



# BOISE RIVER VOLLEYBALL CLUB

2009-2010

## Policies & Procedures Handbook



**Mailing Address:**

P.O. Box 190035  
Boise, ID 83709

**Website:**

[www.boiserivervolleyball.net](http://www.boiserivervolleyball.net)

**Email:**

[clmurphy9@msn.com](mailto:clmurphy9@msn.com)  
[brvbc@msn.com](mailto:brvbc@msn.com)

**Phone:**

(208) 447-8471

**Practice facility:**

Homecourt YMCA  
936 W. Taylor, Suite 104  
Meridian, ID 83642

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# **PURPOSE OF BOISE RIVER VOLLEYBALL CLUB**

**Mission Statement:** To provide the area's volleyball athletes with competitive opportunities designed to accelerate learning of volleyball skills, and compete at the highest level possible.

Goals:

- Reach a balance between a disciplined work ethic and an enjoyable learning environment.
- Allow players to grow, learn, and excel athletically – all while being gracious competitors.
- Produce athletes who love the sport of volleyball and want to continue playing/coaching throughout their lifetimes.

## **ADMINISTRATION OF BOISE RIVER VOLLEYBALL CLUB**

### **Board of Directors**

The Board of Directors is made up of volunteer parents and paid staff. Board meetings are usually held one time per month throughout the year. The club will show no favoritism for players whose parent is a Board member.

Director – The Director is selected by the Board of Directors and contracted for one full year or at the pleasure of the Board for multiple years. The Director should be Coaching Accreditation Program (CAP) certified or shall seek certification within one year. If the Director is not coaching a team, the club will cover his/her costs to regional and national tournaments, including hotel, travel, and food stipends.

If Co-directors are being employed the club will cover hotel, travel, and food stipends for both persons. If the Director or Co-directors choose to coach a team the amounts specified in the coaching section of the handbook will be paid to the coach/Director along with the Directors fees. If one of the Co-directors chooses to coach, the payment for coaching will be paid to one, and the Director's payment will go to the other.

The Director shall be responsible for:

- Running tryouts.
- Finding and securing coaches for the club.
- Determining which players will be on which teams using advice from the coaching staff at tryouts, and notify the players before the contract signing meeting.
- Attend and provide support to the Board at contract signing meeting for parents of players.
- Securing gym space for practices and scheduling practice times.

- Purchase uniforms, equipment, and other gear in coordination with Financial Director.
- Hold at least two coaches' meetings.
- Assist and evaluate the coaching staff as necessary.
- Communicate primarily with the coaching staff, the Board of Directors, and the team parent representative.
- Choosing, scheduling, and coordinating all tournaments.
- Securing and keeping copies of contracts, payment forms, and medical release forms for each player and all coaches.
- Registering all members of Boise River Volleyball Club with United States Volleyball Association (USAV) and the Intermountain Volleyball Association (IVA).
- Register BRVBC with the IVA prior to each club season by completing all necessary paperwork and paying all fees.
- Facilitate communication with collegiate coaches.

Chair of the Board – Call monthly board meetings, emergency board meetings, preside at meetings, develop the meeting agendas with Secretary, and work closely with the Director to assure the club is running smoothly. Members of the Board of Directors elect this position from present board members.

Financial Director – Collect fees, pay bills, process and maintain club financial records, and supply information to the club's tax accountant for non-profit tax returns. Provide information to the Board of Directors on team members that are in arrears of their payments in order to suspend for non-payment. Work closely with the Director and Team Parent of each team to assure the club's financial aspect runs smoothly. Members of the Board of Directors elect this position.

Secretary – Will take and maintain the minutes of meetings, develop and/or maintain copies of club documents, such as bylaws, policy and handbook, contracts, forms, letter, and other documentation. Members of the Board of Directors elect this position.

Representative of the Team Parents – Provides input to the board on issues of concern from the Team Parent for each team and assists the Director to assure the club is running smoothly. Members of the Board of Directors elect this position.

