

CLUB COCHISE



PLAYER AND PARENT HANDBOOK

The purpose of this handbook is to let the players and parents know how Club Cochise Volleyball (CCV) is organized, how it is run, and what can be expected from club membership. There is also background information about USA Volleyball and its Junior Olympic program. We hope you will keep this handbook as a reference throughout the season. It will answer many of your questions. However, should you require further information, please contact the CCV Board of Directors.

Club Cochise Volleyball Association

Mission Statement

Club Cochise Volleyball Association (CCVA), part of the USA Volleyball (USAV) Junior Olympic volleyball program is committed to providing quality training to all athletes, ages 12 - 18 who reside in Cochise County.

Club volleyball is for the players. Club volleyball is an off-season training program to improve and master fundamental volleyball skills. Emphasis is placed on conditioning, developing skills, commitment, teamwork, game and tournament experience, parent participation, and preparation for upper level play.

It is the mission of CCVA to give each Club volleyball member a competitive sports experience that will contribute to their own physical and psychological well being.

“As a Club Cochise board member, I will do my best to ensure that the opportunities presented in this Mission Statement exist for all club members and coaches.”

Club Cochise Board of Directors:

Todd Bradbury	President	236-8598
Melissa Hardy	Vice President	227-9792
Shelly Hegyi	Boys Secretary	210-216-6476
Wayne Stark	Girls Secretary	226-6611
Charlie Peck	Treasurer	439-9600

Certification and Affiliation

USA volleyball (USAV) is the national governing body of volleyball in this country. It is associated with the US Olympic Committee and is responsible for most region, national, and international competitions within the United States and other competitions where USA is represented. USAV is divided into many regions. Our club is a member of the Arizona Region Junior Olympic Volleyball (ARJOV). Teams from the region compete in championships in a number of categories from men's, women's and coed Open to Seniors, Masters and Golden Masters. The USAV also sponsors the year-round training program for the US National Men's and Women's teams. For younger players, the USAV sponsors teams that participate in the National Sports Festival, International Junior Competition and the Junior Olympic National Championships.

Our club, as part of USAV Junior Olympic volleyball program, is committed to providing quality training; physically, psychologically and competitively. We compete in local and regional events with aspirations of future national events. This competitive sports experience can enhance social development, and contribute to good physical and mental health. It also teaches the value of teamwork, responsibility, self-discipline and self-motivation.

The rules of USAV, ARJOV and CCV are strictly enforced. Players in this program will come from many different schools and cities so there is no room for school rivalries. This program is non-denominational, with practices held at Buena High School and other local school facilities as needed. CCV is a non-profit club, started in 1995 and currently operates with a Board of Directors.

Why Play Club?

Club volleyball gives players a choice. It can improve the quality of high school regular season volleyball. It can give more players a chance or a reason to go to college. CCV's goal is to make quality volleyball available to everyone in Cochise County. CCV is off-season training to give all members the opportunity to improve their skills. Emphasis is placed on developing skills and providing competition in the form of tournaments at each age level.

Another significant aspect of club volleyball is the way colleges handle scholarships in this sport. For the major established sports such as football and basketball, the high school season is the prime showcase for college recruiters. In sports such as volleyball, swimming and soccer, the high school season is more ceremonial than crucial. It is club play that gets looked at the most. This is because during the high school season, college coaches are busy coaching their teams. During the club season, they can take the time to get out and look at the players and recruit.

Eligibility

Anybody within USAV's age limitations, who enjoys volleyball and has not been banned by USAV, is eligible.

Team Size and Organization

Most players and parents would like to have teams of 6 or 7 players to maximize playing time. Because our Board members and coaches have always encouraged players to participate in others sports; school related or traveling teams, attendance at practice and tournaments is always a major issue or concern. CCV would therefore prefer to have 10 to 12 players on a team. We encourage all members to participate in every practice and tournament, but do understand our members have school and family priorities as well.

Insurance Coverage

The club's only insurance is provided through USAV on a secondary coverage basis for members while participating in team scheduled, supervised and approved activities such as practice, games, fund-raising events and attendance at major volleyball related events.

Transportation

Transportation to and from tournaments, practices and any other club activity is not the club's responsibility. It is up to the parents to ensure that their child has transportation to and from club events. It is also the function of your team parent to know who every player is riding with. Car pooling is suggested.

