# NORTH BAY YOUTH VOLLEYBALL CLUB

## POLICIES

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**Policies relating generally to the affairs of**

# NORTH BAY YOUTH VOLLEYBALL CLUB

**(hereinafter called the "Club")**

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**BE IT ENACTED** as a by-law of the Club as follows:

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Section One

# ADMINSTRATIVE POLICIES

NBYVC LAKERS

## 1.01 COACH TRAINING

NBYVC supports the OVA/Volleyball Canada coach certification standards. Every effort must be made by coaches to successfully meet the minimum standards set forth in the OVA coach certification standards, as posted on the OVA website

Budget implications, time of year, time restrictions and skill and experiences of the coach along with other factors are taken in to consideration regarding their participation in ongoing professional development.

As per the expense policy, coaches may have all, or a portion, of their expense reimbursed regarding the coach training related to the OVA coach certification standards.

Non-compliance of mandatory OVA training/certification will be managed on a coach-by-coach basis. Coaches that are deemed to not make significant effort to participate in mandatory training may be subject to sanction.

Through the NBYVC Head Coach, the club will provide ongoing professional development opportunities. The club will strongly encourage all coaches to participate in ongoing development opportunities.

**PROCEDURE**

A. NBYVC will make every effort to confirm the head coaches for the upcoming season within in 60 days of the last provincial championship weekend

B. Once confirmed, each coach will complete an coach audit that includes a mapping of their training against the OVA mandatory training as well as a review of their own strengths and areas for improvement

C. With the support of the NBYVC Head Coach, the coach will detail an action plan to:

    a. address the completion of the mandatory training requirements, and;

    b. ideas for improving the areas identifies as needing improvement

D. Throughout the season, the NBYVC Head Coach will communicate regularly with individual coaches regarding their progress

**ALL AGE GROUPS:**

- Consideration should be taken that all coaches are volunteers and their main concern is the well-being of the players and the success of the team.
- Respect the coach's and the athlete's time. Meeting with a coach during a practice, or interrupting a coach during a practice session, or immediately after a game is disrespectful to the entire team. Meetings with coaches must be scheduled so as not to impact other players. Coaches should refuse requests for meetings that are not requested at an appropriate time, outside team time.
- 24 Hour Rule. Direct confrontation, especially when emotions are high, is counter-productive for everyone. The 24-hour rule applies to all teams. Please do not talk to coaches about volleyball-related issues or team or player problems within 24 hours before or 24 hours after a tournament.
- Where possible, communicate issues through your team Parent Rep.
- If issues still remain unresolved, players and their parents can communicate their concerns to the appropriate executive member (i.e. if it is a financial concern, it should be addressed to the treasurer, if it is a coaching issue, it should be brought to the Head of Coaching and Player Development) who will attempt to work to a resolution. This step should only be taken after a player has voiced their concerns to the coaches, without resolution.
- On the rare occasion that a situation cannot be resolved, the issue will be brought to the attention of the Club President for resolution.

**12U - 16U:**

- Players should be encouraged to attempt to resolve minor issues with their coaches, but parents can assist players in communicating concerns to coaches as well. This should always be done jointly and involve the player, whereby helping to develop communication and problem resolution in an effective manner.

**17U AND 18U:**

- Players should attempt to resolve minor issues directly with the coaching staff. These issues include, but are not limited to; playing time, position, and personality conflicts. Players should talk with their coach(es) at an appropriate time. (see below).
- Unless a player has been physically or morally harmed, the athlete is encouraged to make every effort to resolve issues with coaches before involving parents or guardians.

**SOCIAL MEDIA**

Appropriate social media presence is important for all club members. Member's online presence must:

- not mention or link to libelous, defamatory or harassing content, even by way of example or illustration;
- not publish information that is confidential or proprietary to the club, affiliates, or other members;
- refrain from using offensive language; and
- do nothing to bring the club, it's affiliates or other members into disrepute.
- it must be abundantly clear to readers that all opinions are yours, and do not represent the views of the club.