Travel Coordinator – Will be the club's designated travel agent and be responsible for securing airline tickets, ground transportation, and lodging for all national and regional tournaments. This position will require coordination with the Team Parents, Financial Director, and Club Director. Members of the Board of Directors elect this position.

Club Advisor – A Club Advisor may or may not be used each season. This position might be used with a new or inexperienced Director or Board of Directors. This position will be selected by the Board of Directors and usually is a former parent, former Director, former coach, or

person with very good knowledge of volleyball, club activities, or organizational skills. This person will give advice to the Board of Directors on decisions and club operations, and assist the Director to assure the club is running smoothly. Members of the Board of Directors elect this position from present board members or coaching staff.

## MEMBERS OF BOISE RIVER VOLLEYBALL CLUB

Coaches – The coaching staff is recruited and selected by the club Director with assistance from the Board of Directors. The club employs coaches for one season, which starts in early November and is completed in mid May or June depending on their team’s tournament schedule. The club requires coaches to be certified in the Coaching Accreditation Program (IMPACT). If they are not certified they will be required to secure the certification during the club season. Coaches will have their travel and hotel paid for by the club and will receive food stipends for all tournaments.

Coaches shall be responsible for:

- Practice with their team twice a week for a minimum of 1 ½ hours per practice
- Teach basic technique, offensive plays, defensive positioning, strategy, and other information to accelerate learning
- Travel with the team to regional and national tournaments
- Provide equal practice time to all team members, showing no favoritism
- Work closely with the Director and the Financial Director to assure all players are in good standing with the club. The club and coach will not let a suspended player practice or play in tournaments. Suspensions may occur if club policies are broken or by not meeting club financial responsibilities.

National teams will have paid assistant coaches. Assistant coaches are expected to attend all team practices and work in conjunction with the head coach to help team members improve their skills. Assistant coaches are not required to attend regional or national tournaments.

Mentors –In 2008-09, Boise River Volleyball Club (BRVBC) started a mentor program. Interested players in their Sophomore, Junior, or Senior year can complete and submit an application (page 20) to the Club Director. Mentors will be assigned to a regional level team, as determined by the Club Director, and spend a minimum of 1 practice per week with their assigned team. They will work in conjunction with the coach to help run drills and develop player skills. This is an excellent opportunity for any players interested in a future coaching profession, developing their own leadership skills, or community service. Mentors will be evaluated by the team’s coach and the Club Director on a regular basis.

Players – Volleyball players who want to learn and experience competitive team volleyball are the reason this club exists. Players are expected to be fully committed to club volleyball and attend all practices and tournaments as scheduled.

Players shall be responsible for:

- Behave as well mannered young adults during all club activities. Remain with chaperone, team members, coach or family at all times while travelling. Show respect for coach, chaperone, team parent, team members and Director throughout the club season.
- Be courteous to other teams, respect officials, score keepers, and line judges. Using foul language, shouting, or physical violence will not be tolerated to any of the above.
- Learn and share in all team officiating responsibilities: score keeping, line judging, and down official. Players are expected to be alert at all times during officiating responsibilities.
- Parent conduct at tournaments. They will advise their parents of inappropriate behavior towards other players, teams, coaches, or officials.
- Maintain a clean environment around their team area at tournaments. They will ensure that areas are clean upon departing the tournament facility and assist parents by hauling coolers, ball bags and any other team equipment.
- If the coach or Director judge any player conduct to be inappropriate, the player will sit out a minimum of one match during the tournament. The player may also have an assessed fine depending on the nature and severity of the misconduct. Fines can range from \$25.00 to \$100.00.
- Following team rules as supplied by their coach.

Parents – Parents are a vital part of the club volleyball experience. It is expected that parents will be very supportive of their players and the club. BRVBC relies extensively on the participation and support of the player's parents.

