

Action Club Handbook



Action Volleyball Club Handbook

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Burnaby, BC

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About Us

Action Volleyball is a single “AA”/“AAA” club. The Action player is a well-rounded student-athlete with not only a passion for volleyball but is also involved in other extracurricular activities. At Action we encourage our athletes to excel in all aspects of life. Whether our athletes decide to play volleyball in post secondary, become coaches or referees, we strive to support our athletes in whichever path they choose to pursue.

- Encourage athletes to be active participants in learning
- Support you to challenge self as an athlete
- Collaborate with you to get most out of the season and achieve your personal goals

Action Volleyball is a not for profit organization and has been offering girls volleyball training in the Burnaby area since 2008.

Our Mission

To provide the opportunity for young athletes to play volleyball, while cultivating a competitive and challenging athletic and personal development environment, that will equip each individual with the skills and desire to be active for life.

Our Vision

Our goal is to educate young girls on the lessons of teamwork, communication and responsibility. We encourage our athletes to strive for excellence in all aspects of life while helping to empower inner self confidence. We assist in the guidance of choices as they become solid student athletes and citizens of the community.

Our Core Values

Excellence — Passion — Teamwork — Respect

Athlete Code of Conduct

Action Volleyball is committed to ensuring that all players have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. All Action Volleyball athletes are to understand and agree to the following:

1. All players are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
2. All athletes shall at all times treat all individuals and property with dignity, courtesy and respect, including but not limited to players, coaches, officials, volunteers, other parents, and all other individuals that are part of Action Volleyball, Volleyball BC and Volleyball Canada, regardless of gender, color or ethnicity, religion, political belief, economic status or sexual orientation. This requirement prohibits any form of harassment or discrimination by an athlete.
3. Players shall refrain from any behavior, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful, hostile, violent or otherwise offensive.
4. Players shall never use alcohol, drugs, e-cigarettes or vapes while in an Action Volleyball, Volleyball BC or Volleyball Canada environment.
5. Athletes are expected to learn and follow the rules of the sport as drawn up by Volleyball BC and Volleyball Canada.
6. Athletes are expected to avoid any negative interaction or conflict with members of opposing teams and/or officials.
7. Athletes do not willfully damage the property of others, which would include, but not be limited to:
 - a. Transportation vehicles
 - b. Hotel rooms
 - c. Gym rental or tournament facilities

Social Media

Action Volleyball recognizes and supports its athletes' rights to freedom of speech , expression, and association, including the use of social networks. In this context, however, each student-athlete must remember that playing and competing for Action Volleyball is a privilege, not a right. As a student-athlete, you represent the club and you are expected to portray yourself, your team, and the club in a positive manner at all times.

- The athletes, coaches, and board members representing Action Volleyball are seen as elite athletes and role models. We all have the responsibility to represent our teams, club and ourselves in a responsible and positive manner.

All of the above expectations outlined in the Athlete Code of Conduct apply within our social media policy including, but not limited to the negative interaction with opposing teams and/or officials. Individuals not meeting these behavioral expectations will immediately be dealt with by the Action Board of Directors personnel.

Bursaries & Scholarships

Payment Plans & Schedules

If you want to arrange a payment plan and/or custom payment schedule, you can email admin@actionvolleyball.com

Financial Assistance - *Club athletes*

Action Athlete Bursary

Action's goal is to provide athletes with a positive learning experience within and outside the sport. We want to develop all life skills including but not limited to, leadership, teamwork, responsibility and respect, which will allow them to make positive contributions to their communities. To provide all athletes with the opportunity to participate in sport, Action Volleyball offers bursaries to subsidize the cost of playing for athletes and families who face financial barriers.

Action is providing 1 \$300 bursary per club team per year.

Guidelines for Application

- Club Team Athletes 18 and under are eligible to apply for the bursary and must be members of Action Volleyball Club in Good Standing
- Action Bursaries (maximum \$300/athlete) must be used to pay for club team fees, and/or subsidize the cost of attending Volleyball Canada National Championships. All funds will be directly applied to these expenses.
- Athletes must have a Financial Verification Reference
 - The reference is important for the application process. This individual verifies that without Action Volleyball's assistance, the athlete would not be able to participate in the season of sport. The Reference acts as an objective third party who is familiar with the athlete's family and is in a professional position to assess the social and economic barriers facing the family. References **cannot** be associated with the sport organization and cannot be a family member.

Available Bursaries/Grants for Application

Kidsport Grant Application

Canadian Tire Jumpstart Application

A4K - Athletics for Kids

Action Volleyball - Bursary Application

Action Athlete Scholarship

The following scholarship award is designed to encourage and recognize volleyball and personal excellence while an athlete of Action Volleyball.

Action is providing one \$500 scholarship for the oldest age category team offering per year.

