



Player/Parent  
Handbook  
2022-2023

## **Welcome To Yuba Elite Volleyball Club**

This is our fifth year, and we are excited more than ever of what the season can bring. This handbook was created to address specific issues and provide a foundation from which to build. Understand that most of the issues discussed will be handled on a case-by-case basis. Some topics, i.e. drug & alcohol policy, travel electronic communication policy, are the “rule”, whereas other topics serve as guidelines. Some topics we were lenient in prior years, but will be more strictly enforced, i.e. communications, financial commitments, practice attendance.

At Yuba Elite, we pride ourselves on open communications between coaches, staff and parents - that remains the same. We have added several positions in our club this year to help promote overall growth and to ensure all players have a voice. The “Parent/Player Liaison” is a new position established to help address concerns and will be discussed in further detail below.

Yuba Elite Volleyball Club represents athletes from many schools in our area including but not limited to Yuba City High School, Sutter High School, Marysville High School, River Valley High School, Lindhurst High School, Live Oak High School, Gridley High School, Colusa High School, Wheatland High School, East Nicholas High School, and their respective feeder schools. We pride ourselves on being inclusive to all youth athletes regardless of where they attend school and make extra efforts to ensure no special preference is made towards any athlete.

We trust your experience will be nothing less than great. If it’s not, let us know.

## **Goals**

Yuba Elite Volleyball Club strives to achieve each goal identified below by focusing on the overall development of each player and team:

- Educate the players on improving their physical, mental, social, and emotional abilities.
- Sustain a coaching philosophy based on positive reinforcement, encouragement, and motivation.
- Create and maintain an atmosphere where players, parents and coaches are open to discussion and able to grow in their knowledge and understanding of the game of volleyball.
- Provide constant communication between everyone within the organization, including parents.

## **Organizational Structure**

Director(s), Amy Lopez and Kellie Tongson: Responsible for overseeing and managing the organization. Ensures organization rules and policies are enforced, fair and consistent for all members of the organization, as well as complying with USAV, JVA, WCVBA, and NCVA rules and policies.

Head Coaches: Reports to Director. Responsible for practice agendas and drills. Identifies strengths and weaknesses of each player and establishes strategies to improve and enhance each

area. Prepares strategic plans for tournaments. Communicates with players and parents for tournament times and locations. Enforces organization rules and policies, fair and consistent.

Kellie Tongson  
Connar Lopez  
Ashley Littlejohn  
Mallory Suter  
Zoe Valero  
Samee Taylor  
Ryan Montero

Assistant Coaches: Reports to respective Head Coach. Assists in preparing practice agendas and drills. Assists in identifying strengths and weaknesses of each player and establishes strategies to improve and enhance each area. Assists in preparing strategic plans for tournaments. Assists with communicating with players and parents for tournament times and locations. Enforces organization rules and policies, fair and consistent.

Daphne Pomeroy  
Keith Turner  
Ryan Montero  
Hana Aldamen  
Dannika Day  
Teagan Freeman

Assistants (Specialty): Reports to Director and/or Head Coach to whom they are assigned. These individuals are critical to the success of Yuba Elite Volleyball Club. They assist various coaches during practices to work with one or more players and when necessary and may travel as the assistant coach. Their knowledge of the makeup of each team will allow a seamless transition as assistant coach when needed to travel with the team.

Kellie Tongson  
Amy Lopez

Social Media Director: Reports to Director. Responsible for distributing organization information through various social media platforms (website, Facebook, Instagram, etc). Responsible for photographs of players and teams throughout the season. May create a photography committee to assist in taking photos.

Hotel Coordinator, Shelley Mangini: Reports to Director. Responsible for locating hotels near tournament sites. Contacts hotels for best rates, blocks of rooms and additional amenities. Disseminates information to all those concerned. Maintains a list of hotels with points of contact, rates, amenities, etc. May negotiate for contracts with hotels and receives approval from Director.

Parent/Player Liaison, Shelley Mangini: Reports to Director. Responsible for addressing player/parent concerns when the player does not feel comfortable speaking directly to the coach.

It is our goal to create an environment where our youth athletes can begin to build autonomy and be able to address concerns as they arise, but we also understand that there are certain circumstances where this may not be the case. The parent/player liaison serves to bridge this gap to ensure all players and parents can have their voice heard. The parent/player liaison should NOT be the route in most cases. We would like to reserve this option as a last resort and encourage our athletes to directly speak with their coaches if any issues arise.