Parents shall be responsible for:

- Support your daughter and let her have her own competitive experience.
- Transportation of players and coaches to and from regional tournaments which are generally held in the Salt Lake City area.
- Fill volunteer positions within the club.
- Assist Team Parent in fulfilling their duties.
- Meet all financial obligations for their daughters' participation.
- Follow BRVBC guidelines & protocol for questions and concerns.
- Address questions & concerns to their team's Team Parent and coach.

## **Volunteers**

Without active volunteers the BRVBC would cease to exist. Each parent of a club player is expected to volunteer for one or more activity or club positions. The following positions are all volunteer roles with BRVBC.

Team Parent – This is one of the most important positions within the club.

The Team Parent shall be responsible for:

- Attend a meeting with the club's Team Parent Representative and Directors prior to the start of the club season.
- Supply team travel rosters to Travel Coordinator by deadline to insure all athletes have hotel & travel arranged.
- Organize a driving schedule of team parents to all regional events.
- Maintain medical release forms and insure that they are with the team at all practices, tournaments and during travel.
- Organize team cooler schedule if the team agrees on this.
- Contact team members and/or parents with changes to practices or tournament schedules.
- Organize team meetings as necessary.
- Act as a liaison between the team parents and the club Director and other Board Members.
- Fill out and turn in tournament report forms after each event.
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Transportation – Parents are responsible for providing transportation for their daughters to all tournaments. The Team Parent will facilitate by creating a driving schedule. Every family is expected to participate in transporting team members to tournaments & reimburse drivers for gas.

Chaperone - Each team will have a designated chaperone for each tournament that they attend. The chaperone is required to stay at the designated team hotel and will have a room reserved for regional tournaments. Chaperones of teams travelling to a national tournament will have their room paid for by BRVBC.

Chaperones shall be responsible for:

- Driving team to and from playing venue, meals, and “downtime” activities.
- Enforce team rules as dictated by coach when away from playing venue.
- Coordinate and enforce all curfews as set by coach.

Club Fundraisers - Provide information and assistance with such things as raffles, car washes, pie sales, or other fundraiser activities. Funds raised go to offset team expenditures and reduce the parents' financial responsibilities. Money credited to a player's account above what the player owes the club will be refunded when the club's financial books are balanced for the season, generally the end of June.

# TEAMS, TRYOUTS, AND REGISTRATION

## **Teams**

BRVBC is committed to providing a competitive volleyball experience for every level of athlete. Parents should plan on attending one of the scheduled informational meetings prior to their child trying out with BRVBC. These meetings will provide information for those families new to club volleyball, and also those new and returning to BRVBC. We will *not* conduct a parent meeting during tryouts, so please plan on attending.

The club offers three types of teams in each age group.

National Teams – The highest level of volleyball experience offered by BRVBC. Players are selected for National Teams at tryouts based on volleyball skill level, athleticism, competitiveness, work ethic, and ability to be coached.

National Teams will compete in not only Regional tournaments, but will travel to 2-4 national tournaments, as determined by the Director. Teams will have assistant coaches who will work with the head coaches to facilitate a competitive practice experience.

National Team athletes are expected to attend all team practices, tournaments, and any other team events. It is imperative that if an athlete accepts a position on a National Team that they are fully committed to the team. Other activities that take time away from practice and competition are discouraged, and must be discussed with coaches prior to the start of the season. Any athlete accepting a National Team position must be aware that many national Junior Olympic Qualifying Tournaments schedule competition dates on Sundays. National Team athletes must commit to, and be prepared to play in Sunday tournaments. Any athlete who cannot commit to playing on Sundays cannot be considered for a National Team position.

An athlete chosen for a National Team is not guaranteed a National Team position the following year. BRVBC has an open tryout, and players must earn their position on a team each year.

