - Assume responsibility for all athletes during and after practices until they are dressed and have left the building with a parent or a parent has picked them up.
  - Ensure that equipment (balls, ball bags, carts, etc) is returned to the director after the season.
  - Conform to USAV policies in handling injuries; report all serious injuries immediately to the club director.
  - Attend ALL scheduled coaches' meetings unless excused.
  - Be sensitive, firm, insightful, adaptable, and flexible. Be consistent and fair to all players.
- **Eligibility Recommendations:**
  - Knowledge of volleyball rules and coaching techniques is required. 2 to 3 years of high school or club volleyball coaching experience preferred.
  - Candidate must be able to be flexible regarding practice, travel, and game times for various coaching activities.
  - Pass a background check according to the policies of USAV and the North Country Region.
  - Must have the ability to organize team practices and schedules and work cooperatively with club personnel. Must be able & willing to communicate well with parents and/or the parent team rep.
- **Desired Qualifications:**
  - Skilled in organization and public relations
  - Experience working with children and adolescents
  - Frequent access to email. Comfortable with technology.
  - Ability to work with people from a variety of culturally diverse backgrounds.
  - Ability to provide leadership and direction.
  - Possess a balance of athletic coaching skills and interpersonal communication skills
- **Compensation** (*general guidelines only. Compensation may be negotiated on a case by case basis*)
  - Head coaches: anywhere from \$900 - \$2500 depending on responsibilities and experience.
  - Assistant coaches: \$500 as a guideline, but depends on responsibilities and time commitment.
  - Payment schedule: TWO payments per year: 1<sup>st</sup> payment on Feb 1<sup>st</sup>. 2<sup>nd</sup> payment after season.

### XIII. KVBC TIMELINE OF RESPONSIBILITIES

#### July:

- Volleyball 101-102 (Board or 3<sup>rd</sup> party if someone else will be running this.)
  - Set Dates: Usually 5 Sunday evening sessions starting the last Sunday in Sept & going through Oct.
  - Prepare Community Ed. Brochure
  - Make T-shirt designs
- Prepare for HS Fall Sports Signup night: (Board)
  - Contact Head Coach regarding needs.
  - Prepare KVBC JO Brochure to hand out.
  - T-Shirt sales (get cash box?).

#### August:

- Start Coach Recruitment for JO Season (Director)
- **Set Krunch Dates & Reserve Gyms for Krunch with School District** (Board & Director)
  - Make sure that dates don't overlap with state wrestling tourney.
  - Usually 2<sup>nd</sup> weekend in March?
- Set Tentative Dates & reserve meeting places and gyms with school district for: (Board & Director)
  - Pre-Season Information Meeting (usually 2 weeks before the last Sunday in October)
  - Tryouts / Assessments
    - For 14s and younger, usually sometime in the last half of October.
    - For 15s and over, usually the Sunday following the MSHSL state volleyball tourney
  - Parent & Player Commitment Meeting (Usually the Sunday 1 week after 15s & older tryout)
- Order marketing items / freebies to hand out & throw out at varsity games. (Board - Treasurer)
- Get Dates from Varsity Head Coach for: (Board)
  - Senior Night
  - Parent's Night
    - Once Parent's Night date is confirmed, plan ahead to have Candy Bars and Flowers available for all JV and Varsity Parents on that evening.
  - Home 7<sup>th</sup>/8<sup>th</sup> grade tournament: The club gets all profits after the cost of the Custodian.
    - Once this date is confirmed, arrange for people to take Admissions at the tourney.
    - KVBC can also do concessions (and get that profit) if the club wants to manage them, but in the past we've opened it up for outside groups to handle concessions.
    - We usually host it in the HS.
- Uniform & Clothing Packages – begin process: (Board - Chair)
- Order coaches meals from Taher for weekday away games: (Board – Treasurer. Get dates from head coach.)

## September:

- Get Parent's Night date from varsity head coach. Prepare parent's night candy bars / flowers for that. (Board)
- Plan ahead to staff admissions tables for home 7<sup>th</sup>/8<sup>th</sup> grade tourney. Get date from varsity head coach. (Board)
- Volleyball 101 Camp - Finalize: (Director, Board or 3<sup>rd</sup> party if someone else will be running this.)
  - Get Volleylites lined up
  - Order T-shirts
  - Arrange coaches and create lesson plans
- Finalize Uniform & Clothing Packages for JO Season (Board - Chair)
- Complete and turn in JO Club & Team Sanctioning forms: (Director)
  - Club Director form
  - Sanction (insurance) for Practice and Tryouts
  - Application to Host Tournament (Krunch).
- Publicity: (Board – Secretary, and Director)
  - Website: upcoming dates of meetings, etc.
  - Email, Twitter, Facebook
  - Brochures, Flyers?
    - i. flyer for 5<sup>th</sup>-6<sup>th</sup> grade homerooms (1/2 sheet, abbreviated info)
  - School announcements
    - i. Middle School: information for daily announcements,
  - High School games: brochures at registration tables & concession stands?
  - Distribute flyers to School based 7-12 Coaches to hand out to their teams.
- Prepare PowerPoint Presentations for: (Director)
  - Preseason Informational Meeting (usually 2 weeks before the last Sunday in October)
  - Player & Parent Commitment Meeting (Usually the Sunday 1 week after 15s & older tryout)

