

**HALTON REGION VOLLEYBALL CLUB
POLICIES & PROCEDURES**

**HANDBOOK
2017 – 2018**





Letter from the President

Welcome everyone to the 2017 - 2018 season!

I am delighted that you have chosen to play for the Halton Hurricanes.

The club has been very active throughout the summer, planning and working in the background to organize another exciting season. Coaching staff have been assigned, gym time secured, equipment purchased, and programs designed – all with the intent of providing Hurricanes Athlete with the best opportunities for personal growth, development and achievement of excellence through volleyball in the Halton Region.

This policy and procedure handbook has been put together to tell you a bit about your club, its vision and what it takes to become successful in our program. Please take the time to read it in its entirety as you are bound by this document as a member of the club.

I challenge every Athlete, every coach and every team to work hard at practice and the results will come!

Here's to a great season.

GO HURRICANES!

Julie Roscoe

HRVC Founder & President



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The Halton Region Volleyball Club (HRVC) or the Hurricanes, Policy and Procedure Handbook provides a resource of information that can be used by the club, parents, coaches, team representatives and athletes. These policies, along with the Volleyball Canada Indoor Volleyball Rule book guide the operations and conduct of the Club. It is the expectation and understanding of the club that each member has read and agrees to abide by the information enclosed.

OVERVIEW

1. Club Vision & Mission

Our Vision is to be the premier volleyball organization in Halton Region and consistently rank as a top Ontario Club by offering a full range of programs, competitive training opportunities and events for athletes.

Our Mission is to promote the sport of volleyball throughout the Halton Region, Ontario, Canada and the world with competitive playing and training opportunities to achieve sustained competitive excellence while developing character and a life long love for volleyball.

2. Core Values

1. Integrity
2. Teamwork
3. Leadership
4. Commitment
5. Vision
6. Growth
7. Fun

This section outlines the overall coaching objectives of the teams and the strategy through which those goals are attained.

We are committed to training

We trust in the power of quality repetition and fundamental skill development. Experienced coach instruction is essential for skill development. Scientific research suggests that it takes 3,000 consistent repetitions to make a habit, but only 1 repetition to potentially make a bad habit. Skill training takes a long-term commitment, experienced coach instruction, and a positive motivational climate.

We allocate one court per team per minimum two-hour practice for each team. We don't believe that simply scrimmaging for two hours is an effective long-term plan to achieve success.



We facilitate sustainable competitive excellence with:

1. intense and competitive practices
2. competition in local, regional, national, and international tournaments
3. an environment that is demanding and encouraging
4. the desire to pursue volleyball opportunities beyond the high school level

We are family through volleyball

We expect our coaches and athletes to work together often at practices and along with their families to support each other when possible at competitions. We host club wide events and activities to give our families an opportunity to know each other better. **Once a HURRICANE, always a Hurricane!**

3. Club Structure, Operations & Volunteer Opportunities

The Executive Committee is responsible for governance, establishing the broad policies and objectives that underlie the Club's daily and long-term activities. The Executive Committee determines the Club's vision and mission and is responsible for all decision-making, direction and implementation of Club procedures and policies. The Executive Committee members each have a vote, but preference is given to arriving at decision making by consensus. Parents and coaches are encouraged to submit feedback and suggestions, but only the Executive can vote and approve Club decisions.

The Executive meets pre-season to set the operational budget for the teams and club for the upcoming season in consultation with the Technical Director. Individual team budgets are posted at tryouts and available at all Executive meetings. The externally contracted bookkeeper works directly with the Club Treasurer and together they are fiscally responsible for the day to day operations and financial record keeping of the Club. Both of these roles report directly to the Club Accountants: Beckett, Lowden, Read in Burlington to ensure fiscal responsibility and accountability.

The Executive meets roughly once per month and members may attend any meeting and request the addition of an item to the agenda via the Secretary one week in advance of the meeting.



Technical Director: Gaby Jobst Email: Gaby@haltonvolleyball.com

The Technical Director is responsible for the technical direction of the club for both indoor and beach training and is a full time salaried position. The TD reports directly to the President and works with the Executive Committee.

The TD role includes planning, executing, participating in and supervising all technical aspects of the club as well as ongoing coach mentorship and professional development. The TD will be responsible for working with all coaches/teams to execute Volleyball Canada's (VC) LTAD guidelines for age appropriate training, competition and recovery. The TD is the lead role for all beach training and camp programs run by the club as well as providing private training opportunities as needed. More detail on this position can be found in section 19.

Volunteer Opportunities:

Club Level: There are many opportunities for volunteers to lend their support to the club by joining a committee during the season. We are ALL very busy people but we need help to make this club run. Many hands make light work. Please don't just pay her fees and drop your daughter off-please get involved.

Volunteer Opportunities Include helping with OVA tournament hosting, the year-end banquet or uniforms. If you're interested in getting involved, please talk to any member of the Executive!