Scholarship Rules & Regulations

- Club Team athletes 18 and under (*only eligible for the oldest age category during that year's club season*) can apply for the scholarship
- The successful scholarship recipient must:
 - Be a current club team member of Action Volleyball
 - Display high academic aptitude
 - Demonstrate a high degree of volunteerism both in their school and community
 - exhibits characteristics of loyalty, caring and giving

- Have demonstrated a high degree of success on the volleyball court that reflect ideals of hard work and team play
- Financial need may be a consideration
- All applicants must follow the scholarship application process outlined to be considered for the Action Athlete Scholarship

Application Process

- All scholarship applications must be submitted no later than May 30th of each year
- All application submissions must contain the following:
 - A completed application form
 - 2 of 3 written references:
 - A volleyball coach (any coach, club or school)
 - A teacher/school administrator
 - An adult/leader in your community (head volunteer positions apply)
 - 1-2 page outline of your volleyball involvement including any relevant awards. Also include any other references that you believe are important to be considered
 - Verified copy of your academic record for Grade 11 & 12
- Send application and required documents to Alessandra with Subject - Action Athlete Scholarship by email alessandra@actionvolleyball.com
- The recipient will be notified by June 30th of each year

Privacy

Action Volleyball respects your privacy. Your information will be used solely for the purpose of this grant application and administering grant money. No information will be shared with outside parties.

Action Athlete Scholarship Application Form

Tryout Process

Action adheres to the Season of Play as designated by the Volleyball BC Handbook.

- Action cannot release the tryout schedule until October 1, 2024. Clubs are not allowed to open registration prior to that date.
- Action Volleyball will be using a combination of the Early Sign Period and Tryout Period to place athletes on a team. Through this process we are trying to find the balance of providing loyalty to athletes and families, while still providing opportunities for new athletes to join the club.
 - We recognize this does not work effectively for all age levels and will adapt our process as necessary based on the needs of each age level. We thank you for your patience and understanding as we navigate this situation.

Early Signing

- The early signing will be used for 15-18U athletes
- Coaching teams must confer with Technical Director and/or Board of Directors on number of athletes they choose to pre-sign
 - May not exceed 4 athletes pre-signed per team (16u and below)
 - Reasoning: We want to leave room for new athletes to try out and have the opportunity to make an Action Volleyball club team
- By accepting an early sign, athletes are committing to Action Volleyball, and are guaranteed to be placed on an Action Volleyball team for the upcoming season
- Early signed athletes are expected to attend/participate in tryouts

Open Tryouts

- The Tryout Period will be used for all age levels
- 15-18U athletes who are not early signed, as well as athletes from other clubs are encouraged to attend tryouts
- Tryouts are a way to provide equal opportunities for athletes to join the club as well as for previous athletes to demonstrate their skill and abilities, and be identified to a team

After Tryout Process

- After the tryout, coaches will be in contact with athletes via phone call and email. If athletes wish, they may decline a spot right away. Athletes can also express interest but must confirm acceptance by 6:00pm on the signing date.

- Action can only make calls between 8:00am-9:00pm on Saturday/Sundays and between 4:00pm-9:00pm on weekdays.
- The coaches will first call their Top 12 athletes, and if they don't accept their offer over the phone right away, they have the choice to decline or accept by the signing date. If they decline or do not give an answer by the signing date, their offer will expire and coaches will move down the list, offering it to the next athlete.
- If an athlete is trying out for multiple clubs, other clubs cannot force you into acceptance until the signing date. Verbal acceptance after the signing date will be considered a binding agreement.

Conflict of Interest Policy

In the event that a head coach has a direct or close relationship with a player (relative) the coach will be unable to vote in matters pertaining to the athlete including team selection, early signing, and scholarships & financial aid. This includes siblings, children, grandchildren, nieces, close family friends, and cousins.

Tryouts: In the event that a coach and a relative are involved in the same team, the final decision of the player will be up to a majority vote of the tryout evaluators and the involved coach will be unable to vote. Notification to the athlete that they have made the team must be given by a member of the coaching staff that is not the relative of the athlete.

Early Signing: Early signing of a relative will be up to the decision of the remaining members of the coaching team and input from the board (if needed).

Scholarships & Financial Aid: Relatives of scholarship and financial assistance applicants are unable to participate in recipient selection.

Playtime Policy

Philosophy

The Action Volleyball mission is to provide to as many athletes as possible with the opportunity to compete and participate in the sport of volleyball. Action teams will train & compete at the highest appropriate developmental level possible. The coaching staff will determine the abilities and level of play for each team. During Volleyball BC, Volleyball Canada, Provincial and National

events, Action teams will compete to finish/place as high as possible for their appropriate development level.