Regional Teams – While also trying to compete at the highest level possible, Regional Teams will also emphasize skill development by competing at the local level. Regional teams will benefit from the same coaching philosophy & skill development techniques as the National Teams, but will not travel to any Junior Olympic Qualifying Tournaments (unless voted on by all team members), and will cost less.

An athlete accepting a position on a Regional Team is still expected to show a strong commitment to her team, but is able to participate in other activities outside of club volleyball. This level of team is also very appropriate for those athletes unable to play on Sundays, as all regional competitions will take place on either Friday or Saturday.

Any missed practices or competitions must be identified and cleared by the coach at the start of the club season.

Short Season Teams – Very similar to Regional Teams, but beginning practices in February and competing in an abbreviated season. Short Season Teams will participate in local Boise area tournaments.

BRVBC will offer Short Season Teams in all age groups, but we will only be able to form teams if enough participants sign up.

### **Tryouts**

Tryouts are held after the completion of the high school volleyball season, usually in late October or early November. Tryouts are organized by age group (17/18, 15/16, 12/13/14), and will last for approximately 3 hours. Athletes participate in a skill evaluation and are numerically rated, then continue to a more game-like situation.

In order to participate in the BRVBC tryout the following forms need to be filled out and turned in by the athlete's parent or guardian:

1. Tryout Registration Form
2. USAV Membership Form (complete at [www.imvolleyball.org](http://www.imvolleyball.org) & bring verification to membership to tryouts.)
3. Acknowledgement of BRVBC Handbook (located at the end of this document)
4. USAV Medical Release

(all Forms (unless noted) are available at [www.boiserivervolleyball.net](http://www.boiserivervolleyball.net))

The club requires a non-refundable tryout registration fee. The fee is \$15, or \$10 for pre-registration. The deadline for pre-registration, either by postmarked mail or online, is Wednesday, October 28, 2009. If an athlete is selected to a BRVBC team, a non-refundable deposit is due the evening of tryouts for National Teams, or at the Signing Meeting for Regional & Short Season Teams before any position is guaranteed.

**Any athlete wishing to tryout in an older age group must also attend their age group tryout and have special permission from the Director.**

*Any athlete with an unpaid balance from a previous year will not be allowed to try out for BRVBC until the account has been paid in full.*

### **Team Selection**

Immediately following the conclusion of tryouts, National Teams will be announced. Athletes hoping for a position on a National Team must be prepared to commit to BRVBC the evening

of tryouts. Regional Teams will be chosen the evening of tryouts and players will be notified the following day. Please be prepared to accept/decline a position at the time you are contacted.

Team assignments are for the most part final. Parents should refrain from contacting coaches or the Director for the purpose of influencing change. If the BRVBC staff needs input, the parents or athlete will be contacted.

Following tryouts the **player and a parent must attend a mandatory contract-signing meeting**. This meeting will take place the week following tryouts. At the meeting BRVBC staff will cover various important topics as well as collect the following completed Forms:

1. Acknowledgement of BRVBC Handbook
2. Financial Contract
3. Team Placement Deposit (Regional or Short Season Teams)

(all Forms are available at [www.boiserivervolleyball.net](http://www.boiserivervolleyball.net))

Failure to sign the contract and/or submit the deposit may change a player's placement on a team or cause the player to be dropped from BRVBC. All other paperwork and forms must be submitted to the Director at the contract signing meeting or within two weeks of tryouts.

Failure to submit the necessary forms will prevent players from participating in team practices and may require dropping the player from BRVBC. If this occurs, the deposit will not be refunded.

## FINANCIAL OBLIGATIONS

Boise River VBC is a non-profit organization. All incoming funds are used to make payments, cover costs of the organization, travel to tournaments, and other club expenditures, including a contingency fund.