Team Parent: While not required, it is always helpful for one or more parent(s) to volunteer to assist their respective coaches in coordinating events (team dinners, snacks, etc). At no time are team parents expected to or should be tasked with volleyball related activities including practices, disbursing information to other parents regarding practices, etc.

### **Certifications / Background Checks**

The Director(s) and all coaches/assistant coaches shall obtain all required certifications and background checks in accordance with the guidelines established by WCVBA, JVA and USA Volleyball (USAV). Any individual failing to meet these requirements SHALL NOT participate in any meetings, practices or tournaments when players are present - NO EXCEPTIONS!

All players shall be registered with USAV/NCVA and have selected Yuba Elite Volleyball Club as their club affiliation. Failing to do so shall result in the player's inability to participate in any event, including practices.

### **Tryouts**

Every club season will begin during pre-tryout clinics. While these are not mandatory, they are strongly encouraged, and allow the coaches to see more of what the athlete can do, how they can grow, and how they take instruction over a longer period than just tryouts.

Tryouts are run by coaches from other age groups so that the respective coaches can walk around the gym to properly evaluate each player. Players may be moved from one court to another to best judge their performance. As all athletes have strengths and weaknesses, we urge the athlete to show their best EFFORT in all that they do. Skills can easily be taught, but effort comes from within the athlete.

### **Selection Process**

After thorough consideration and discussion with the club directors, each coach will assemble their team based on player skill, attitude, teamwork, reaction to feedback, position, hustle, and effort. Players that make a team will receive an email with an official offer. Players have 24 hours to respond to the email either accepting or declining the offer. Please note that if we do not receive a response within 24 hours, we will assume the offer has been declined. We appreciate timely feedback, as we will wait to offer other players positions based on the initial email selections.

## Player Types

This year we have decided to offer two different types of commitments. We will select “tournament players” and “practice players”. Tournament players are full season players that will participate in all activities. Practice players will not participate in tournaments but can continue to grow in skill and participate in a game they love. Practice players will have pay half of club fees and will receive a *modified* uniform package. Practice players are encouraged to attend tournaments but are not required to do so.

## Practices

- a. Practice days, times, duration and location will be posted in SportsEngine. Practices will usually be held at Elite Sports, but River Valley High School will serve as an as needed facility. Practice days and times will remain consistent once established. Practices will not be cancelled. In the event a coach(es) cannot attend, a specialist and or director will step in to coach that practice.
- b. Coaches will be responsible to:
  - prepare, in advance, agendas for each practice
  - teach proper techniques and fundamentals to all players
  - teach and apply proper strategies
  - explain to each player what her role is on the team
  - provide a positive and trusting environment for all players
  - motivate players to compete at a high level through strong work ethics and responsibilities to their teammates
  - balance hard work, fun and discipline
  - act as a positive role model for players on and off the court
  - prepare players for any situation that might occur during match play
  - be committed 100% being on time for all events including practices, tournaments, clinics, meetings, etc. “On time” means to be ready to participate at the assigned time, not arrive at the assigned time.
- c. Players will be responsible to:
  - be committed 100% being on time for all events including practices, tournament, clinics, meetings, etc. “On time” means to be ready to participate at the assigned time, not arrive at the assigned time
  - give 100% effort and positive attitude to perform at their full potential
  - **respect** and support teammates, parents, coaches, and officials **at all times**
  - always practice good sportsmanship in winning or losing
  - notify the coach of any situation that is outside the norm (i.e. late for practice, ill, injured, etc.)
  - clean up after themselves.

- d. Video of drills: Videos may be taken of players during practice. The purpose is to assist coaches in analyzing a player's technique and provide immediate feedback to the player. The purpose is NOT to ridicule or embarrass any player and any such behavior exhibited by a player towards another shall be grounds for discipline, including the possibility of expulsion from the team.
- e. Conflicts in scheduling: Scheduling conflicts will arise throughout the season. When a coach first notices scheduling conflicts, they shall notify the Director as well as effected players and parents immediately in the most expeditious and feasible manner (phone, text, email). When a player or parent first notices a scheduling conflict, they shall contact their respective head coach immediately in the most expeditious and feasible manner (SportsEngine, phone, text, email). In the event the head coach and assistant coach cannot be reached, and the conflict is time sensitive, they are to contact the Director(s).
- f. Missed practices: **players are required to be at every practice.** The number of practices players may miss is at the discretion of the Head Coach and Director. All circumstances surrounding the absences will be considered. In most cases, if a player is dismissed from the team due to excessive absences, no refund of players fees will be given and the parent/legal guardian is obligated to continue paying any unpaid fees, per the contract.