Playtime Guidelines

Below are the listed guidelines that Action coaches will use to facilitate the playing time distribution. Coaching staff for the particular club team, have the final decision making in all playing situations.

- Practices + Competitions – Athletes are expected to commit to attending 1.5 practices per week and all competitions
 - Athletes must demonstrate positive attitude, coachability, good work ethic, growth mindset, and team cohesion.
- Gameplay – Athletes must display the ability to perform all necessary skills (mental/physical) at their development level and demonstrate cohesion within their team
 - There may be instances where their team is facing an opponent above or below their ability level

13U - 14U

- Playing time follows the Fair Play Rule as ruled by Volleyball BC and Volleyball Canada for the entire club season.
 - Fair Play Rule: All players listed on the score sheet must start the first or second set. Substitutions are not permitted in the first or second set. In the case of injury, an Exceptional Substitution may be made. The injured/ill player may not return to the same set, but may return to play in subsequent sets. If there is a 3rd set, the coach has the choice of starting any player and there is no minimum number of points needed prior to substitutions being made

15U - 18U

- Playing time follows the Fair Play Rule developed by Volleyball BC & Volleyball Canada during exhibition/scrimmage matches, and round robin for all non-provincial seeding/ranking events.
 - Playoffs: Playing time during the playoffs at these events will be at the discretion of the coaching staff, and may not be fair or equal.
 - Coaches may also use certain events/matches to explore lineups, rotations, etc
- Fair Play is a guideline presented by Volleyball BC & Volleyball Canada, and coaches have discretion to have final say regarding playing time choices
- Playing time is at the coaching team's discretion during all Volleyball BC events, Provincial Ranking tournaments, Provincial Championships & National Championships

Anti-Smoking & E-Cigarettes Policy

Philosophy: The purpose of this policy is to ensure the health, safety, and well-being of all players, coaches, and staff involved in Action Volleyball. As part of our commitment to fostering a positive and supportive environment, we do not permit the use of vapes, cigarettes or e-cigarettes at any time during team activities, including practices, games, and team events.

This policy applies to all players, coaches, staff, volunteers, and any other individuals involved in the Action Volleyball program.

Guidelines:

1. **Prohibited Use:** The use, possession, or distribution of cigarettes, e-cigarettes, or any related products is strictly prohibited during any official team activities, including:
 - Practices
 - Competitions
 - Team meetings or social events
 - Travel with the team
 - Any other activities related to the team
2. **Health and Safety:** Smoking and the use of e-cigarettes pose potential health risks, particularly for young people. Action Volleyball is committed to promoting a healthy lifestyle and setting a positive example for all players. These products are not allowed to be used in any team setting, as they can negatively impact physical performance, team cohesion, and overall well-being.
3. **Enforcement:** The team's coaching staff and leadership are responsible for monitoring adherence to this policy. Any violation will be addressed as follows:
 - **First Offense:**
 - The athlete will receive a **warning** from the coaching staff or club executive team
 - The athlete will be reminded of the health risks of vaping, cigarette & e-cigarette use and the importance of adhering to the team's code of conduct
 - A meeting with the athlete and their parent/guardian will be scheduled to discuss the incident and any necessary support or resources to assist the athlete
 - **Second Offense:**
 - The athlete will be **suspended** from one week's worth of practice and the next tournament following the second offense
 - A written report will be provided to the athlete's parents/guardians detailing the violation and consequences
 - The athlete will be required to attend a meeting with the head coach and a club representative to reaffirm the team's commitment to health and

wellness and discuss further actions

➤ **Third Offense:**

- The athlete will be **removed from the team** permanently
- This decision will be final, with no opportunity for reinstatement during the current season
- The athlete's parents/guardians will be notified in writing of the decision, and all team-related activities, including games and events, will be suspended immediately

Travel/Local Travel

Rule of Two

Action Volleyball adheres to the Coaches' Association of Canada Rule of Two. The Rule of Two Guidelines are as follows.

- (1) A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants
- (2) Have a training environment that ensures all situations are open, observable and justifiable
- (3) Have at least two adults present when traveling with a participant(s), and refer to your club travel policy
- (4) Be considerate of the gender of the participant(s) when selecting coaches or volunteers
- (5) Ensure that all communications are sent to the group and/or include parents or guardian, without one-to-one messaging

Local Travel (tournaments/exhibitions/play-days)

Local travel occurs when Action Volleyball does not sponsor, coordinate or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators will not arrange or coordinate local travel.
- It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including but not limited to: a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable provincial laws.

Overnight Travel

Action Volleyball values the camaraderie, growth, learning, bonding and overall experience that occurs when teams participate in overnight tournaments. When possible, Action Volleyball expects all team members to travel together. Team managers and coaches will work together to plan, budget & communicate travel plans with their team's athletes and families.