## 1.03 PARENT ROLES

**POLICY:**
The North Bay Youth Volleyball Club is a volunteer run organization with the goal of facilitating youth volleyball teams who participate in the Ontario Volleyball Association. There are two levels of organization within the Club. Many duties are required to efficiently operate a club volleyball team. Parents are required to play a large role in supporting the operation of each team. Parents whose children play on a team are required to fill a parent role within their team.

**PROCEDURE:**
- Parents will be given a list of "Parent Duties" at the club's "Welcome Day" with a description of each job.
- Each team will choose amongst themselves the delegation of the each role.
- The Club Secretary will correspond with the representatives to explain their role in detail and answer questions as they arise.
- Should a parent not fulfill their role, it is the duty of the Parent Representative for the team to communicate this to the executive.

## 1.04 TRANSGENDER

**POLICY**
NBYVC recognizes all forms of gender expression, and supports athletes competing in the gender category they identify with, regardless of the sex/gender that was assigned to them at birth.

**PROCEDURE**
A. The applicant will initiate the process by contacting the OVA (either directly, or through the NBYVC) outlining their wish to participate in accordance to the OVA's Transgender Athlete policy.

B. Should the applicant contact the NBYVC, the club will facilitate communications with the OVA to move the application to the next stage

## 1.05 TRYOUTS (ADMINISTRATIVE)

**POLICY:**
NBYVC conducts annual tryouts for all teams and age groups. These tryouts are governed by the regulations and policies set by the Ontario Volleyball Association (OVA). Tryouts will occur during the "Tryout Window" established by the OVA and be scheduled at a time that is agreed upon by the NBYVC Board of Directors, the NBYVC Head Coach and Nipissing University. In general, team selections are based on positive attitude, effort, commitment to the club and overall skill level. **(For more detailed information about team selection criteria please refer to the policy.)**

**PROCEDURE:**

- Tryout windows are established by the OVA. Please refer to the OVA tryout window policy regarding expectations and acceptable activities during this time.
- Tryout dates are set by NBYVC Board of Directors, NBYVC Head Coach and Nipissing University.
- On tryout day(s) athletes are required to register and complete all required documentation/forms as co-ordinated by the club registrar.
- Tryout fees (if any) are required to be paid at the time of first tryout attended by an athlete.

**INJURED PLAYER**
A player who has registered for NBYVC Laker's Volleyball but is unable to attend tryouts due to injury must provide, no later than 24 hours prior to the first tryout, and before taking the court for any further evaluations, a letter from a physician confirming the injury.

In such circumstances:

- The player must be registered for tryouts by the registration deadline.

- If the player's injury prevents the player from completing the tryout process, the player will be assessed by the coaches for that division and the NBYVC Executive/Evaluators after the earliest medical approval date.

- A coach may reserve a position on the team if he/she is positive that the player, as shown from their past history, would make that team. After consulting with current coach, previous coach, lower level coach, and/or any other appropriate source, the selection to the team must be approved by the NBYVC Head Coach.

- This position may only be held for an injured player if the player has a doctor's letter stating the player is expected to be able to play volleyball by November 30th of the current year. This date can only be extended with the approval of the NBYVC Executive.

- If a position is held for an injured player, that player must pay the tryout fees and any associated fees prior to playing with the team.