Parent Support

We ask that parents participate with officiating and hosting tournaments. Each new player must attend an officiating clinic before the season begins (parents are encouraged to attend also). Returning players will need to attend to learn any new rules and procedures. Club will have a local clinic for your convenience, if scheduling permits. Should your child not attend for any reason, she (he) will need to attend one in Tucson or Phoenix before the first tournament. Parent support at matches is important and encouraged. However, parents must refrain from questioning official's calls (that's the coaches job), yelling at the scorekeeper (POINT!), and especially, yelling at the players. Please treat the players and the coaches with respect. Officials have the ability to penalize our team for unsportsmanlike conduct from the players, coaches and parents. **HAVE FUN!**

Attendance

Attendance at practices and tournaments are mandatory unless there is a conflict with school activities or homework. If possible, injuries and illnesses should not keep players from attending. They can help, listen and still learn. The severity of the illness or injury should determine whether the player participates or not. If you do not attend practice regularly, please do not expect a lot of playing time in tournaments.

REMEMBER: YOU MUST NOTIFY YOUR COACH IN ADVANCE IF YOU ARE GOING TO MISS PRACTICE, REGARDLESS OF THE REASON. Lack of notification is grounds for disciplinary action.

Be on Time!: Players should be at the gym 15 minutes prior to scheduled practice time. Players are required to help set up equipment. Assignments will be made at the first practice. You are responsible for your assigned day. Practice should not be expected to wait around while the net is being set up.

Practice expectations: Players are expected to work hard and get the most out of each minute of practice. Players must help in keeping our facilities clean and in maintaining the upkeep of the equipment. Please make sure you know where all equipment goes and return items as you found them. Please clean up the gym of all trash (yours or not) before leaving. Players are encouraged to bring water to practice, however, please keep all beverage containers off the wooden floor.

SMOKING IS NOT PERMITTED AT PRACTICE OR TOURNAMENT SITES:

Alcohol is not permitted either. This goes for all coaches, players and their families and friends attending.

TOURNAMENTS

Playing Time: Players and parents should be aware that every coach has the responsibility to ensure that all players get to play during tournaments. This time is not guaranteed, and may not be equitable. Attendance, attitude and work ethics are contributing factors to the amount of playing time you receive.

What to eat at tournaments: Players should bring an ice chest with food and drinks for the entire day. Fruits, crackers and bread are best to eat while competing. Water is the best fluid to drink, while fruit and Gatorade type beverages are also okay. **FOODS TO AVOID WHILE COMPETING:** candies, pastries and soft drinks. Any item with processed sugar will only add to the fatigue factor, which is critical in a long day of play. Food costs are the responsibility of the player. **Food and drinks, other than water are not allowed in most of the facilities where we play our tournaments. Coolers must remain outside the gyms.**

Players must stay with the team during the entire trip. Players may not leave the team to go out with friends or relatives however these people can join the team for meals or activities.

Volleyball Festival: This is an optional tournament. Played at UC Davis for the last twenty years, the Volleyball Festival (VF) has moved to Phoenix, AZ. The largest female sporting event in the country, the VF has over 900 teams from all over the United States and other countries participating. The tournament consists of 5 days of playing time with a minimum of 3 matches per day. Many scouts come looking for girls to play at a college level. Not only is it a memorable experience for the player, but they will also have the opportunity to learn new skills and techniques from University coaches. It is the responsibility of parents and players to incur the cost. Players fund-raise to cover the expenses for this tournament (airfare, registration, van rental, hotels, meals and 2 extra months coaching fees. Once you have signed your commitment, your deposit will be non-refundable. You are expected to be responsible for your part regardless of whether or not you attend.

CLUB COCHISE



**CLUB COCHISE VOLLEYBALL ASSOCIATION
BYLAWS**

SEPTEMBER 2007

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Article I Club Cochise Volleyball Association

Article II Mission Statement

A. Club Cochise Volleyball Association (CCVA) , part of the USA Volleyball (USAV) Junior Olympic volleyball program is committed to providing quality training to all athletes ages 12 thru 18 who reside in Cochise County.

B. Club volleyball is for the players. Club volleyball is an off-season training program to improve and master fundamental volleyball skills. Emphasis is placed on conditioning, developing skills, commitment, teamwork, game and tournament experience, parent participation, and preparation for upper level play.

C. It is the mission of CCVA to give each Club volleyball member a competitive sports experience that will contribute to his or her own physical and psychological well-being.

D. CCVA has limited affiliation with numerous Cochise County schools to include: Buena, Benson, Bisbee, Tombstone, St David, and the elementary and middle schools in the county.

Article III Members

A. Anybody within USAV's age limitations that enjoys volleyball and has not been banned by USAV and/or CCVA is eligible to participate, subject to certain limitations described below.