During overnight trips, it is **mandatory** for athletes to stay with the team, at the team hotel, and participate in all team activities while under the supervision of the coaches and/or an appointed parent chaperones/managers.

- This includes game play, break time, and meal time at the tournament venues, restaurants, and the hotel.
- Typically rooms will be secured with 4 athletes to a room. The exception to this will be if the facility allows more than 4 in a room. Coaches' rooms must also be secured as part of the team's block. Athletes will be assigned to a specific room by the coaches.
- Exceptions will only be made for medical reasons.

Travel Costs

Families are responsible for covering the costs of team travel. The costs include (and are not limited to):

- Athlete accommodations
- Team car/bus rental (when applicable)
- Coaches' food allowance | \$40 per day *athlete food allowance is paid individually
- Coaches' accommodations (male & female separate rooms)
- Coaches' transportation

Action covers a travel subsidy for coaches' travel costs for travel tournament(s) (not including Volleyball Canada Nationals).

13U/14U: \$750

15U/16U: \$900

17U/18U: \$1000

***updated 11/07/2024**

The expenses for each travel tournament will be calculated and divided by the number of athletes on the team. Any money that is not used in the coaches travel subsidy will be used to subsidize the cost of future travel, nationals and/or team windup.

In situations where the coach has been notified about an extenuating situation where an individual athlete who has committed to travel, is no longer able to, the athlete will still be required to cover their cost of non-refundable fees, and/or prorated share of the costs.

Travel expenses are due 2 weeks prior to the travel date. If there are extenuating circumstances where this cannot take place, families are asked to communicate with the coaching staff to make different arrangements.

Travel Code of Conduct

1. All athletes are expected to attend all team events, meals and other social gatherings planned with the team.
2. Buddy System at all times; groups of 2 or more.
3. If athletes and parents are to leave the tournament site or hotel, they must notify the coaches or managers. Coaches and managers must relay this information to each other.
4. All players are expected to follow curfews and lights out procedures.
5. All players are to respect hotel policy, rooms and public spaces while representing Action Volleyball Club for out of town tournaments. Noise, inappropriate behavior and use of illegal substances including alcohol, drugs, e-cigarettes or vapes **will not be tolerated**.
6. Parents are expected to know the schedule and help get athletes to where they need to be on time.
7. Coaches are expected to know where athletes are at all times.
8. Players must wear Action Volleyball Gear during tournaments as well as traveling to and from tournaments. They may dress in civilian clothing all other times. Please keep in mind to dress in a manner that reflects Action Volleyball positively.
9. Persons not on our team **will not be permitted** in our hotel rooms without the permission of coaches.

Any athlete(s) found in violation of any rules in the Travel Code of Conduct will be contacted & dealt with directly. Any and all disciplinary actions are up to the discretion of the coaches, in consult with the Board of Directors, on a case by case basis.

***updated 05/05/2025**

Parent Code of Conduct

Action Volleyball is a well-respected club within our volleyball community in British Columbia. It is crucial for all of our members to act in a kind and respectful manner in any/all situations. Action values all of our members to ensure we provide a safe, inclusive environment in the volleyball community. Members include athletes, coaches, administration, as well as all athletes' parents and supporters.

1. All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
2. All parents shall at all times treat all individuals and property with dignity, courtesy and respect, including but not limited to players, coaches, officials, volunteers, other parents, and all other individuals that are part of Action Volleyball, Volleyball BC and Volleyball Canada, regardless of gender, color or ethnicity, religion, political belief, economic status or sexual orientation. This requirement prohibits any form of harassment or discrimination by a parent.
3. Parents shall always model positive and responsible behavior and communicate with their child that they expect them to do the same. Parents will assume the major responsibility for their son/daughter's on court conduct and attitude.
4. Parents shall refrain from any behavior or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful, hostile, violent or otherwise offensive.
5. Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to their daughter, offering praise for fair competition, participation and skill development.
6. Parents will respect the integrity of the officials and not advise them how to call the match, or question their honesty.
7. Parents will emphasize the cooperative nature of the sport and encourage hard work and honest effort that will lead to improved performance and participation. Parents will encourage their child to participate for enjoyment as well as competition.
8. Parents will recognise the value and importance of volunteer coaches. They give of their time and resources to provide opportunities for their child.
9. Parents will not advise the coach on how to coach, which players to put in the game and/or whom to take out of the game. Parents will not coach their child during the game.
10. Parents shall set high, but reasonable expectations for their daughter's participation in volleyball, focusing on development and enjoyment for the child.
11. Parents will honor financial commitments.
12. Parents shall instill confidence in their child's ability and skill development by always avoiding comparisons with other players. Parents shall respect that the coach is

responsible and empowered for the on-court development of the athlete. A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, overall health, life balance, and moral and emotional support.