Team Uniforms:

The club only requires ALL new athletes to purchase a full uniform package including a ball while returning athletes are required to purchase only new items or as needed or as club-wide items change. **Only Hurricanes gear is to be worn at practices and tournaments.**

OVA Tournament Coordinator & Committee:

HRVC hosts a variety of **OVA tournaments** at Haber Recreation Centre. The Tournament Coordinator and committee are responsible for ensuring that all tournament needs are met to include: assigning setup/take down crew, scorekeepers and linespersons.



Banquet Committee:

The Committee utilizes the Banquet SOP Manual to facilitate all necessary arrangements and works closely with the club Secretary on this event. A representative from this committee must attend the year-end wrap up meeting and provide a financial report on the banquet.

Fundraising Committee:

The Fundraising Coordinator heads up the committee to identify funding opportunities within the club membership and community via members, employers, businesses, friends, neighbors and community partners. This committee also reviews and manages fundraising programs for the club such as Halenda's meats which can provide the club with up to 57% return for their efforts to help finance the clubs' full time Technical Director and support members individual financial needs. The club has a fundraising goal annually of \$10,000 allocated to the TD salary. Individual teams should discuss fundraising with the committee for support and approvals.

Team Level: Each team interacts with the Executive via its Team Parent Representative (TPR).

Team support roles include:

- Team Parent Representative (TPR)
- Media Representative- provide results and photos for website and social media.
- OVA Tournament Host Support
- Travel Support (14+) - to the Club travel coordinator.
- Banquet Support- ticket sales.
- Fundraising Support – to the Club Fundraising coordinator, and lead individual team fundraising.

Job Descriptions

Team Parent Representative: (1 per team -chosen by coach)

Each team is required to have a Team Parent Representative (TPR) who is the liaison between the parents and the coach and represents the parents to the Executive. Responsibilities include: updating Team Snap (communication between coaches, athletes and parents), point-person for team concerns. The TPR is required to attend 2 club wide TPR information/update meetings hosted by the Secretary. Please note The TPR is not an assistant coach and is not involved in coaching in any way.



Media & Social Media Correspondent: 1 per team

The role of the Media Correspondent is to promptly report medal wins with scores and highlights along with any digital photos of your team to Julie Roscoe (julie@haltonvolleyball.com) who will post to the website and facebook and when possible to the Burlington POST and Inside Halton. We provide a google form to fill out with all the media information for you to submit your team story to the local paper. This will help your team have local media representation.

OVA Tournament Host Support: 1 per team

A representative from each team will assist the OVA Tournament Coordinator as needed to include providing names of team parents for volunteer responsibilities at hosted events.

Travel Support: 1 per team

A representative from each team will work with the Travel coordinator for overnight tournaments to coordinate accommodation for the team.

Banquet Support:

Work with the Banquet Coordinator and Secretary to prepare the year-end banquet (May/June).

ATHLETES/TEAM

4. Team Goals & Objectives

- To provide the best possible coaching at each level, and to give each player the opportunity to excel
- To further develop volleyball fundamental skills and advanced technique
- To instill the values of hard work, discipline and cooperation within a team environment
- To compete at the highest level
- To provide a positive experience
- To promote good sportsmanship and character
- To provide competitive playing opportunities

5. Expectations & Responsibilities

- Athletes are expected to attend the majority of practices and arrive at practice 15 minutes prior to the start of practice, with club practice shirts and shorts to warm up
- **Only Hurricanes clothing is to be worn to practice**



- All athletes must carry Mikasa MVA2000 (OVA game ball) to practices and tournaments
- When participating in more than one sport, athletes are expected to do so without creating too many scheduling conflicts and indicate their availability on Team Snap
- Athletes are expected to identify all scheduling conflicts (family, school) well in advance to their head coach and are asked to respect their coach and fellow athletes by avoiding late notice
- Athletes are expected to accept the team role assigned by their coaches
- Athletes are expected to have a strong work ethic, a desire to succeed, a winning attitude and the ability to place the team interest ahead of their own
- HRVC expects each and every athlete to conduct herself in an exemplary manner. The responsibilities of the athlete are outlined in the Athlete's Code of Conduct in Appendix B. The Executive will determine the consequence if an athlete breaks the Code of Conduct. Failure to abide by this Code can be grounds for an athlete's dismissal from the Club

****Injuries:** Report ALL injuries to the coach and TPR prior to practice. A doctor or physiotherapist's note may be requested by coaches before allowing athletes to participate in practices or games after an injury.

6. Clothing/Uniform

All HRVC athletes are required to purchase the club apparel prior to the start of the season. New or returning player uniform packages are included in your membership fees. HRVC official colors are black, white and Hurricanes blue. The Club is expected to have a common, uniform look. Team practice wear and uniforms are mandatory and must follow the clothing outline established by the Executive Committee for that year.