B. The rules of USAV and CCVA are strictly enforced. Players in this program will come from many different schools and cities and there is no room for rivalries. This program is non-denominational, with practices held at Buena and Benson High Schools, and other local facilities as required. CCVA is a non-profit club, and currently operates with a Board of Directors.

C. Team sizes are defined by the same rules that apply to USAV, no more than 12 girls on a team.

D. Members will be asked to fill out membership forms for both USAV and CCVA. These records will remain within the club. The cost per player to participate in CCVA can be found on the Club website. There is a late fee of \$100 for late registration. A \$150.00 registration fee is due at the time of registration. This will be held until teams have been determined. Once a player has been placed on a team and registered with the Arizona Region, that fee is non-refundable. Discounts are offered for registering multiple children, or for elected board members registering children. Only one discount will be applied; whichever is the greatest benefit to the member. The

remaining balance can be paid off in a variety of ways (lump sum, monthly payments, etc.). How the remaining balance is paid off can be worked out with the club treasurer. However, all monies due must be paid off in full by 1 December (boys) and 15 April (girls). Parents will sign an agreement to this at the time of registration.

E. Players and their parents will be required to sign the General Conduct Guidelines/Disciplinary Action's Form in the Player/Parent Handbook. In this, they agree to abide by the rules and regulations set forth in the handbook and agree to accept the consequences if they fail to abide by those rules.

Article IV Board of Directors

A. The Board of Directors is responsible for all aspects of organizing and promoting club volleyball. The Board of Directors establishes membership dues and rules for all club members.

B. CCVA consists of four elected board positions: president, vice-president, treasurer, and secretary. Each board position is held for a minimum of a two-year term. A board member may keep his or her position beyond the two-year term if no one runs for that position. The election for the positions of president and secretary will be held on odd years and the positions of vice president and treasurer will be held on even years. In addition to the elected board members there may be other volunteer positions which will assist the elected members with operating the club. These positions are Parent and Team Representative, Coach Representative, and Web Manager. There will also be 1-3 Directors for CCVA.

C. New Board of Directors members are nominated/elected during the last parent/board meeting in May. Example: The May 2002 meeting will hold elections for the positions of vice president and treasurer for the 2002 and 2003 club seasons. At that time an executive board meeting will be scheduled with new and resigning board members to discuss and review all CCVA documents.

D. As compensation, elected board members get a fifty percent discount on their child's membership dues per year. This applies to only one child per board member.

E. All board members must be USAV members. Club pays for membership unless a board member is also a paid coach.

F. If a board member must resign during his/her term a new board member will be nominated during the next monthly parent/board meeting. The new member will get the 50 percent discount on their child's membership dues; however, there will be no refunds given if more than that amount has already been paid. Any remaining dues will be waived.

G. All outgoing board members must hand over all of their CCVA records (soft and hard copy) to the board president and/or to the new president if the president is leaving.

H. **Board of Directors duties:** The following are the responsibilities of each board member.

1. Club Director(s)

a) This person is listed on all official paperwork regarding the existence of CCVA as the responsible party. This position sets the tone or basic philosophy for how the club will operate on a daily basis.

b) In the absence of both the president and vice-president, the director will preside over any meetings.

c) Acts as the final word on Board decisions with no clear consensus (tiebreaker).

2. President

a) Chairs all board meetings; sets meeting agenda's; participates in interviewing new coaches and with board approval, hires coaches; coordinates fundraising events; organizes team/coaches clinics; coordinates and presides over all initial membership drives; collects all records from outgoing board members. All records kept (hard and soft copy) are to be given to the next president when his/her term expires.

b) The president handles grievances and discipline problems. When a grievance or discipline problem is brought to the attention of any board member brought forth by any CCV member, coach, parent or anyone representing USAV, the president will call an executive board meeting to discuss the grievance/problem. If the president is not available and an immediate decision must be made, the responsibility is then transferred to the vice-president to call the executive board meeting, and carry out the president's mission.

c) If for some reason one member cannot attend the scheduled executive board meeting, it is the responsibility of the president to inform that member of the grievance/disciplinary problem and get from them, in writing, their opinion about what consequences they deem adequate for the situation.

d) If a special meeting is called to present the grievance/disciplinary problem to the individual(s) involved, the president will be responsible to have the CCV Disciplinary Action Form filled out by the time of the

scheduled meeting. See Article VI – Discipline procedure to follow. The president will inform the person(s) involved of the final decision regarding how the board members responded.