13. Parents shall never provide alcohol, drugs or smoking devices to minors in an Action Volleyball, Volleyball BC, or Volleyball Canada environment.
14. Parents will cheer for their child's team and applaud fair play during matches.
15. Parents will contribute to volunteering where possible with the team. This can include assisting in food organization, helping with athlete rides and especially with sharing in scorekeeping and linespeople duties.
 - a. It is the obligation of all parents on the team to pitch in and alleviate pressure from the coaches' and manager in these areas.
16. Parents should learn the rules of the game to help them better understand what is happening on the court, and encourage their child to follow the rules.
17. Parents shall avoid any conduct, which brings Action Volleyball into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and gambling.
18. Parents shall adhere and openly support this code of conduct and all other procedures, rules, standards, and ethics of Action Volleyball, Volleyball BC and Volleyball Canada and take action and steps to ensure other parents follow and uphold this code of conduct.

Parent Manager Roles & Responsibilities

Action Volleyball teams rely on volunteer parent managers to help alleviate the additional stress of administration duties from the coaching staff. They are considered support staff to the coaching staff. Coaches still have the final decision making ability in any situation.

- Managers must act and abide in adherence to all Action Volleyball club policies and protocols, and Volleyball BC Code of Conduct.
- It is mandatory for each team to provide at least 1 adult (non-coaching staff) to act as the manager for the team
 - Once all teams are finalized, an email will be sent out requesting a team manager; teams may have more than one manager (per team)
- All managers will attend 1 mandatory club meeting to go over their roles and responsibilities in detail

Parent managers are not coaches. They may be required to assist and support the coaching staff, but they are not asked to handle questions/concerns regarding team issues or coaching decisions. The level of responsibility varies for each manager based on the discretion of the coaching staff.

Manager responsibilities may include (but not limited to):

- Organize scorekeepers & linesperson duties:
 - Coordinate with parents directly for volunteers for various duties at all games and tournaments
- Food at tournaments:
 - Work with other parents to organize team food, especially at travel tournaments or 2-day tournaments to make sure athletes are fed
- Travel:
 - Work with coaching staff as support staff to plan travel plans/stay for overnight tournaments
 - Team managers price out and book hotel rooms for athletes and coaches (approval needed by coach)
 - Hotels booked once entry into tournament is confirmed/paid
 - Manager collects deposits/final payment amounts for travel
 - Organize chaperones to support supervision of athletes for overnight/away tournaments
 - Hotel costs will be paid using managers or coaches' credit card & reimbursed by athletes

- Managers can price out/book flights. Coach has final say on flight time/flight booking
 - Costs paid using managers or coaches' credit card & reimbursed by athletes
 - Managers are NOT responsible for booking accommodations or flights for other parents.
- Team Gear:
 - Manager may be required to pick up or coordinate pickup of completed team gear and jerseys
- Club Communication:
 - Each team manager will be added to a separate managers-only Whatsapp group. This allows for quick communication between club administration and managers. This group is also a great way to quickly answer questions. Should you have more in-depth, or questions that need to be directed to the club administration, please contact club administrator

Refund Policy

Action Volleyball is a non-profit organization. To keep our program affordable, we are hesitant to offer refunds so we can uphold established budgets & avoid incurring additional costs. All refund requests will be handled on a case by case basis and Action's Board of Directors will make all final decisions. A full refund may be considered if an athlete withdraws before registration night.

Refunds are ONLY given under extenuating circumstances. Return of registration/club fees must be approved and will be prorated. Refunds are subject to:

- a \$50 cancellation/administrative fee deduction
- prorated amount, based on the amount of sessions, training, tournaments etc. elapsed
- deduction of unrecoverable costs (i.e. facility fees, affiliation fees, equipment, etc.)

These unrecoverable costs include but are not limited to:

- Volleyball BC registration
- Uniform and team gear costs
- Warm-up shirt costs
- Any entry fees into tournament, that are paid up front

The remainder of the fees may be eligible for a refund and will be taken into consideration by the Board of Directors for the following reasons:

- Injury or medical condition (with doctor's note)
- Moving out of province/out of country
- Additional extenuating circumstances (must be articulated to executive)

Withdrawing from the team for the following reasons will not be eligible for a refund:

- Removal due to misconduct/breaking team rules
- Leaving the team due to a lack of playing time or unhappy with role on team
- Leaving due to time commitment or other conflict

All refund requests must be submitted to admin@actionvolleyball.com

Coaching Team: Roles & Responsibilities

Coach

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how an athlete regards their sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed by Volleyball BC is used to aid coaches in achieving a level of behavior which will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings.