| PERIOD | START DATE (AS PER OVA) | END DATE (AS PER OVA) | ACTIVITIES |
|---|---|---|---|
| RE-SIGNING PERIOD (returning athletes) | AS PER OVA | AS PER OVA | • Available to returning athletes<br>• Must sign the OVA Individual Registration/Waiver Form<br>• Club contract signed (strongly recommended)<br>• Clubs are permitted to collect non-refundable deposits on club fees from resigned athletes<br>• Online registration will be made available beginning September 1st for resigned returning athletes<br>• Athletes can accept these offers as soon as they are presented |
| TRYOUT WINDOW – PHASE 1 (all athletes) | AS PER OVA | AS PER OVA | • Team selection takes place<br>• Tryout fees may be charged<br>• On court activities begin<br>• Physical testing can begin<br>• Athletes may be offered positions on teams via the OVA Offer Form only – can be sent via email to parents/guardian. No commitment required from athletes until signing period |
| SIGNING PERIOD – PHASE 1 (all unsigned athletes) | AS PER OVA | AS PER OVA | • Athletes who have accepted offers from clubs sign the OVA Individual Registration/Waiver Form<br>• Club contract signed (strongly recommended)<br>• Clubs may collect fees from signed athletes<br>• Online registration will be made available during this period<br>• Clubs who schedule tryouts and offer athletes positions (via the OVA Offer Form) over this weekend cannot officially |

| | | | |
|---|---|---|---|
| | | | sign athletes until the start of the Phase 2 signing period |
| TRYOUT WINDOW – PHASE 2 | AS PER OVA | AS PER OVA | • Team selection takes place<br>• Try out fees may be charged<br>• On court activities can take place Physical testing can take place<br>• Athletes may be offered positions on teams via the OVA Offer Form only – can be sent via email to parents/guardian |
| SIGNING PERIOD – PHASE 2 (all unsigned athletes) | AS PER OVA | AS PER OVA | • Athletes who have accepted offers from clubs sign the OVA Individual Registration/Waiver Form<br>• Club contract signed (strongly recommended)<br>• Clubs may collect fees from signed athletes<br>• Online registration will be made available during this period<br>• Clubs are still permitted to schedule tryouts and offer athletes positions during this period |

## 1.06 UNIFORMS

**POLICY:**
A club uniform package is provided to each "signed" athlete on an annual basis as part of the athlete registration fee. Uniforms are purchased through a vendor who has participated in and been successfully awarded a contract via the RFP process. The contract will be awarded to the vendor whose proposal best meets the following criteria:

1) Quality
2) Ability to meet the demands of the club and timeframes
3) Cost

**PROCEDURE:**

- At the completion of each contracted period the club Vice President (or delegate) will initiate an RFP process for the following year(s) uniforms.
- Once all submissions via the RFP process are received, the executive of NBYVC determine the successful candidate and award the contract based on the preceding noted criteria.
- Once a contract is awarded, that vendor becomes the sole distributor and official supplier of NBYVC for the contracted period.
- Once an athlete(s) has "signed" with the club, the club Vice President (or delegate) will make arrangement for all athletes to meet with the vendor and be sized accordingly.
- When uniform packages are received by the club, they will be distributed to the teams by the club Vice President and/or their delegate.
- Once an athlete receives their uniform package it becomes their responsibility to care for and maintain all items. Any lost items will be replaced at the cost of the athlete and/or their family.
- Replacement of damaged uniforms will be managed on a case by case basis. Should athletes or families have questions in this regard they are to directly contact a member of the executive (preferably in writing).

## 1.07 BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

1. **PRESIDENT**
   - Prepares agendas for, and chairs, Executive meetings
   - Formally represents the club with media and other stakeholders
   - Oversees governance of the club including constitution adherence
   - Suggests constitutional revisions as required
   - Identifies needed policies and co-ordinates their development
   - With the Vice-President, explores and manages corporate partnerships
   - Works directly with Nipissing University staff to sign club/university contract

2. **VICE PRESIDENT**
   - Acts as President in the absence of the President
   - With the President, explores and manages corporate partnerships
   - Sizes, orders and distributes team and club uniforms
   - Co-ordinates facility management/bookings
   - Co-ordinates club tryouts

3. **TREASURER**
   - Submits annual club budget
   - Monitors club budget
   - Works with coaches to finalize and distribute team budgets
   - Maintains club books

- Develops year-end club financials

4. **Registrar**
   - Co-ordinates player registration at tryouts
   - Completes annual club registration with OVA
   - Completes athlete and coach registration in NRS
   - Ensures police checks are completed by required coaches/volunteers