3. Vice-President

a) Acts as president if president is not available; co-chairs board meetings; participates in interviewing new coaches; orders all uniforms and coordinates uniform dispersal; assist in the monthly news letter; works with the system administrator on updating the web page; provides organizational skills for membership drives.

b) If the president is not available and an immediate decision must be made regarding any grievance/problem brought forth by any CCV member, coach, parent; or anyone representing USAV, the responsibility is then transferred to the vice-president to call the executive board meeting, and carry out the president's mission. All records kept (hard and soft copy) are to be given to the president when his/her term expires. The senior director will assume the responsibility for board business in the absence of both the president and vice-president.

4. Treasurer

a) All records kept by the treasurer (hard and soft copy) are to be passed on to the president when their term expires.

b) It is the treasurer's duty to record and maintain all the club financial systems i.e.; bank statements, individual member accounts, dues; and have that information available for all board members and player/parent members when requested.

c) The treasurer also co-signs all checks along with the secretary and president; maintains post office box; helps the board determine the budget; participates in interviewing new coaches; provides organizational skills for membership drives.

d) The treasurer will provide to the secretary a financial statement for the AZ Tax Commission Report.

e) Upon registration, the treasurer will provide CCVA with proof of financial statement for all club accounts and have the general ledger up-to-date.

5. Secretary

a) All records kept by the secretary (hard and soft copy) are to be given to the president when their term expires. Secretarial duties include maintaining a file for all members, filling-out AZ Tax Commission Report and keeping records for all club taxes.

b) The secretary takes and maintains all board meeting minutes; maintains all USAVB forms (current and archives), is co-signer along with the president for the treasurer; writes all press releases; writes and publishes monthly newsletter with the assistance from the vice-president; participates in interviewing new coaches; responsible for maintaining coaches and players handbooks, bylaws, provides organizational skills for membership drives.

In addition to the elected board of directors, parents and coaches are encouraged to participate. The following positions may be filled, but are not mandatory positions.

6. Parent Representative

a) The parent representative will act as a liaison between the team representatives and the Board at executive board meetings. This person will address any issues or concerns of any member's parents to the Board for resolution and report back any findings. If necessary for a parent to address the entire Board, the parent representative will coordinate that meeting with the president.

b) The parent representative will inform the team representatives about items of interest following executive board meetings.

c) All parent volunteers must be USAV members (at clubs expense) and will receive a 25 percent discount on their child's membership dues (Only one child per parent volunteer).

7. Team Representative

a) Parents are encouraged to participate as parent volunteers. Parent volunteers can bring ideas/concerns to the board meetings; make travel arrangements for tournaments, be chaperones, etc.

b) One parent from each team is needed as a volunteer.

c) All parent volunteers must be USAV members (at clubs expense) and will receive a 25 percent discount on their child's membership dues (Only one child per parent volunteer).

8. Coach Representative.

- a) This person brings coaching ideas/concerns to board meetings, organize/set-up home tournaments.
- b) Research coaching training aids, and ensures all CCV coaches are aware of and comply with all USAV, Arizona Region, and CCV coaching policies.

9. Web Manager.

- c) This person is responsible for the club website. They will design, update, and manage the website.
- d) The web manager will be paid \$100 annually at the time the website dues are paid.

Anyone accepting these positions agrees to abide by the rules set forth in these Bylaws.

All parents and players in CCVA are encouraged to participate at board meetings.

Article V Meetings

A. CCVA parent/board meeting will be held on the last Wednesday of every month, at 7 p.m. in the classroom off the Buena High School gym. At least three of the four board members must be present to hold a quorum for issues requiring a board vote. In the event of a tie vote by the board, parent and coach representatives will be asked to vote on that particular issue. Cancelled meetings will be posted on the exterior East Side gym doors the day of the scheduled meeting. Changes will also be posted on CCV's web page: www.clubcochise.com.

B. Any board member (elected or volunteer) may call a special meeting to discuss grievances/problems that can't wait until the scheduled meeting. Any parent/coach may request an executive board meeting by contacting the president. It is the president's responsibility to inform all board members about any special meetings scheduled.

C. The Board of Directors reserves the right to conduct executive sessions (for board members only) as needed to discuss club issues. Any decisions requiring a vote will be addressed during a parent/board meeting.

D. For special meetings to conduct a Formal Action against any CCVA member, refer to Article VI – Discipline.

Article VI Discipline

A. When a grievance or discipline problem is brought to the attention of the board president by any CCVA member, coach, parent or anyone representing USAV, the president shall call an executive board meeting to discuss the grievance/problem.