Coach Code of Conduct:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than at the athlete.
3. Consistently display high personal standards and project a favorable image of their sport and of coaching.
4. Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
5. Abstain from the use of tobacco products while in the presence of their athletes and discourage their use by athletes.
6. Abstain from drinking alcoholic beverages when working with athletes.
7. Refrain from using any kind of smoking device while working with athletes.
8. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
9. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties.
10. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
11. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.

12. Recognize and accept when to refer athletes to other coaches or sport specialists.
Allow athletes' goals to take precedence over their own.
13. Regularly seek ways of increasing professional development and self-awareness.
14. Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
15. In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
16. In an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

Head Coach: Roles & Responsibilities

Coaches must act and abide in adherence to all Action Volleyball club policies and protocols, and Volleyball BC Coach Code of Conduct.

- Must complete all required certification, criminal record checks, coaching courses available on coach.ca, etc.
- All coaches are required to attend the coaches club meeting to go over the season plans, as well as coaches roles and responsibilities in detail
- Ensure the safety of the athletes with whom they work
- At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests
- Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable
- Never advocate or condone the use of drugs or other banned performance enhancing substances
- Never provide under age athletes with alcohol
- Never display any forms of favoritism or club athlete preference during practices, matches or tournaments
- Create opportunities for athletes to connect to coaches and create a positive athlete-coach relationship

Head coach responsibilities include (but not limited to):

- Oversee all aspects of the club team, including making all final decisions that are team issues or concerns

- Create a seasonal training plan, schedule summary, and practice plans based on team and individual athlete goals, as well as goals discussed with coaching staff and team
- Hold a parent-coach meeting, discussing the parent expectations and code of conduct, as well as detailing the season
- Handle all team concerns and issues and if necessary, escalate to Board of Directors of Action Volleyball Club
- Maintain a positive athlete-coach relationship, conducting monthly 2-on-1 meetings (keeping in mind the Rule of Two) with athletes checking in on their personal (physical & mental), team, and season goals
- Starting the season with a team and individual (2 coach to 1 athlete) meeting, going over both short-term and seasonal individual and team goals
- Make necessary adjustments to season/weekly training plans based on meetings and tournament/playday outcomes to keep in line with team goals
- Make practices engaging and learning-based
 - Using a variety of teaching methods that best fit both the team and individual athletes
 - Make necessary adjustments if athletes are not engaged or learning
 - Consult Coach Development head (Action's Vice President) or senior coaches for help or advice on practice plans/season plans
- Be available to any questions or concerns that are team-based from athletes or parents
 - If necessary, involve Board of Directors or senior coaching staff
- Make playing time decisions based on age level learning outcomes or team plan that was discussed with athletes/parents at the beginning of the season
 - Absolutely not make ANY playing time decisions based on favoritism, or athlete-coach relationship
 - Playing time should be discussed with coaching staff (head & assistant coaches)
 - If there is a immediate family relationship between coach and athlete, playing time decisions must be discussed and decided by all members of coaching staff
- Include 2-3 mental health days for athletes and all coaching staff (individual coaching team preference)
 - Persons do not have to explain reason for mental health day, they are excused from practice but are not reprimanded for missing practice

Assistant Coach #1: Roles & Responsibilities

Coaches must act and abide in adherence to all Action Volleyball club policies and protocols, and Volleyball BC Coach Code of Conduct. Assistant coach #1 is the main assistant coach, who directly reports to the Head Coach and follows the direction the Head Coach sets for the team.

- Must complete all required certification, criminal record checks, coaching courses available on coach.ca, etc.
- All coaches are required to attend the coaches club meeting to go over the season plans, as well as coaches roles and responsibilities in detail
- Ensure the safety of the athletes with whom they work
- At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests
- Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable
- Never advocate or condone the use of drugs or other banned performance enhancing substances
- Never provide under age athletes with alcohol
- Never display any forms of favoritism or club athlete preference during practices, matches or tournaments
- Create opportunities for athletes to connect to coaches and create a positive athlete-coach relationship

Assistant coach #1 responsibilities include (but not limited to):

- Assist the head coach in all aspects of coaching, practice preparation, game preparation, strategy & strength training
- Assist head coach by providing technical, tactical and administrative support
- Participate in all internal and external match
- Provide positive and efficient support and feedback to the team
- Assist & provide guidance to all volleyball athletes on and off the court
- Keep track of athlete's practice and/or tournament/playday attendance
- Assist in the planning, organization and administration of practices
- Assist in game preparation and the implementation of game day strategies
- Oversee and supervise strength and conditioning component of athletes training regime
- Represent Action Volleyball Club with sportsmanship, integrity and a high degree of professionalism
- Maintain positive relationships with parents, athletes, officials, volunteers and tournament staff
- Keep track of stats during volleyball matches and report those stats to the head coach/coaching team
- Help with playing time decision-making and/or lineup decisions
- Playing time decisions MUST be based on age level learning outcomes or team plan that was discussed with athletes/parents at the beginning of the season

- Absolutely not make ANY playing time decisions based on favoritism, or athlete-coach relationship
- If there is a immediate family relationship between coach and athlete, playing time decisions must be discussed and decided/in agreement by all members of coaching staff

Assistant Coach #2: Roles & Responsibilities

Coaches must act and abide in adherence to all Action Volleyball club policies and protocols, and Volleyball BC Coach Code of Conduct. Assistant Coach #2 provides support to the Head Coach & Assistant Coach #1. Their role and responsibilities are closely linked to Assistant Coach #1 with less of an administrative and primary decision-making role.