Players will be excused from practice if:

1. it is due to school activities or required school events
2. the player is ill or injured and the parent timely notifies the coach or assistant coach. Depending on the injury, the player may still be required to be at practice, just not participate. If a player is expected to miss two or more consecutive practices due to illness or injury, a doctor's note may be required at the discretion of the Head Coach.
3. Immediate family member death

All other absences are unexcused. Depending on the number of **excused** practices, playing time may be affected. This is a coach's decision and is not considered punishment.

### **Physical Fitness / Performance Training**

- a. Physical fitness is an important part of playing any sport. Being physically fit provides the energy to sustain a player's highest performance levels. Elite will provide performance training on a weekly **MANDATORY** basis. This will serve as a third practice, and attendance to these trainings hold the same rules as laid out in practice section.

### **Tournaments**

- a. 14U and up will participate in at least eight tournaments (6 league & 2 travel). 12U will participate in up to seven tournaments (6 league & 1 travel). Most tournaments will be

scheduled in Northern California (Sac area). President's Day tournament is in the Bay Area, and Far Westerns is in Reno, NV. 18U will attend Las Vegas Classic instead of President's Day. Selected teams may travel to other states for qualifiers.

- b. All travel costs are additional and are NOT included in the club fees. These costs may include hotel, fuel, food, etc.
- c. Team parent will be responsible for initiating a rotating food schedule so that the players and parents have a place to rest and refresh during breaks in play. We will have sample menus and balanced meal ideas to sustain tournament energy provided by RN, Carrie Benkowski.
- d. Coaches will be responsible for ensuring parents and players are aware of all tournament information (location, time, jersey, hotel, team meetings, etc). The information will be posted on the website; however, it is the coach's responsibility to disseminate the information timely and directly.
- e. Hotels for tournaments will be reserved by the Hotel Coordinator (HC). Group blocks are reserved for one (1) room per player and room(s) for coaches. If a parent needs more than one (1) room for a tournament, they are to let the HC know as soon as possible. HC will do their best to accommodate given the amount of time given to make the changes.
- f. It is **mandatory** that you stay at the team hotel when the tournament is a "Stay-to-play". Players are required to attend team meetings and strongly encouraged to attend team dinners. These activities help in building team chemistry. If you have family near the tournament site, you **MUST** notify the HC prior to the HC securing a contract with the hotel.
- g. All attempts are made to secure hotels as close to the playing site as possible, while keeping in mind the cost. There are occasions that many events are occurring on that weekend in the metro-plex and locating nearby hotels with reasonable costs may not be possible.
- h. Players are responsible for arriving at pre-determined locations on time. "On time" means to be ready to participate at the assigned time, not arrive at the assigned time. For most tournaments, players will be required to arrive at the playing site at least one (1) hour prior to the start of their first match, or 30 minutes prior to the start of a match in which they have "work duty."
- i. Parents are responsible to ensure to get their player to the pre-determined locations on time, or, ensure plans are made for their child to ride with another player.
- j. Tournament matches may be videoed for analysis by coaches. The purpose is to provide another tool for the coaches to make strategic and game management changes, as well as improving player technique through player critiques.
- k. Except for extenuating circumstance, players shall not miss any tournaments. Prior to selecting tournaments, parents will provide dates of any previously scheduled vacations or other conflicts during the volleyball season.
- l. \*\*\*\*\* Throughout each tournament, Elite will be responsible for officiating other matches. During those times, players not actively involved in either refereeing or scoring shall remain in the immediate vicinity of the match. If Elite is scheduled to officiate after our final match, the entire team shall remain in the vicinity of the match. Exceptions to this rule can only be approved by the Head Coach. Violations of this rule **WILL** result in disciplinary action. Repeated violations may result in the player being dismissed from the team.