Teams may purchase additional clothing at their own personal expense through our licensed Fan Wear provider T. Litzen. This clothing must be in the club-sanctioned colors of black and Hurricanes blue and must be pre-approved by the HRVC Executive prior to purchase or decoration. **Any use of the HRVC logo or HRVC name requires permission from the Executive as these are part of the club brand.**

7. Playing Time

HRVC is committed to developing all athletes. The amount of playing time that each athlete will receive will be solely at the coach's discretion. Mandating equal playing time limits the coach's freedom to decide playing time based on team needs, work ethic and individual development. Any playing time may be modified depending on factors such as attendance at practice, attitude, injuries, team composition and needs. Playing time is not a discussion topic for parents with coaches.

Volleyball Canada has implemented a new Fair Play Rule for 14U teams. Athletes not starting in the 1st set must start in the 2nd set and no substitutions will be allowed before 15 points is reached. If there is a 3rd



set, the coach has the choice of starting any athletes. Official or score keeper checks score sheet between sets to confirm Athletes not starting in the 1st set are on the score sheet at the beginning of the 2nd set.

8. Attendance at Practices and Competitions

Attendance at most practices, all competitions and other meetings is mandatory, as it is critical to the success of the athlete's development and the development of the team. HRVC recognizes that athletes may be involved in a variety of other activities that can affect athlete attendance. Athletes shall notify their coach of all conflicts, absences etc. ahead of time so coaches are prepared accordingly for practices and competitions. The higher the level of competition, the higher the expectations are with regard to attendance. Attendance at practices will be considered in decisions regarding playing time. HRVC supports involvement in other competitive activity, provided that there is not a significant overlap and conflict with the volleyball season. Any scheduling conflicts need to be communicated as soon as possible to all coaches involved. It is expected that HRVC will make every effort to accommodate other activities, particularly during play-offs and final competitions, and HRVC athletes will make every effort to commit to the volleyball season. Some degree of conflict is inevitable for multi-sport athletes, who may have to prioritize their sports at higher levels of competition.

PARENTS

9. Expectations

Parental involvement in the development of our athletes is important as it shows support and encouragement for the athletes' efforts. Athletes need parental support throughout the season with:

- Rides to and from practices
- Accompaniment to tournaments and support at tournaments
- An understanding of the challenges of playing a sport at an elite level
- Enthusiasm and support

Parents are expected to support the athletes by:

- modeling good sportsmanship and showing respect for all officials, coaches, athletes and spectators
- attending tournaments as spectators and supporters
- respecting all the coaches' decisions.

Should concerns arise resulting from a practice or competition, parents are expected to abide by the 24 Hour Rule and to wait for at least 24 hours before approaching the coaches with their concerns.

Parents are NOT to help out with scorekeeping and lines at tournaments per the OVA, but are encouraged to



provide food and snacks at tournaments, and any additional assistance as requested by the coaches.

The responsibilities of the parent are outlined in the Parent's Code of Conduct in Appendix C. Failure to abide by the Code of Conduct can be grounds for an athlete's dismissal from the Club.

10. Communication

Twice a year the club hosts Club wide meetings. First the welcome meeting after tryouts where many of the administrative details are covered and a general overview of how things work is presented. The second is the AGM in May/June each year to review the season.

Club wide internal communication is achieved through club wide participation in Team Snap. Each family must accept and invitation from the club at the beginning of the season to joins team snap online to have access to club and team information. In addition families are encourage to download the mobile app to their phones. Each Team has its' own team page which has all team/athlete/family contact information, schedules & results which is maintained by the team parent representative. In addition club wide communications are disseminated to all members via Team Snap.

In addition external and internal communication is achieved via social media and members are encouraged to follow the club on the following sites:

www.haltonvolleyball.com

facebook: hurricanes volleyball

Instagram: halton_vball

twitter: @halton_vb

To reach any Executive member via email please refer to the Organization Section or go to the Board tab on the website

11. Financial Commitment & Fee Payment

Participation in a performance-driven program requires significant financial support. A breakdown of the expenses as well as a full explanation of the fees will be clearly posted at tryouts.

HRVC fees are broken into 2 areas: Club Fees and Apparel Fees. Athlete fees includes: OVA registration, facility rental, coaching, specialty training, OVA Athlete fees, Provincials, National and International event registrations, year-end banquet, beach program, coach and administrative costs etc. This fee is determined annually and set prior to HRVC tryouts each summer, posted at tryouts and paid at the time of athlete online registration in the fall. Any additional tournament fees and related travel costs including transportation and hotel expenses are not included in the club fees. In order to practice and compete, all athletes must be in good standing with HRVC by paying their registration fees by the final due date each year- to be



communicated. Registration fees may be refunded for valid medical reasons. Decisions regarding the refund amount will be made on a case-by-case basis, and will include such factors as length of season played and fixed costs already paid out (i.e., OVA fees, uniform fees, fundraising donations, facility rental and insurance).