- Must complete all required certification, criminal record checks, coaching courses available on coach.ca, etc.
- All coaches are required to attend the coaches club meeting to go over the season plans, as well as coaches roles and responsibilities in detail
- Ensure the safety of the athletes with whom they work
- At no time become intimately and/ or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests
- Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable
- Never advocate or condone the use of drugs or other banned performance enhancing substances
- Never provide under age athletes with alcohol

Assistant coach #2 responsibilities include (but not limited to):

- Assist the head coach in all aspects of coaching, practice preparation, game preparation, strategy & strength training
- Assist head coach by providing technical, tactical and administrative support
- Participate in all internal and external match
- Provide positive and efficient support and feedback to the team
- Assist & provide guidance to all volleyball athletes on and off the court
- Represent Action Volleyball Club with sportsmanship, integrity and a high degree of professionalism
- Maintain positive relationships with parents, athletes, officials, volunteers and tournament staff

- Keep track of stats during volleyball matches and report those stats to the head coach/coaching team
- Help with playing time decision-making and/or lineup decisions
- Playing time decisions MUST be based on age level learning outcomes or team plan that was discussed with athletes/parents at the beginning of the season
 - Absolutely not make ANY playing time decisions based on favoritism, or athlete-coach relationship
 - If there is a immediate family relationship between coach and athlete, playing time decisions must be discussed and decided/in agreement by all members of coaching staff

Board of Directors

The board of directors is an executive committee that jointly supervises the activities of Action Volleyball Club. The Board of Directors meets quarterly discussing club season expectations and goals, as well as developmental programs and financials for the club. The Board of Directors host an Annual General Meeting (AGM) open for the public where we discuss any changes to the club, club teams, coaches and any or all updated policies & procedures.

Club President

The club president presides over all operations for Action Volleyball Club. The president is responsible for setting and monitoring the goals of the club, running club meetings, and delegating tasks as necessary, recruiting, training and maintaining regular communication with club coaches and members of the Board of Directors.

Club president responsibilities include (but not limited to):

- Supervise the preparation of a club budget and proper accounting practices, including an annual financial review conducted by the treasurer
- Set and track yearly goals for Action Volleyball
- Plan and lead informative and relevant club meetings. This includes:
 - Parent-manager meetings
 - Club coaches information meeting
 - Annual General Meeting (AGM)
 - Board meetings
- Books gym spaces for each year and corresponds with booking clerks for gym space availabilities
 - Forward gym space bookings to club administrator and development program administrator
- Hire and coordinate coaches for both club teams and clinics
- Determine based on resources (mainly gym space, coaches staff, and finance) what club and clinic programs will be run
- Act as the main point of communication between Action Volleyball and Volleyball BC

Vice-President

The vice president acts in accordance with duties/responsibilities that are tasked by the club president of Action Volleyball Club. The Vice-President presides over all coach development, coach.ca courses and correspondence for club teams. They are the main point of contact for any and all coach-related questions.

Vice-president responsibilities include (but not limited to):

- Keeps track of required coach development courses
- Records and tracks coach progress with coach.ca courses and/or Volleyball Canada courses that are needed
- Acts as point of contact for all club related questions
- Creates a coach-only groupchat for all club season coaches
- Creates team-specific groupchats for each individual team's coaches
- Receives and records all coach development course payments for each coach & sends receipts to club administrator to record for end of season payment
- Acts as a resource for coaching questions and/or practice planning questions
- Frequently checks in with coaching teams to make sure club season is running smoothly
- Books nutrition and mental health workshops for athletes to attend during the season
- Creates opportunities for coaches to attend coaching workshops and/or events

Administrator: Development Programs

The development program administrator takes care of the clinics, house leagues, camps and all other developmental programs that run through the year.

The development program administrator responsibilities include (but not limited to):

- Use available gym space to offer development programs for the year
- Decide on how many development camps should be offered based on the gym space availability
- Create a budget based on development camp offerings & charge athletes according to budget
 - Must be approved by President & Vice-President before finalized
- Find head and assistant coaches for each camp
- If coaches are unavailable for camps, must find a replacement coach
- Order t-shirts for camps based on number of athletes (sizing is included in order intake form)
- Create spreadsheet for each camp, detailing athlete's personal information & emergency info
- Create spreadsheet for attendance for each camp that coaches have access to & can edit

Administrator: Club Programs

The club program administrator takes care of the club teams that run through the club season. Their job is to alleviate responsibilities from the President & Vice-President to make sure our club teams run smoothly and efficiently.