- m. **Parent behavior at tournaments directly reflects on our club.**
  - a. **Parents may not, at any time, approach the refs, lines judges, opposing coaches/players, or table. This can and will result in disciplinary action.**

## **Playing Time**

- a. Players are not guaranteed equal playing time. Game management and strategy dictate which players are on the court. A player's strengths and weaknesses, as well as their position (hitter, setter, etc) are factors that the coach shall consider when deciding which players need to be on the court at any given time.
- b. Coaches will **attempt** to play all players during tournaments; however, this does not mean they will play in every set and in some cases, at all. Coaches will decide game strategy and management to ensure the team proceeds to the highest bracket level as possible. Players do not always play at their "best" every single game. If a player is having a "rough" day, they may not play as much or even play every set. This is strictly a coaching decision and will not be discussed.
- c. Parents or guardians shall not approach a coach during a tournament about their players' playing time, game strategy, or other related issues. For purposes of this section, "tournament" is defined as the time Elite leaves Yuba-Sutter and until the team has returned to Yuba-Sutter, plus 24-hours. (For example, if the team is playing in a 2-day tournament and the team leaves Friday evening, parents or guardians will not approach coaches, or directors any earlier than noon time, Monday.) Violations of this rule MAY result in disciplinary action.
- d. A majority of Players' Fees supports PRACTICE times, not game playing times.
- e. All playing time is earned at practice, and can be discussed between player and coach. Playing time should not be a topic of discussion between parent and coach.

## **Meetings**

- a. Team:
  - 1. Critical to promoting team unity. Meetings bring together coaches and players in a non-playing, relaxed atmosphere where everyone learns a little more about each other, both personally and athletically. Discussing practices, tournaments are game management allows everyone to critique themselves on their play, their attitude and their overall team effort.
  - 2. Attendance at team meetings is mandatory.
  - 3. Team meetings will be held at the discretion of the respective coach.
- b. Coaches:
  - 1. Consistency is the key to success. All coaches need to be teaching the same philosophies and techniques. Only then will players receive a seamless transition from one team to the next.
  - 2. Provides coaches an opportunity to review and analyze game situations.
  - 3. Coaches are critiqued on their performance so they may be better prepared for the next tournament.



4. Coaches will meet at least monthly (Exception: during tournament season. Additional meetings may be scheduled at the discretion of the Director).

c. Parents

1. Elite enjoys and promotes open relationships between coaches and parents. Parents are encouraged to bring issues to their respective coaches, at appropriate times (before and after practices, non-practice and non-tournament days); however, we encourage players to discuss issues with coaches BEFORE parents are involved. This helps players grow and make attempts to handle situations on their own.
2. Elite encourages issues be resolved at the lowest level. If issues are not resolved satisfactory to the parent, they may request a meeting with the Parent/Player Liason, and if still necessary, the Director(s).
3. Parents may contact Director at anytime with concerns. Director will meet with the respective coach(es) BEFORE answers to concerns are provided to parents.

### **Communication**

Communication is vital to any organization, and Elite is no different. Several options are available to disseminate information, i.e SportEngine, telephone, text, email, website, Facebook. The type of media used is situational dependent. All individuals associated with Elite are held accountable to ensure all information is accurately and timely disseminated. Elite is a family and everyone, including parents and guardians, are members of the family.

### **Drug and Alcohol Policy**

Any type of illegal substance and alcoholic beverages are strictly prohibited at any time by players. Possession or ingestion of these substances may be grounds for immediate expulsion from the team without refund of membership fees. If a balance is still owed, the financial obligation remains.

### **Financial Commitment**

- a. Membership fees shall be determined prior to the beginning of each season. Fees may vary depending on the team level and tournament schedule.
- b. Terms and conditions of payments are as follows:
  1. Down Payment is due on signing night. Fee schedule breakdown can be found on team pages as fees differ per team.
  2. All payments will be complete by February 15<sup>th</sup> – no exception.
  3. A late fee of \$50 will be assessed five days after the due date - NO EXCEPTIONS: An additional late fee will be assessed every 30 days until paid. Extenuating circumstances must be brought to the Director's attention at least 10 business days prior to the scheduled payment date.
  4. The Director may authorize other payment plans as needed, on a case- by-case basis.
  5. If paying by credit/debit card, a processing fee of 3.75% is added to the payment.
  6. Through SportsEngine, payment may be set up through direct withdrawal.
  7. Pay by VENMO.