12. Supervision

A responsible adult, such as the coach, TPR, or a parent, must be present in the gym before athletes are allowed to practice or compete.

13. Tournament Entry Fees

HRVC registration fees will cover the cost of entry fees to attend 2-5 OVA tournaments per team depending on age class & Provincials. Travel Team fees include 3 US tournaments or equivalent as well as Nationals. The fees for the travel teams events are collected in advance with club fee collection but then are returned via cheque to the TPR prior to travel for that event. These collected fees cover tournament entry which is handled by the club but also coaches fees for travel.

Each team may participate in extra tournaments at their own expense.

14. Fundraising

It is our hope that any athlete who makes one of our teams will not be prevented from playing because of financial considerations. To that end, HRVC will make available to those athletes fundraising opportunities to help offset the cost of participation. These situations are discussed on an individual team basis, majority rule and subject to Executive approval.

The Club's fundraising committee is tasked with helping to find sponsors to reduce the cost of playing volleyball for athletes identifying need. If parents or athletes know of possible sponsorship opportunities, sending an email to joe@haltonvolleyball.com is the next step. The Executive will provide the potential sponsor with the appropriate documentation and information.

Club members are encouraged to solicit corporate sponsorship for your team

If you or someone you know is interested in sponsoring a team, please contact your Team Parent Representative or any one of the Executive members. Monies raised through sponsorship are allocated directly to the team unless otherwise stipulated.



Fundraising is also used to support the salary of our only full time staff member, the Technical Director. An annual financial goal is set for the club (8K) to reduce individual fees. Additional fundraising is done to help offset unforeseen costs and to support greater training opportunities from outside sources unknown at the time of budgeting-discretionary funds in an effort to take advantage of these opportunities and improve the Club with training, equipment etc.

15. Tournament Conduct

When traveling and attending tournaments, teams must remember that they are representing HRVC and their community, and it is expected that they will conduct themselves both on and off the court in a manner that is consistent with the parent, athlete and coaches' code of conducts.

16. Discipline Issues

Coaches, athletes and parents are expected to follow the HRVC Code of Conduct for the duration of the club season. Coaches and athletes can be suspended from a team for disciplinary reasons. Prior to suspending an athlete or coach, the Executive reviews the situation and makes recommendations for the action to be made. During out of town competition, the head coach has the discretion to temporarily suspend an athlete for a serious violation of the Athlete Code of Conduct. The coach will email both the Club President and Technical Director immediately upon returning home with details of the infraction. The Executive will review the incident, in consultation with the coach, to determine any ongoing action. The Executive will also review parents' actions regarding abusive or otherwise unacceptable behavior directed towards coaches, officials, athletes or other spectators. Appropriate action will be taken depending on the severity of the behavior. HRVC reserves the right to deny access of parents to the facility in which competitions and practices occur for inappropriate behavior.

17. Complaint Procedure

Athletes are encouraged to communicate directly with their coach regarding any team concerns. Parents are encouraged to help their children to communicate appropriately with their coach. **If a parent or athlete becomes concerned about controversial issues during a tournament, they are required to wait 24 hours and to discuss the matter with the coach privately, after the heat of the moment has subsided.** Travel Teams should have athletes and coaches discuss matters of playing time without parent involvement in an effort to have athletes advocate for themselves as they will have to do at the post secondary level. Parents we respectfully ask that you refrain from any direct complaints to coaches during competition.



Parents should also demonstrate respect by not complaining publicly about the coach, or club particularly during competition. In the event parents or athletes have concerns, issues or complaints the HRVC Complaint Process goes as follows:

1. Athlete-----Coach
2. Parent-----Team Parent Representative-----Coach
3. Parent-----TPR-----Executive

HRVC reserves the right to exclude the person from HRVC activities prior to resolution of the complaint if there is a concern for safety or potential liability.

18. Termination of Membership

Parents/guardians/athletes are responsible for payment of all Club fees, Fundraising, Volunteer requirements as well as practice/training commitments as members of HRVC. Failure to fulfill said commitments (financial or otherwise) may result in limited playing time or suspension for the athlete until satisfactorily remedied. Any member who is behind in payments as of Feb 1st without prior Executive approval, may be suspended from the club with written notification by email. The athlete may be reinstated at the discretion of the Executive.

If an athlete/member chooses to leave the team/club prior to the end of the season (May) a letter of resignation will be required. Upon receipt of a resignation letter addressed to the Club Secretary, the Executive will determine at its sole discretion if funds are to be returned to the member. However, fees that will not be refunded for any reason include; any player registration or tournament fees, uniform fees, fundraising donations and gym rental fees for the current season.

Any member alleged to have been part of conduct unbecoming a member/athlete or an offense not in the best interest of the Club will be notified in writing and the individual will have the opportunity to defend him/herself in front of the Executive. The Executive will assess the input and specific situation and make an expeditious decision that could ultimately result in expulsion of that member from the Club.