Parents who travel with teams are responsible for their own expenses, unless a written agreement among parents of the team is made and provided to the Financial Director. This includes parents sharing rooms with team members and having the team cover the complete cost of the room in the case of chaperones. Parents will be financially obligated for payments that cover club administration fees, membership dues, uniforms, equipment, tournament fees, practice facility fees, travel, and all costs described above for coaches and the Director. Club costs can range from \$500 up to \$3500 depending on team placement and competition in national level tournaments. Every effort is made to keep costs down.

Players who are 18 years of age at the beginning of the club season and who wish to be the financially responsible adult will need to have a parent cosign their contract. All costs listed on the informational documents are estimates based on the previous year expenditures. After the club meets all outstanding tournament reimbursements, payments of bills, and other obligations, final statements of each players account will be issued. Finances are assessed on a team-by-

team basis. If outstanding payments from players are due, refunds may not be made to others until the club has received all payments. *If at the end of the club season players accounts are in arrears, the parents will be notified and have 10 days to pay off the account. If the account is not paid, the Financial Director will turn the account over to a collection agency with potential consequences to the parent's credit rating.*

### **Payments & Payment Schedule**

A non-refundable deposit of \$300 for Regional & Short Season Teams or \$600 for National Teams is due at the time of commitment to play for BRVBC.

The remainder will be due in no more than five monthly payments due by the 1<sup>st</sup> of each month starting in December and continuing until April 1<sup>st</sup>. The Financial Director will provide monthly billing statements.

**A \$30.00 service fee will be charged for all returned checks.**

At the end of the club season all participants will receive an itemized statement sent out by mail. This statement will either show a balance owed, or an amount that will be refunded.

### **Reimbursements**

Reimbursements will be made to parents using personal credit cards for team expenses such as team van rental, hotel rooms, or other budgeted expenses.

- Rental van reimbursement will require a receipt or credit card bill and a completed reimbursement form (found on club website). This will be for actual cost only, which should include a minor amount for limited liability insurance and gas for round trip to tournament.
- Hotel room reimbursement for team and coaches rooms will require the receipts from the hotel with room numbers and occupants identified. Receipts must accompany a completed reimbursement form (found on club website).
- Other items will require the Financial Director and Director approval for reimbursement and all receipts are required.

Your reimbursement must be credited towards a player's account or if your account is paid in full refunded in the form of a check. Credits to accounts do reduce financial obligations identified. Reimbursement requests should be made on the reimbursement form provided by the club on the website. **All reimbursements should be submitted to the Financial Director within ten days after the tournament is completed, unless other arrangements have been made with the Financial Director.** The club may not honor reimbursements submitted more than ten days after the tournaments is completed. The goal of BRVBC is to have credits towards accounts or checks issued within ten working days after receiving the reimbursement form. The exception is after the last tournament of the year when reimbursement checks will be done when the club accounts are reconciled.

# CLUB PARTICIPATION

## **Practices**

BRVBC players are expected to attend every practice. Only serious illness (athlete was unable to attend school), family emergency, or pre-approval from the coach are valid reasons for missing practice. If a player misses an excessive number of practices, playing time will decrease and the player may be dismissed from the team. Players must gain permission from their coach to be absent from practice or any tournament. The player must contact the coach directly and in a timely manner (prior to scheduled practice). Coaches will determine consequences of missed practices. Please see your team's policies about missed practices, but often the coach will require the player to sit out at least the first match of the team's next competition. If a coach practices or allows tournament play by a player who is in suspension for any reason, the Board of Directors may take punitive actions, such as fines of up to \$25 per offense.

If a practice time is changed or cancelled for any reason, players will be notified by their coach or Team Parent.

A player who sustains an injury or who is sick, and can still attend school, is still required to attend practice. They will remain supportive of their team, and perform appropriate duties as determined by the coach.

The scheduled practice time is when practice begins. Players must be dressed and ready to start by the start of practice. This may require getting to practice up to 15 minutes early to get shoes, socks, and kneepads on and make any bathroom stops prior to warming up. If a player is not prepared to warm up at the designated start time they will most likely have consequences to be determined by the coach.