8. A "Returned Check Fee" of \$50 will be assessed if a check is returned for non-sufficient funds. This fee is in addition to any fee assessed by the bank.
- 9. Failure to pay the required amount by each pre-determined deadline, may result in the suspension of the player from all Elite activities until payment is made.**
- c. Fundraisers are an important part of any organization. Yuba Elite will have at least two fundraisers during the season, where we actively pursue a specific goal such as a special tournament, a large piece of equipment, additional uniform items, etc.
- d. Yuba Elite will actively solicit potential donors and sponsors to purchase training equipment and supply funds for player scholarships.
  - a. Ask directors about scholarships *if* you are in financial need.
- e. Obligation to Pay Fees: Every player/parent who signs a contract to play for Elite does so voluntarily. The terms of the contract are explicitly written and are enforceable in a court of law. If a player/parent decides to not complete the season, the obligation remains to complete the financial commitment. If a player is dismissed from the team for rule violations, the obligation remains to complete the financial commitment. If a parent pays in full prior to the installment dates and the player/parent decide to leave the team, or, the player is dismissed for rule violations, refunds for the remaining portion of the season WILL NOT be given.
- f. If a player is dismissed from the team due to discipline, OR if a player chooses to quit, the club holds the right to require all equipment, uniforms, and Yuba Elite gear be returned.
- g. Legal action may result in the event financial obligations are not met.

### **Code Of Ethics**

- a. Elite staff will refrain from placing themselves in an ethical dilemma. As such, coaches are prohibited from instructing players on their respective team in private lessons during the club season, beginning in November and extending through April.
- b. Favoritism towards any player or parent is prohibited.
- c. Individual members of Elite's staff will not receive anything of value from a player or parent, unless it is from the team.
- d. Parents will respect coaches, players, other parents and officials. Elite's coaching staff has not only played, but also studied the game, and are some of the most experienced coaches in the area. They understand that each player has strengths and weaknesses and coaches will do their best to recognize them in every athlete and play them in a position that is best for the team. Also remember that practice is a time to improve and work on weak areas of the game.
- e. If a parent feels they must discuss something with a coach, contact with the coach during tournament play is prohibited. Please remember that the coaches need to be just as focused during tournaments as the players.
- f. Players will respect teammates, parents, coaches and officials at all times.
- g. Players are prohibited from approaching a coach during a tournament to ask if they will be playing.
- h. Coaches, players and parents are representatives of Elite. Conduct before, during and after tournaments reflects on Elite. All members of Elite should be model representatives at all times.

## Electronic Communication and Social Media Policy

1. Purpose: Elite recognizes the prevalence of electronic communication and social media in today's world. Many of our student-athletes use these means as their primary method of communication. While Elite acknowledges the value of these methods of communication, Elite also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.
2. General Content: All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Volleyball Code of Conduct regarding Athlete Protection. For example, as with any communication with an athlete, electronic communication shall not contain or relate to any of the following:
  - Drugs or alcohol use
  - Sexually-oriented conversation; sexually explicit language, sexual activity
  - The adult's personal life, social activities, relationship or family issues, or personal problems
  - Inappropriate or sexually explicit pictures.

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional. Whether one is an athlete, coach, staff or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with athletes is Transparent, Accessible and Professional. **Transparent:** All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations. **Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of Elite's records. Whenever possible, include another coach or parent in the communication so there is no question regarding accessibility. **Professional:** All electronic communication between a coach and an athlete should be conducted professionally as a representative of Elite. This includes word choice, tone, grammar and subject matter that model the standards and integrity of a staff member. If your communication meets all three of the T.A.P. criteria, then it is likely your method and manner of communication with players will be appropriate.

## Corona Virus (COVID-19)

There is no way to eliminate the risk of infection and as a result USAV strongly encourages all participants to follow these recommendations as safety precautions. The information in this document is not intended or implied to be a substitute for professional medical advice, diagnosis,

or treatment, nor does USAV or ELITE assume any liability or responsibility for the recommendations provided herein.

#### Return to Play Guidelines for Individuals

- Stay home if you are sick or do not feel well.
- Be aware of potential contacts with affected individuals.
- Wash and sanitize your hands often.
- Do not touch your face, eyes or mouth with unclean hands.
- Practice social distancing regularly.
- Cover your mouth and nose with a tissue or your elbow if you cough or sneeze
- Properly dispose of your personal drinking cups, bottles, or utensils used.

YUBA ELITE VOLLEYBALL CLUB  
HANDBOOK 2022-2023

Agreement and Signature Page

Our signatures indicate we have read, understand, agree and will abide by the rules as set forth. It is also understood and agreed to that the handbook may be revised as necessary and that it is our responsibility to read and know the rules.

Player (Print) \_\_\_\_\_

Player (Signature) \_\_\_\_\_

Parent/Guardian (Print) \_\_\_\_\_

Parent/Guardian (Signature) \_\_\_\_\_

Date \_\_\_\_\_

“The key is not the will to win. Everybody has that. It is the will to prepare to win that is important.” – **Bobby Knight**