COACHES

19. Technical Director

The TD is responsible for Club-wide technical leadership, evaluation, recommendations & process implementation to improve consistency of skills, techniques, strategies and club culture among all teams to include:



- Standardize criteria, evaluation and delivery methodology for progressive skill development from 12U-18U
- Provide weekly coaching for all teams and lead group training for Travel Teams
- Head Coach of summer, march break & skills camps
- Head Coach of Beach program
- Embrace HRVC core covenants (Articulate a crystal clear vision of who we are)
- Execute the Volleyball Canada's (VC) LTAD guidelines for training, competition and recovery
- Deliver sport science program for athletic training of volleyball players (video analysis, nutrition, fitness, mental preparation, etc.)
- Assist high-performance athletes to reach their goals at the provincial, national and international level
- Provide private training for groups and individuals
- Develop selection criteria and supervise tryouts
- Provide equipment recommendations and upkeep of equipment
- Foster a Strong Club Culture— Excellence, Environment, Everything, Everyday, Everybody
- Attendance at all club functions
- Attendance at all Ontario Championships
- NRS registration for all OVA athletes & tournaments
- USA athlete and tournament registration (AES, AAU, JVA, USAV etc)
- Attend monthly executive meetings, provide technical updates, agenda items as required
- Meet regularly with the President to focus on pressing matters

20. Qualifications

HRVC is committed to finding qualified coaching volunteers and is very proud of its talented and committed coaching staff. The coaches share a passion for the game and a strong desire to pass along their knowledge to the athletes. Many of the coaches have University, College, Provincial and Club team experience. HRVC is committed to coach development and reimburses any coaching further their NCCP level of qualification while coaching with HRVC.

As part of its mandate as a performance-driven club, HRVC makes an effort to deliver as many qualified coaches as possible. New and experienced coaches are encouraged to apply for a position. An application form is available by on our website under the coaches tab. Coaches are paid a nominal honorarium based on experience.



21. Expectations

Coaches are expected to obtain a criminal record check (CRC) and Vulnerable Sector Screening (VSS) at the beginning of the Club season. The Club will provide a letter of authorization and reimburse coaches that provide a receipt. Criminal checks must be renewed every 3 years.

Coaches are strongly encouraged to obtain professional coaching certification through the National Coaching Certification Program (NCCP). All Head Coaches must be certified at a minimum of Level 1. For the 17U and 18U age groups level 2 certification and above is required. Coaches are expected to maintain a current knowledge of the rules as established by the Ontario Volleyball Association and Volleyball Canada. Coaches are expected to behave professionally with athletes, parents and referees at all times. Coaches are expected to provide exemplary leadership, modeling promptness and attendance at all team functions, respect for team members and the team image (e.g. dress, sportsmanship, language and general attitude). Coaches are expected to:

- be good communicators with athletes, parents, Executive and the Technical Director
- do their best to develop each athlete to her potential in terms of technical skills, physical ability and mental preparation
- develop the technical skills of the athletes according to the Club expectations for each age level as set out and trained by LTAD and the Technical Director
- demonstrate, and work to instill in the players, a positive attitude both on and off the court
- develop and exhibit a culture of hard work and a dedication to peak performance
- play all athletes during the round robin matches of a tournament
- in the playoffs , provincials, and nationals, it is the coaches sole discretion as to how much playing time each player will receive
- conduct themselves at all times in a manner that demonstrates good sportsmanship and a respect for others
- establish rules for their team, including team goals, expectations of athletes and parents, and reasonable consequences when athletes or parents do not meet Club or team behavior standards as identified in the Codes of Conduct. Whether consequences are reasonable will be discussed and concluded by the Executive when there is a dispute.
- plan and conduct all team practices and tournaments
- be responsible for their team at tournaments, although they may choose to delegate this responsibility to parents
- determine the consequences (e.g. athlete not allowed to play for the remainder of the game, athlete is



sent home) if an athlete breaks the Athlete's Code of Conduct (Appendix B).

222. Expense Reimbursement

Expenses (e.g. gas for out-of-town OVA tournaments) are covered as part of the honorarium provided to coaches during the season.

The Club will immediately reimburse coaches for pre-approved expenses incurred in obtaining certification

Other expenses must be pre-approved as the club covers travel, hotel and offers a daily per diem for meals to coaches attending Club US tournaments. Any excess funds collected for these events and not used during the season will be disbursed to the team evenly by the TPR.

Any expenses coaches incur on behalf of the Club as a whole will be reimbursed with a receipt using a Coaches expense form that is found in the coaches dropbox and then submitted to the Treasurer.

Appendices

The following documents are part of the HRVC Policies and Procedures and upon reading this members' handbook, become binding for athletes, parent and coaches of the club during the current season. Any member not accepting the terms of these documents may resign from the club prior to Oct 10 with full fees refunded (not including uniform) after which time the terms included in this handbook become binding for the duration of the season.