## October:

- Hold Pre-Season Information Meeting (Board & Director)
  - Usually 2 weeks before the last Sunday in October
- Prepare tryout / assessment forms and organize & plan appropriately for tryouts. (Director)
- Run Tryouts / Assessments for 14s and younger (Board & Director)
  - Usually held sometime in the last half of October
  - Sizing / Registration – board members should be present to do this (Board)
  - Select 14s & under teams (Director & Coaches)
  - Send out emails to parents/players with expectations and asking for verbal commitment (Director)

## November:

- Finalize Coaches for JO Season: (Director)
  - Collect Sanctioning Body Membership forms
  - Perform background checks
- Set Date for JO Coaches Clinic & make preparations (Director / Lead Coach)
  - Reserve gym with KM School District
  - Be prepared to discuss Program Expectations, Philosophies
  - Draft Clinic Itinerary & prepare materials
- Run Tryouts / Assessments for 15s and over (Board & Director)
  - Usually the Sunday following the MSHSL state volleyball tourney
  - Sizing / Registration – board members should be present to do this (Board)
  - Select 15s and over teams (Director & Coaches)
  - Send out emails to parents/players with expectations and asking for verbal commitment (Director)
- Hold Parent & Player Commitment Meeting (Board & Director)
  - Usually the Sunday exactly 1 week after tryouts
  - Discuss expectations and answer questions
  - Break up into teams with coaches
    - Have Parents & Players complete any liability or release forms required for Insurance.
    - Have Parents & Players sign KVBC Parent & Player Contract
    - Treasurer walks around to each team to receive 1<sup>st</sup> half season fee payments from each family. Make sure families / players understand that players are NOT on a team and will not be able to practice or attend tournaments until this 1<sup>st</sup> half season fee has been paid or arrangements have been made for it to be paid.
- Once teams are finalized, contact school to get gym times reserved for December practices. (Director)
- Register Teams for Tournaments after coaches have set competition schedule. (Director)
- Set December practice schedules for all teams (Director)
  - Except younger and/or lower commitment level teams who don't start practice until January.
- Place Uniform & Clothing order for JO Season (Board - Chair)

## December:

- Start Practices for 12-1s Level teams and all 13s and older teams (Director & Coaches)
- Set Practice schedules for January (Director & Coaches)
- Continue to Register Teams for Tournaments as coaches get competition schedules figure out. (Director)

## January:

- Start practices for younger and/or lower commitment level teams ([Director & Coaches](#))
- Krunch Planning & Preparation ([Board, at large members, Krunch Committee, Tournament Director](#))
  - See Krunch section later in this document for more details
  - Assemble parents & volunteers for Krunch Committee. Committee responsible for planning Concessions, T-Shirts, signage, etc
  - Board should prepare sign-up genius to get parents signed up to work shifts in admissions & concessions
  - Director or Tournament Director (if one has been hired to operate the Krunch) should be getting teams signed up and be preparing to organize and run the tournament. And ensure that supplies for each table will be prepared with score & libero sheets, pencils, scoreboards, etc.
  - Director should work with HS Coach and captains to arrange for 9-12 graders to Ref.
- Set Practice schedules for February. ([Director & Coaches](#))
- Continue to Register Teams for Tournaments as coaches get tourney schedules figure out. ([Director & Coaches](#))

## February:

- 2<sup>nd</sup> half season fee payment is due Feb 1<sup>st</sup>. Enforce payment schedule by holding kids out of practices and tournaments until payment has been made or until arrangements for payment have been made.
- Coaches first half payments due Feb 1<sup>st</sup>.
- Krunch Planning & Preparation: ([Board, at large members, Krunch Committee](#))
  - Sign-up Genius should be created and sent to KVBC Families ([Board - Chair](#))
  - Weekly meetings
  - Communicate with Taher on concessions for Krunch
  - Meeting with JJ regarding Facilities needs on Krunch weekend
- Set Practice schedules for March. ([Director & Coaches](#))
- Continue to Register Teams for Tournaments as coaches make final requests. ([Director & Coaches](#))

## March:

- Run a successful KoMet Krunch! ([EVERYONE!](#))
- Set Practice schedules for April. ([Director & Coaches](#))
- KRUNCH WRAP-UP
  - Debrief / Document for future Krunch Tournament: ([Board, at large members, Krunch Committee](#))
  - Write & Mail refund checks to members who filled two 2hr shifts at the Krunch: ([Board – Treasurer](#))



**April:**

- Review Krunch performance with regards to income & expense. (Board & Director)
- Younger and/or lower commitment level teams should be wrapping up seasons.
  - Get all equipment back from those coaches. (balls, bags, carts, etc) (Director)
  - Make 2<sup>nd</sup> half payment to the coaches that have finished in April. (Board – Treasurer)
- Set Practice schedules for any teams that will still be playing in May (if necessary). (Director & Coaches)

**May:**

- All remaining teams should be wrapping up their seasons.
  - Get all equipment back from those coaches. (balls, bags, carts, etc) (Director)
  - Make 2<sup>nd</sup> half payment to the coaches that have finished in May. (Board – Treasurer)

**June:**

- Get books reconciled for past season. (Director)
- Review Equipment needs for KVBC. (Board & Director)
- Get school equipment & clothing budget requests for upcoming season. (Board & Varsity Coach)
- Review of Previous Year (Board & Director)
  - Make recommendations for changes where necessary.
  - Review financial picture. Set budget for next year; determine if any fee adjustments will be necessary.
- Book hotels for Varsity overnight tournaments in the upcoming Fall Season. (Treasurer & Varsity Coach)
  - Also reserve a block of 10 rooms for parents to use at the overnight tourneys and give that info to the head varsity coach to pass along to the varsity parents after tryouts are over.