While the Homecourt YMCA does have water fountains, players are encouraged to bring their own water bottles to practice. Containers should be unbreakable, absolutely no glass.

In the case of bad weather, players should plan on attending practice unless they receive word from their coach or Team Parent. Usually, the coach will wait until a couple of hours prior to practice to watch weather and make the best decision possible. Parents are encouraged to drive players to practice if the weather is bad.

## **Tournaments**

Schedules – Tournament schedules for BRVBC regional and national teams will be posted as soon as they are made available by the IVA on the club website [www.boiserivervolleyball.net](http://www.boiserivervolleyball.net).

Participation - BRVBC players are expected to attend all tournaments scheduled for their team. Players will be financially responsible for all tournament costs on their team schedule, even if the player does not attend. If for some reason the player cannot attend a national tournament they may petition the Board of Directors for relief of travel expenses, which can include their airline ticket, hotel, and van rental. It is critical to have full participation. Without full participation teams may have to miss a tournament, but may still be required to pay all fees and expenses that have been incurred in preparation for that tournament. Teams will most likely incur a drop fee for pulling out of a scheduled tournament.

If a player does not attend a tournament for reasons other than serious illness (doctor's note required), injury that does not enable athlete to travel, or serious family emergency, the player will be assessed a monetary fine. Fines for regional tournaments are \$150, and fines for national tournaments are \$300.

If an entire team decides not to attend a tournament, all costs associated with the tournament and dropping will be split equally by all team members.

Team Travel – Regional events are located either in the greater Boise or Salt Lake City area. Teams will travel to tournaments by car with parents taking turns volunteering to drive. Each parent will be required to drive 3-4 times in order to assure all team members have transportation to regional tournaments. Team Parents will coordinate the driving sign-ups at the team's initial parent meeting (by first practice). Any parents not able to drive, so that time amongst parents is equally distributed, will be charged the cost of the extra driver's hotel room expenses. Teams may elect to rent a van provided a parent(s) volunteer to drive and costs are equally shared among all team members.

National teams will travel to national tournaments by air, unless otherwise decided. All transportation & hotel is negotiated and contracted by the Travel Coordinator as early as December of the current season. All athletes are expected to travel with their team and stay in designated hotels. Room assignments will be made by either the coach or Team Parent. Players will remain in their assigned room for the duration of the tournament. Any family members wishing to travel with the team need to make their own travel arrangements. Hotel and flight information will be announced when finalized so that families may coordinate travel with their daughter's team.

BRVBC players will have all travel expenses paid for **excluding food and incidentals**. Team Parents will coordinate volunteers for the team food cooler for each tournament and let players know prior to each tournament how much money is owed for the food cooler. Players should also plan on having some meals in restaurants and should therefore bring extra money for dinners.

Any athlete who violates any of the BRVBC travel rules will face consequences ranging from sitting out a match (or several), getting sent home from a tournament (athlete's family will pay

all expenses associated with her travel home), to dismissal from the BRVBC. The coach and club director will discuss the situation and decide on appropriate punishment. Because competing at the highest level is our ultimate goal, players should attend each tournament with that focus in mind. BRVBC players will have the following responsibilities when they travel with their team:

- Any player over the age of 18 travelling by air will have their I.D. available.
- Players are responsible for any cash brought to a tournament. Players are to spend money wisely and not ask coaches or chaperones for extra money.
- Players will make sure all volleyball attire is packed in their bag prior to departure. This includes all team uniforms, shoes, kneepads, socks, undergarments, etc...
- Players are to be courteous, respectful and obey all BRVBC staff members. This includes all club coaches, chaperones, and any other adult members travelling with the team.
- Players are to behave properly and with maturity at all eating establishments, airports, and hotels.
- Players may never leave the hotel area at any time without permission from their coach and chaperone, even with family members.
- If an injury or sickness occurs, the coach should immediately be notified.
- Players will keep hotel room doors closed at all times. Never should a door be propped open to allow teammates in and out access.
- Any player who damages any hotel or playing facility property will be held personally responsible. Such behavior may be cause for dismissal from BRVBC.
- Any athlete found in possession of or under the influence of alcohol, tobacco, or illegal drugs will be sent home at the expense of the parent or guardian. This rule infraction will result in possible dismissal from BRVBC.
- Players are responsible for any costly items brought to tournaments (MP3 players, hand-held games, laptops, cell phones, jewelry, etc.). BRVBC staff, coaches, or chaperones are not responsible for these items.
- Players will be physically and mentally prepared to play each day at their team's tournament. A good night's sleep and eating good food will help with this preparation.
- Airline tickets will be kept in a safe place. Any lost tickets must be replaced at the cost of the player's parent or guardian.
- Visitors are never allowed in the players' rooms. If a player has a family member or friend in a city to which we are travelling, they are welcome to visit in the hotel lobby or hotel restaurant.

## COMMUNICATION PROCESS

Being involved in a competitive-level volleyball program can be stressful to parents, players, and coaches. Occasionally, that stress is expressed in a way that is detrimental to all parties

involved including the team or club. While it is not uncommon that disagreements between parents, players, coaches, and the club may arise, BRVBC must insure that issues are resolved appropriately. BRVBC has created a Communication Process wherein parents, players, and coaches are provided avenues for constructive dispute resolution. **This Communication Process must be followed by all parents and players who wish to discuss an issue with a coach or Club Director.** A coach should never be confronted or asked to explain a decision during any team activity (practice or tournament). Instead, coaches will make themselves available to players and parents for meeting outside of team activities.

### Lines of Communication

1. The player will address the coach and ask to talk about the issue. The coach and player will schedule a time to discuss the matter and make a plan to change the issue. The player and coach will meet again and decide if the issue has been resolved. If issue has not been resolved, proceed to Step 2.
2. Parent and player send email to coach and request a time to meet and discuss the issue. A copy of the email should be sent to Club Director. Parent, player and coach meet to discuss the issue and create a plan of resolution. Copy of plan is forwarded to Club Director, player, and parent by the coach. A date is set to review plan and a decision made if issue has been resolved. If issue has not been resolved, proceed to Step 3.
3. Parent and coach email Club Director and request a time to discuss the unresolved issue. Parent, coach and Club Director meet to discuss issue and create a plan of resolution. A date is set to review plan and a decision made if issue has been resolved. If issue has not been resolved, proceed to Step 4.
4. The Club Director will take the issue to the Board of Director's meeting. Issue is discussed and the Board of Director's will make a decision. The BRVBC's Board of Director's decision is final.

## DROPOUT POLICY

### **Injury or Illness**

Players who suffer a hardship due to illness or injury and cannot continue participation in BRVBC may drop out and terminate their payment requirements. To drop out, a doctor's written note citing the date of the injury/illness and an estimated date of rehabilitation must be given to the coach and a copy mailed directly to the BRVBC Financial Director at: Boise River Volleyball Club, P.O. Box 190035, Boise, ID 83709. The player's parents/guardians are responsible for all payments due up to and including the date of injury or illness. The player's parents/guardians are also responsible for any non-refundable expenses that have been prepaid on behalf of that player for future activities such as, but not necessarily limited to, airline tickets and tournament entry fees.

## **Reasons Other Than Medical**

If practices have not begun, players will forfeit your down payment and any expense incurred on your behalf. The Board of Directors may be petitioned for refund in extenuating circumstances. If practices have begun, you will forfeit your down payment plus a \$150 drop fee and any expense incurred on your behalf. All players must give a written notification to the Financial Director and Club Director at: Boise River Volleyball Club, P.O. Box 190035, Boise, ID 83709. The date of termination will be the U.S. Mail postmark on the envelope received by the Financial Director or Club Director. The member's parents/guardians are responsible for all payments and all pre-paid expenses that are due, plus the drop fee of \$150 on the date of notification.