Appendix A - Protection of Directors and Coordinators

Limitation of Liability

No Director or Coordinator of the Club shall be liable for the acts, receipts, neglects or defaults of any other Director or Coordinator or employee, or for any loss, damage or expense happening to the Club through the insufficiency or deficiency of any security in or upon which any of the monies of the Club shall be invested or for the loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom monies, securities or effects of the Club shall be deposited, or for any loss occasioned by any error of judgment or oversight on his/her part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of office or in relation thereto unless the same are occasioned by the Director's own willful neglect or default.

Indemnity

Every Director and Coordinator of the Club and his/her heirs, executors and administrators and estate and effects respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Club from and against all costs and expenses whatsoever that each Director or Coordinator sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of office and all other costs, charges and expenses that he/she sustains or incurs in or about or in relation to the affairs of the Club except such costs, charges or expenses as are occasioned by willful neglect or default.



Appendix B - Athlete Code of Conduct

In order to ensure the safety and well-being of the athletes, coaches and parents of the Halton Hurricanes Volleyball program and to best represent the program, Athletes and coaching staff, I hereby agree to abide by the following Code of Conduct of the Halton Region Volleyball Club and the policy and procedures in the HRVC handbook including the Anti-Bullying and Electronic & Social Media Communication Policies. I understand failure to adhere to these principles is grounds for dismissal from the Club. This decision will be made by the Executive members and the Coaches of the player and will be dealt with on a case-by-case basis.

- I will show sportsmanship and respect toward all opponents, teammates, spectators, officials, coaches and parents.
- I understand my role on the team, as explained to me by my coaches, and I will execute that role to the best of my ability
- I will refrain from any physical action that may endanger the safety and well-being of any person I come into contact with while participating in HRVC programs
- I understand that a doctors or physiotherapists note may be requested after an injury. If this is not provided, coaches can keep me out of practices and games until I provide one
- I will refrain from any verbal or non-verbal action that may diminish the integrity of an individual (see Definition of Harassment to follow).
- I will verbally support all athletes and parents of my team as well as the Athletes and parents from other clubs.
- I agree to uphold all laws and regulations as dictated by local, Provincial, and Federal governments (i.e. underage drinking, smoking, assault, shoplifting etc.) while under the supervision of HRVC.
- I agree to abide by any nutritional guidelines as established by my coaches
- I will adhere to the training requirements established by my coaches
- I agree to respect the property of others (teammates, hotels, gyms, etc.) and to pay for any losses and/or damages that I am found responsible for
- I agree never to leave the gym, facility or hotel without permission from the coaching staff. Should I be granted the permission to leave at those times, I will accompany members of HRVC or my parents.
- I agree to abide by curfew rules set for athletes for any overnight trips. Curfew rules include quiet, non-talking rooms at the appointed time. Parents must also agree not to interrupt the sleep of the athletes by knocking on their doors or calling their rooms after the appointed lights out time unless it is an



emergency.

- I understand that on any trip or at any tournament, I am under the direct responsibility and authority of HRVC coaching staff or appointed team parents and will follow and abide by all reasonable rules and decisions made by these persons.
- I, as an Athlete, agree not to be in the possession of or utilize illegal drugs, tobacco and/or alcohol while under the supervision of HRVC. I also agree not to be found in the presence of such substances being used by other youth or I will be found equally at fault. Supervision includes practice, tournaments and overnight trips. I understand that violation of this code will result in disciplinary action that may include suspension or removal from the program. There will be no financial reimbursement for any violation of this policy that results in dismissal from the program.



Appendix C- Parent Code of Conduct

The Halton Region Volleyball Club requires that the parent or guardian of any athlete in the program abide by the parent code of conduct below. The reason for this code is to preserve the integrity of the athlete, the coaches, the opponents, officials and the program. As a member of the HRVC, daughter is expected to conduct herself in a manner that demonstrates good sportsmanship and a respect for others, as well as herself, at all times. Similarly, it is essential that you, as their parents, also display and model behavior that is consistent with the highest ideals of good sportsmanship. As a parent, you will be expected to adhere to the following standards of behavior before, during and after any practice or competition:

I understand and agree to be held accountable for adhering to the Parent Code of Conduct as described above. I have also read, and will abide by the governing points in the HRVC handbook, including the Anti - Bullying and Electronic & Social Media Communication Policies and I therefore agree:

- I (and my guests) will be a positive role model for my daughter/team and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all Athletes, coaches, officials, and spectators at every game, practice or tournament.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, Athlete, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
- I will inform the coach of any physical injury or ailment that may affect the safety of my child or the safety of others.
- I will teach my daughter to play by the rules and to resolve conflicts without resorting to hostility, bullying or violence (see Definition of Harassment to follow).
- I will demand that my daughter treat other Athletes, coaches, officials and spectators with respect regardless of race, sex or ability.
- I will praise my daughter for competing fairly and trying hard, no matter the outcome.
- I will never ridicule or yell at my daughter or other participant for making a mistake or losing a competition.