The club program administrator responsibilities include (but not limited to):

- Try-out registration, check-in and try-out numbers are to be organized and distributed at the start of each try-out
- Tryout hand-out form is to be added to online tryout registration, as well as paper copies for in-person registrations
- Organize and collect all tryout forms for coach deliberation after tryouts
- creating/organizing team gear orders for all club teams for the season
 - Sizes, available gear and/or options are to be tracked and recorded by the club program administrator and sent to the Vice-President
- Register athletes for Sportlomo/add to each team roster through Sportlomo
- Create roster labels and physical rosters to be handed out to each team's head coach
- Register each team online for their tournaments through Sportlomo
- Be main point of contact/liaison for all parent manager inquiries:
 - ie. hotel bookings, parent-manager volunteer spreadsheets, tournament food, etc

Treasurer

The treasurer oversees the general financial management of Action Volleyball Club. They plan and keep track of budgets within the organization, collect, deposit, and keep track of funds, write cheques, and provide financial reports quarterly to the Board of Directors. The treasurer plays a crucial role in ensuring the long-term financial stability and success of Action Volleyball Club.

The treasurer responsibilities include (but not limited to):

- Create quarterly financial reports to be reviewed and discussed by the Board of Directors
- Work closely with the President, Vice-President, Club & Development administrators for budgets for club season and development programs
- Uses quickbooks for financials
- Transfers funds from Paypal to Vancity business account
 - Keeps track of funds movement & deposits
- Makes payment deposits when necessary
- Approves e-transfers for Action's Vancity business account

Director of Media

The Director of Media who creates messages that inform, educate, or persuade the public and community on programs, club teams or info related to Action Volleyball Club.

The marketing & communications specialist responsibilities include (but not limited to):

- In conjunction with Club President: Promoting our camps, house leagues & club teams through ads, social media and/or physical flyers
- Raise Action Volleyball brand awareness among current and future customers
- Coordinating the design of promotional material and distributing in online and offline channels
- Coordinate with the development and club administrators with camp/clinic and club team information and release it to the community
- Take videos and/or pictures of our club teams & development programs and work with Club President to share those onto our online platforms
- Create engaging & informative content related to Action Volleyball Club, growing our brand
- Plan a media day, to get information/photos of all club athletes, as well as individual photos to promote on our social media platforms
- Plan player interviews

Secretary

The secretary supports the President in ensuring the smooth functioning of Board of Director meetings as well as AGM meetings.

The secretary responsibilities include (but not limited to):

- Schedule quarterly board meetings to be attended by the Board of Directors
 - Send out RSVP + reminder emails to all members
- Conduct board meeting attendance list
- Takes meeting notes
 - Counts votes and records in meeting notes
 - Sends meeting notes to all members of the board after meeting is conducted

Members-At-Large (MAL)

Member-at-Large acts as a representative for the general public and accepts duties as assigned by the President and the Board of Directors.

The member-at-large (MAL) responsibilities include (but not limited to):

- Attend all board meetings
 - Be an active participant and listener
- Votes on all matters that come up during board meetings
- Give their input or feedback on any policy changes, season planning or development program planning
- Exercises their right to bring up any matters to the board meetings

Board - Code of Conduct

No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of their service as a Board member with the Action Volleyball Club. Board members shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time.

- When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of Action Volleyball Club and the Board member's personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision making will be informed about the conflict
- It is every Board member's obligation, in accordance with this policy, to ensure that decisions made by the Board reflect independent thinking
 - In the event that any Board member receives compensation from Action Volleyball such compensation will be determined by and approved by the full Board in advance
- Any conflicts of interest, including, but not limited to financial interests, on the part of any Board Member, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action, and through an annual procedure for all Board members to disclose conflicts of interest
- Any Board Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting

- All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Board member with a conflict abstained from the vote (and was not present for any discussion, as applicable) and was not included in the count for the quorum for that meeting
- Board members are reminded that confidential financial, personnel and other matters concerning the organization, staff or athletes may be included in board materials or discussed from time to time
 - Board members should not disclose such confidential information to anyone
- Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:
 - Making attendance at all meetings of the board a high priority
 - Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand
 - Cooperating with and respecting the opinions of fellow Board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken
 - Putting the interests of the organization above personal interests
 - Representing the organization in a positive and supportive manner at all times and in all places
 - Showing respect and courteous conduct in all board and committee meetings
 - Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.