## **Injured/Ill but Would Like to Remain With Team**

If and injured/ill player does not drop due to the injury or illness and is planning on rejoining their team, the player must cover her expenses incurred up to the date the injury occurred. During the injury period if a tournament is missed the Board of Directors may excuse tournament expenses if the player petitions to be released from fees. The player would still be responsible for coaching fees related to practices, administration fees, and other club expenses.

## **ADD POLICY**

Any player who wishes to participate in BRVBC who has not attended a tryout may request permission to be added from the Club Director. After a tryout, the Club Director may add players as necessary to fill teams that do not have at least ten members or to fill certain positions on the team.

## **ABANDONMENT CLAUSE**

Any player who does not attend practices for a period of two weeks, without contacting the coaching staff, will be dropped from BRVBC. The player will be responsible for any payments up until the time of abandonment and will also be charged a \$150 drop fee.

## **SUSPENSION POLICY**

Players can be suspended from practice and tournament play by the Board of Directors, Coach, or the Club Director for the following:

Accounts in Arrears – Payments are due by the first of each month. If they have not been received by the 5<sup>th</sup> the Financial Director can suspend the player, as documented on the commitment contract, until payment is received.

Misconduct – Misconduct or behavior problems at practices or tournaments, or infractions of BRVBC or team rules may result in player suspension. The length of suspension will be

determined by the coach or Club Director. The suspended player will be responsible for all costs incurred by the team during the suspension. Continued misconduct is grounds for expulsion from BRVBC.

## EXPULSION POLICY

The Board of Directors can expel players from the club for any major infractions of BRVBC rules, IVA rules, or USAV rules. These infractions include but are not limited to severe misconduct, use of illegal drugs, abuse of prescription drugs, or use of alcohol during club activities including practice, travel, tournaments, meeting, and fundraisers. The expelled parents/guardians of the expelled player will be responsible for payments as outlined in the drop policy.

## COLLEGE RECRUITING

The Club Director and coaching staff can assist with the college recruiting process by providing information, suggestions, evaluations, and organizing a meeting to discuss the many different options available to players. Players and parents are ultimately responsible for college recruiting. BRVBC will set up and run a recruiting video session. Coaches will be available to organize skill drills, while parents are responsible for all videotaping and editing of tapes. Players and parents are never allowed to try and influence the coach to increase playing time or position played for the benefit of college recruitment.

## NUTRITION

Players are expected to eat well, get enough sleep, and generally take good care of themselves. During practices players will be given plenty of breaks to drink water, and should plan on bringing their own container of water. While participating in tournaments the players need to drink plenty of water or other fluids designed to hydrate, and bring food or participate in the team food cooler to assure adequate nutrition and maintain their strength.

## HANDBOOK DISCLAIMER

The Board of Directors may revise this policy and procedure handbook as necessary. It is the hope of the Board of Directors that this handbook will provide a strong foundation for the Boise River Volleyball Club and will help maintain a quality club program for the players of the Treasure Valley.

**ACKNOWLEDGEMENT OF RECEIPT  
OF  
HANDBOOK OF POLICIES AND PROCEDURES**

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

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

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated

# STUDENT-ATHLETE MENTOR PROGRAM APPLICATION

Name: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

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

Address (street, city, zip): \_\_\_\_\_

\_\_\_\_\_

Boise River Team Selected to (2008-2009): \_\_\_\_\_ Position(s) Played: \_\_\_\_\_

Coaching Experience: \_\_\_\_\_

\_\_\_\_\_

Teaching Experience: \_\_\_\_\_

\_\_\_\_\_

Goals of joining Boise River VBC Mentor Program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What strengths do you possess that will benefit the young athletes you will work with?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I can commit to working with my assigned team once per week (circle)    yes    no