- I understand skill development and practices benefit my daughters' development over winning.
- I will promote the emotional and physical well-being of the athletes and team ahead of any personal desire I may have to win.
- I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the tournament and will take the time if needed, to speak with the coach at an agreed upon time and place.
- I will refrain from coaching my child or other Athletes during games and practices unless I am the official coach.
- I understand that volleyball is a team sport and that the position my daughter plays is up to the coach's discretion for the betterment of the team.
- If I feel that my child's safety is in question, I will contact the Team Parent Representative with my concerns and if necessary the Executive.
- I understand that playing time will be afforded to all Athletes, but not necessarily in equal proportions. Substituting in or out of a game reflects Athletes' strengths and/or weaknesses or in some cases strategy adjustments by a coach. **Playing time is the sole decision of the coach and may be influenced by attendance, tardiness, discipline, and ultimately by ability under or in pressure situations.** These decisions may only be discussed with the athlete herself.

I also agree that if I fail to abide by the above Code of Conduct, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by the official, coach, tournament director or HRVC President
- Parental tournament suspension for one or more tournaments
- Suspension of my daughter from a tournament, the team, season or club with no refund



Appendix D- Coach Code of Conduct

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. You must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. As coaches you must also recognize that you are conduits through which the values and goals of our organization are channeled.

As coaches you have a responsibility to:

- Treat everyone fairly, regardless of place of origin, race, sexual orientation, religion, political belief or economic status.
- Direct comments or feedback at the performance rather than the athlete.
- Consistently display high personal standards and project a favorable image of the sport and of coaching.
- Refrain from public criticism of fellow coaches.
- Abstain from the use of alcohol or tobacco products while in the presence of athletes and discourage use by your athletes also.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of your duties.
- Ensure that the drills you are running are suitable for the age, experience, ability and fitness level of your athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- Consider the athlete's future health and well-being as foremost when making decisions regarding an injured athlete's ability to continue playing or training.
- Treat opponents and officials with respect, both in victory and defeat and encourage athletes to act accordingly.

As coaches you must:

- Ensure the safety of the athletes you work with.
- At no time become intimately and/ or sexually involved with your athletes. This includes requests for sexual favors or threat of punishment for the rejection of such requests.
- Respect an athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable (definition of harassment is attached).
- Never advocate or condone the use of drugs or other banned performance enhancing substances.
- Never provide athletes/minors with alcohol.
- Do not become personal friends with your athletes on social media sites.



- Understand and agree to be held accountable for adhering to the Coach Code of Conduct as described above. You have also read and will abide by the governing points in the HRVC handbook, including the Anti -Bullying and Electronic & Social Media Communication Policies and therefore agree.

Definition of Harassment

Harassment takes many forms but can generally be defined as behavior including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, or group of individuals, or which creates an uncomfortable environment.

Harassment may include:

- written or verbal abuse or threats
- sexually oriented comments
- racial or ethnic slurs unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.
- displaying of sexually explicit, racist or other offensive or derogatory material
- sexual, racial, ethnic or religious graffiti
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation
- leering (suggestive staring), or other obscene or offensive gestures
- Condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions
- physical conduct such as touching, kissing, patting, pinching, etc.
- vandalism
- physical assault



Appendix E - Anti-Bullying Policy

HRVC believes in fostering an environment for its athletes that is free from bullying. "Bullying" is any verbal, or written communication (including electronic communication such as texting, email, social media like Facebook, Twitter, Instagram etc.), physical acts or gestures, or a pattern of behavior that is intended to cause distress upon one or more persons. Bullying includes, but is not limited to, harassment, intimidation or menacing acts of a person which may, but need not be, based on the person's sex, race, color, ethnicity, religion, national origin, age, disability or sexual orientation.

Bullying includes, but is not limited to:

- Verbal acts, teasing, inappropriate use of sarcasm or demeaning jokes;
- Name-calling; creating and/or spreading rumors; belittling;
- Non-verbal behavior such as graphic or written statements;
- Sending demeaning or threatening notes emails, electronic messages or phone calls;
- Using any form social media; Facebook, twitter, YouTube etc. to belittle
- Conduct that is physically or emotionally threatening, hurtful, harmful, humiliating; or
- Inappropriate physical restraint by another person

HRVC has zero tolerance for any individual bullying another individual either at HRVC activities (e.g. games, practices, etc.), or outside HRVC at school or community events etc.

Reporting Bullying Behavior

Any HRVC member who witness acts of bullying or receive reports of bullying (of any kind) is required to promptly notify an Executive member (in writing) within 72 hours of witnessing the act or receiving a report of bullying. The HRVC President or his/her designee will investigate each report received within 7 days of receiving a report of bullying.

The HRVC President or his/her designee will make a reasonable effort to notify the parent or guardian of a person who commits a verified act of bullying. The notification will include a response on behalf of HRVC and consequences (if appropriate) that may result from further acts of bullying.