B. During this meeting, the executive board will discuss the grievance/discipline problem and determine if it warrants any formal action to be taken. It is mandatory that all executive board members must be present at this meeting. If for some reason one member cannot attend, it is the responsibility of the president to inform that member of the grievance/disciplinary problem and get from them, in writing, their opinion about what consequences they deem adequate for the situation.

C. If it is determined that formal action must be taken, the person(s) involved will be notified by the board president that a grievance has been issued against them and a disciplinary action by the executive board is being taken. If this involves any CCVA member(s), their parents will also be notified and expected to attend a special meeting with the executive board and all those involved.

D. A time will be scheduled when all parties involved in the grievance/discipline problem can meet with all of the executive board members to discuss the grievance/disciplinary problem. At that meeting, a copy of the CCVA Disciplinary Action Form (wherein the top portion of the form has been filled out by the president) will be given to all parties involved. During this meeting the person(s) involved may speak on their behalf. The executive board will consider all sides before making a final decision. That decision may be made during that same special meeting or within one week from that meeting, depending on the information gained. The director will inform the person(s) involved of the board's decision regarding any consequences of the formal action.

E. The president will complete the Disciplinary Action Form. A copy will be sent to the member(s) and the original will be placed in that member(s) file.

F. For lesser offenses, the executive board may issue a Letter of Caution wherein certain actions have been observed and corrective measures may be suggested to alleviate further problems.

All grievance/discipline actions are strictly confidential and will not be discussed at any time with anyone other than the recipient(s) and the executive board members.

Article VII Definitions

Executive Board	includes the elected officers; President, Vice-President, Treasurer, and Secretary, and all Club Directors.
Board of Directors	includes the elected officers; President, Vice-President, Treasurer, and Secretary, all Club Directors, and all volunteer positions; Parent, Team, Coach Representatives, and the Web Manager.

USA VOLLEYBALL JUNIOR PLAYER AGE DEFINITION
For use during the 2010-2011 Season

Once a player participates (including but not limited to practicing, training, attending workouts and/or competing) in a club or varsity program for any university, college, community college, or junior college, he/she is ineligible to take part in any regional and national programming, which includes but is not limited to national JNC qualifying and championship events.

18 and Under Division:

Players who were born on or after September 1, 1992

or

Players who were born on or after September 1, 1991 and a high school student in the twelfth (12th) grade or below during some part of the current academic year

17 and Under Division:

Players who were born on or after September 1, 1993

16 and Under Division:

Players who were born on or after September 1, 1994

15 and Under Division:

Players who were born on or after September 1, 1995

14 and Under Division:

Players who were born on or after September 1, 1996

13 and Under Division:

Players who were born on or after September 1, 1997

12 and Under Division:

Players who were born on or after September 1, 1998

Boys 14 and Under Division:

Regionally waived boys teams in the 14 and under age group will be allowed to participate at the USA Junior Olympic Volleyball Championships using the following age/grade definition:

Players who were born on or after September 1, 1996

or

Players who were born on or after September 1, 1995 (15 years or younger) who shall neither have completed nor are in a grade higher than the eighth grade (8th) grade during the current academic year. (This exception is based on the net height difference of 7'4 1/8" to 7' 11 5/8" between the 14 and Under Division to the 15 and Under Division.)

Note: These age definitions are used by domestic club programs and are NOT the same as the age definitions for the International and Domestic High Performance programs for 2011.

The classification cut-off date of the September 1 was reviewed by the USAV Youth/Junior Olympic Volleyball Division (YJOVD) prior to the USAV 2008 Annual Meetings and research justified the continuation of the cut-off date of September 1. Additional information can be found on the USA Volleyball Website.

The Age Definition Policy was most recently revised by the USA Volleyball Board of Directors on January 19, 2002.

Revised 08/26/2010

USA VOLLEYBALL JUNIOR PLAYER AGE DEFINITION

For use during the 2010-2011 Season

To determine the correct age division, please find the Month of Birth in the left column and then the year of birth in the same row. The heading of the column matching the Year of Birth is the correct age bracket.

	18 & Under ¹	18 & Under	17 & Under	16 & Under	15 & Under ²	14 & Under	13 & Under	12 & Under	11 & Under	10 & Under
Sept	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000
Oct	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000
Nov	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000
Dec	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000
Jan	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Feb	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Mar	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Apr	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
May	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
June	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
July	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Aug	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001

¹ Player who was born on or after September 1, 1991 and is a high school student during some part of the current academic year

² **Male Only** - Player who was born on or after September 1, 1995 (15 years or younger) who shall neither have completed nor are in a grade higher than the eighth grade (8th) grade during the current academic year **are eligible to play in the 14 & Under division.**