5. **Secretary & Assistant Registrar**
   - Records and distributes Executive meeting minutes
   - Supports the Registrar as needed
   - Main point of contact with the Parent Reps of each team
   - Maintains current roster of athletes and coaches
   - Maintains order of club documents
   - Is aware of new OVA policy/initiatives regarding club administration

6. **Head of Coach and Athlete Development**
   - Ensures club and team alignment with VC LTAD
   - Supports coach development through training
   - Oversees player safety initiatives
   - Develops athlete and coach pathways
   - With registrar ensures signing of player during appropriate OVA windows
   - Manages athlete and coach equipment
   - Is aware of new OVA and/or Volleyball Canada initiatives regarding coach and athlete development

7. **Special Events Co-ordinator**
   - Co-ordinates:
     - Welcome Day
     - Lakers' Gives Back
     - Hunger Spike
     - 3-ball schedule
     - Year-end banquet
     - Parent social
   - Manages volunteers to support these events

8. **Competitions Co-ordinator**
   - Is aware of new OVA competition rules and communicates accordingly
   - Registers teams for OVA tournaments
   - Co-ordinates NBYVC hosted tournaments
   - Co-ordinates training and scheduling of athletes/parents for scoring and lining

9. **Fundraising Co-ordinator**
   - Co-ordinates bingo logistics

- Co-ordinates any club fundraisers

**10. COMMUNICATIONS CO-ORDINATOR**

- Co-ordinates external communications for:
    - Social media
    - Traditional media
    - Website currency and updates
    - Co-ordinates the gathering of photos and videos for each team

Section Two

# COMPETITION POLICIES

NBYVC LAKERS

## BACKGROUND

### From Volleyball Canada Competition Guide

The expansion of age categories from 12 months to 16 months is due to the research provided in the LTAD 2.0 document published by the Canadian Sport for Life group. The paper lists the 10 Key Factors influencing Long Term Athlete Development, of which "Developmental Age" is one and provides generic information about Developmental Age and demonstrates some of the flaws of lumping athletes into their birth year for participation in sports.

In short, the large physical discrepancies that can occur between youth within the same birth year create significant disadvantages for late developing male athletes and to a lesser degree, early developing females. While the paper does not specifically raise the example of playing at ones' skill level versus chronological age, it is Volleyball Canada's position that players should strongly consider playing to their skill level.

With the 16-month age category there are opportunities for late developing players to play at their skill level. However, athletes and parents must also consider 'playing up' a category if it can provide the needed challenge for improvement. If there are no significant social/emotional drawbacks in playing up to an older age category, Volleyball Canada considers the benefits of playing up to far outweigh the drawbacks.

### From the OVA Competition Guide

Athletes registered in an age category above their Chronological Age Class should compete at that age group only if that category is more appropriate for their skill level.

This recommendation from the OVA is based on the principles of the Canadian Long Term Athlete Development model (LTAD), which clearly states: "Training, competition and recovery programs should be based on the stage of the participant's capability, rather than chronological age."

In selecting athletes for their teams, coaches and clubs should look at the skill level of players rather than simply looking at chronological age and place them on teams with athletes of matching skills.

## POLICY

We support the governing bodies move to an emphasis on "Developmental Age" and endorse the idea that participant's capability should be central when applied to player movement.

NBYVC is a small volleyball club and sustainability of the club and the opportunity for other athletes to participate in club volleyball must be highly prioritized criteria when making decisions regarding player movement.

In looking at the player's requesting to play up the club will consider the following:

- Does the athlete possess the capability to compete at a higher level?
- Is their developmental age appropriate for the higher level?
- Does the player moving, put at risk the younger team no longer being able to operate or be competitive?
- Would the player likely be in the top half of the group at the end of the season?
- Are there social/emotional barriers to a successful season?
- Is there a position specific need that would allow this player additional playing time developmental opportunities on the team an age group up?
- Are there any benefits in training at their own age?

The club will manage each request on a case-by-case basis in an open and transparent manner. Additional information (outside of the previously listed criteria) may also be considered.

Athletes must apply annually to participate on an older age group team.

There is never a guarantee of an athlete being approved to move up an age category, regardless if they participated on an older-aged team the season before.

**PROCEDURE**

A. A completed NBYVC *Player Movement Request* is submitted to the Head Coach one-week prior to the start of the first tryout session

B. NBYVC will inform coaches of the two teams affected and any evaluators of the request for player movement. They will attend the upcoming tryout to assess the player in question. This tryout will be with the athletes own age group.

C. The athlete will be evaluated and tested using, but not limited to, the criteria listed in the player movement policy

D. Affected teams' coaches and evaluators will meet to make a decision, shortly after the tryout session.

E. Within five days of the tryout, a decision will be communicated to parent(s) of the player. Rationale as to the decision will be shared at this point. No discussions regarding other athletes will be had at this time.

F. This is a binding decision and can not be appealed

## 2.02 PLAYING TIME

### INTRODUCTION

In many sports, a young athlete's "playing time" is often a contentious issue that can lead to some negative experiences for athletes, parents and coaches.

NBYVC believes that a playing time policy is one of the most critical policies NBYVC needs to develop and refine. These policies need to be athlete-centered while understanding that the athlete is part of something greater; the team.

Volleyball Canada's Long-Term Athlete Development (LTAD) framework has been developed to ensure associations, clubs, teams, coaches and parents understand and act in a way that respects the reality that athletes have different needs at different ages and that each athlete develops in their own way and in their own time. NBYVC is fully supportive of Volleyball Canada's Long Term Athlete Development framework and its recommendations.

### PRINCIPLES

A. Any OVA and/or Volleyball Canada playing time policies will supersede any conflicting NBYVC policies regarding the same issue.

B. NBYVC and each coach is transparent about it's/their playing time policy.

C. Each player registers and is selected to play volleyball, not just practice volleyball.

D. To different degrees, each player wants to improve their skills and understands that practices are an important factor in that.

E. Playing is an important factor to improving. Emotional control, the ramification of winning and losing, playing in front of crowds, playing with referees, etc. are difficult to learn in practice.

### POLICY

Unless legislated, NBYVC does not guarantee equal playing time on any team or at any event, even though it ultimately strives to achieve this. NBYVC encourages coaches to play each player as equally as possible however, many factors are considered and the final decision left to the discretion of the team coach.

Playing time for athletes is determined by attendance, attitude, effort, performance, position, the athlete's potential, the team's composition and the team's needs. Playing time is at the discretion of the coach, given the following guidelines:

- All Volleyball Ontario and Volleyball Canada substitution and playing time regulations for the specific age groups will be followed.

- The coach understands that playing in meaningful games is an important part of developing athletes in to better volleyball players.

- Each player will receive fair playing time. Fair playing time is different than equal playing time.

- Fair playing time is deemed to be between 40 to 60 per cent of court time during non-championship tournaments.

**12U – 15U**

A. Playing time is governed by OVA and Volleyball Canada

B. Refer to OVA and Volleyball Canada Competitions Manual for regulations

**16U – 18U**

A. Fair playing time. When a team is on the medal track following pool play, championship side, in an OVA tournament or invitational coaches may “play to win”

B. During Provincials or Nationals coaches may “coach to win” from the outset of the competition

C. Coaches will work to get playing time for bench players where feasible with tactical substitutions (front row, back row, serving, etc.) and match scenarios

D. During the season the coach will occasionally set expectations with each athlete regarding playing time

**PROCEDURE**

A. At the start of the season, each coach will be made aware of the playing time policy

B. As part of the standardized parent meeting agenda, each Head Coach will complete the playing time template to present to parents

C. At a time early in the season, coaches will share with the athletes, the teams playing times policy

D. If playing time is a concern for a player/parent of a:
    a. 15U (or younger) player, the parent may request an opportunity to speak with the coach;

b. 16U (or older) player, the player must speak with the coach prior to any parent involvement

c. Coaches need to be prepared to share with the player and/or parent what the player can do to earn more playing time

d. Any parent and coach meetings regarding playing time must not occur at any tournament and must be pre-scheduled
e. If after a coach/parent meeting there is no resolution the parent may speak with NBYVC's Head Coach regarding the issue. The Head Coach will not engage in discussions about "coaching decisions."

## 2.03 TEAM COMPOSITION

NBYVC supports Volleyball Canada's LTAD as the central resource when considering and development issues regarding athletes.

Each team will follow any OVA and Volleyball Canada regulations regarding positions, rotations and rules of play (i.e. serve receive techniques, etc.). Due to these recommendations team composition may not include players being selected for, or playing, certain positions.

NBYVC will ensure coaches are aware of the Volleyball Canada LTAD recommendations regarding the number of players per team from age-to-age. Coaches are not obligated to select teams with strict adherence to these recommendations but they will be encouraged to select teams that closely reflect these recommendations.

The coach will attempt to select the best team possible. The technical skills, tactics, work ethic, attitude and game skills will all be assessed in making these selections.

## 2.04 TRYOUT (COMPETITION)

Decisions on what teams will operate in a given year will be the decision of Board of Directors, following recommendations from the Head Coach. These decisions will be finalized during the tryout process. Factors such as number, skill and potential of athletes, coaching considerations, as well as administrative circumstances will be taken in to account. Given these considerations, NBYVC may operate teams from ages 12U through to 18U, for both boys and girls

Fairness and integrity are central to NBYVC's tryout policies. Tryouts will give athletes an opportunity to demonstrate their; skill, tactics, work ethic, attitude and game skills.

Coaches will be responsible to select their own teams. An athlete's overall contribution to a team will be taken in to consideration. The coach will attempt to select the best team possible. If the coach is unavailable to make team selections, evaluators will be used to assess player skill, tactics, work ethic, attitude and game skills in order to make the selections.

Timing of the team tryouts and selections will align with the OVA Tryout Window Policy published on the OVA website. See Appendix XXXX.

**PROCEDURE**

A. NBYVC will follow the OVA Tryout Window Policy on NBYVC website

B. The player must register prior to starting a tryout session

C. Final decisions of number, ages and gender of teams will be finalized

D. Players will participate in tryout activities. Coaches/evaluators will execute and/or observe tryouts sessions

E. Selections will be made and communicated by coach to each athlete. Coaches will either discuss selections via an in-person discussions or phone calls. Coaches should be prepared to offer feedback on what the player needs to improve to be successful in future tryouts

F. Final selections will be reported to the NBYVC to develop each team's final roster

**INJURED PLAYER CIRCUMSTANCE**

When an injury prevents an athlete form participating in tryouts, NBYVC will do everything possible to assess the player by and/or gather information from a number of resources to fairly assess their suitability to play on the given team.

PROCEDURE

A. The player must be registered for tryouts by the registration deadline;

B. The player will attend tryouts and must provide, no later than 24 hours prior to the first tryout, and before taking the court for any further evaluations, a letter from a medical professional confirming the injury;

C. The player will be assessed by the coaches for that division and the NBYVC Board of Directors/Evaluators after the earliest medical approval date;

D. A coach may reserve a position on the team if he/she is certain that the player, has shown from their past history, would make that team. After consulting with

current coach, previous coach, lower level coach, and/or any other appropriate source, the selection to the team must be approved by the NBYVC Head Coach;

E. This position may only be held for an injured player if the player has a letter from a medical professional stating the player is expected to be able to play volleyball by November 30th of the current year. This date can only be extended with the approval of the NBYVC Board of Directors, and;

F. If a position is held for an injured player, that player must pay the tryout fees and any associated team fees