Retaliation against an individual, who either orally reports or files a written complaint regarding bullying is prohibited. The right to confidentiality for both the accuser and the accused shall be preserved whenever



possible. Confidentiality, however, cannot be guaranteed at the onset of an investigation as it cannot be predicted what will be discovered or what kind of hearing will result.

If bullying continues, the (alleged) aggressor will be immediately suspended and removed from the organization.

The HRVC President or his/her designee is will make a reasonable effort to notify the parent or guardian of a person who is a target of bullying of the action taken to prevent any further acts of bullying.

Investigating Bullying Behavior

In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the person's history, and the context in which the alleged conduct occurred will be investigated. The following are key points to consider during the investigation process:

- The investigation may consist of separate personal interviews with the accuser, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigators.
- HRVC may take immediate steps to protect the accuser pending the completion of an investigation. The investigation shall be completed promptly. Said reports may be used to compile data regarding the extent of bullying within HRVC

Consequences for Bullying

- Verified acts of bullying shall result in intervention by the HRVC President or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.
- Bullying behavior can take many forms and may vary dramatically in how serious it is, and what impact it has on the targeted individual and other persons. Accordingly, there is not a single disciplinary response to bullying. Conduct that rises to the level of "bullying" as defined above will warrant disciplinary action against the (alleged) aggressor of such bullying. The extent to which to impose disciplinary action is a matter of discretion of the HRVC President or his/her designee.
- Consequences may include but not be limited to: oral reprimand, written warning, suspension termination of membership from HRVC.



Consequences for Knowingly Making False Reports

False reports of bullying behaviors will be regarded as serious offenses and will result in disciplinary action or other appropriate sanctions.



Appendix F - Electronic & Social Media Communication Policy

Our Commitment

Using the Internet and social media communication is essential for communicating with Halton Region Volleyball Club (Club) members. We are committed to communication being appropriate and related to club business.

What We Will Do

When using technology we will ensure that members' privacy is protected, clear boundaries are maintained, and bullying and harassment does not occur.

Website

General information about the Club will be posted on our website: www.haltonvolleyball.com No offensive content or photos will be uploaded to the website.

Team Snap Communications & Email

Club committee members, coaches and team TPR's will primarily use Team Snap to communicate club business and club-sanctioned events however:

- Text communication should be short and about club/team matters
- Email/team snap communication will be used when more information is required
- Communication about athletes is primarily through parents up to 15U and to athletes after 15U

Facebook, Twitter, Snapchat, Instagram, Slack etc (both club and personal)

- Posting and uploading of photos and/or videos and files will feature positive club news and events
- Personal information about members will not be disclosed
- Teams may have a private group within social media accounts that they may use to communicate timely information to athletes and parents
- No statements will be made that are misleading, false, or likely to injure the reputation of another person
- No statements will be made that might bring our club into disrepute
- Members will not engage in negative or destructive discussions or postings
- Abusive, harassing, discriminatory or offensive statements will not be posted by members



We Ask That Our Members

Use the Internet and electronic communications appropriately. **Think about what you want to say before you write it.** Please remember, any written communication is a written record of your thoughts on a matter and can be used against you later. 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, the Executive, or other athletes?”

With respect to social media communications, a simple test that can be used in most cases is whether the electronic communication 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 the Club’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, 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 of communication with athletes will be appropriate.

Coaches and others working with minors will direct communication through parents up to 16U.

Non-Compliance

Due to a number of factors, electronic communication and the use of Social Media can sometimes lead to anti-social, inappropriate, and illegal behavior and activity. When such negative behavior or activity occurs within the context of a volleyball community, the outcome can be devastating to a volleyball club and/or individuals. **Any club member found to have sent inappropriate electronic communication, uploaded inappropriate images, engaged in blogs or discussions that Harass, Offend, Intimidate or Humiliate is subject to disciplinary action by the Club.**



Inappropriate use of electronic communication within the volleyball environment includes, but is not limited to, making or posting inappropriate comments against others, which is hurtful, discriminatory or offensive in nature.

Cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging, or social media platforms) under certain circumstances is a criminal offence that can be reported by victims to the police. Halton Region Volleyball Club can also initiate separate action where there has been a breach. Members publishing false or misleading comments about another person in the public domain may be liable for defamation.



Appendix G - Rules of Order and Meeting Conduct

The three members of the Executive Committee vote on all Club operations. All disputes of the contracts (Appendix B, C, D) will be deliberated at Executive Committee meetings. Conclusions from such deliberations are considered final.

A majority (more than half) of the Executive Committee shall form a quorum for the discussion of business. Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes.

The Secretary (if present) shall conduct meetings and keep orderly conduct in accordance with Robert's Rules of Order.

Voting at all Club meetings (Executive Committee, Coaches Meeting) shall be by a show of hands, except where a secret ballot is requested. Members are not allowed to vote by proxy.

NOTES: