

June 6, 2004

**Central Virginia Volleyball, Inc. (CVV)
Travel Team (HOV Juniors) Division Rules**

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1. Objective

Central Virginia Volleyball, Inc. shall operate a Travel volleyball program for boys' and girls' teams. The program is hereafter referred to as Heart of Virginia (HOV) Juniors. HOV Juniors shall develop teams that compete at the highest levels.

2. Direction

The program is directed by the Central Virginia Volleyball, Inc. (CVV) Board of Directors, and the HOV Juniors Volleyball Committee. The HOV Juniors Committee is a standing committee that was formed to oversee and administer the CVV travel volleyball program. Revisions to the HOV Juniors Division Rules may be made by the HOV Juniors Volleyball Committee with approval from the CVV Board of Directors.

3. Eligibility.

- A. Central Virginia Volleyball, Inc. provides Boys' Travel Teams and Girls' Travel Teams.
- B. CVV may authorize one or more teams in each age group, U-13 through U-18, depending on the number of skilled players and coaches available per age group. Conversely, age groups may be combined if there are not enough skilled players and coaches in an age group. Teams shall be formed from the oldest to youngest.
- C. Players are assigned to age groups (U13-U18) based on their date of birth, with each age group conforming to the age groups defined by USA Volleyball national age guidelines.
- D. HOV Juniors will offer a developmental program for youths in the U-10 through U-12 age groups and for the youths who are not assigned to Travel teams in the U-13 through U-18 age groups. The Director of Coaching and Player Development shall oversee the developmental program.

4. Fees

- A. The CVV HOV Juniors Volleyball Committee shall establish the registration fee for each season. Fees cover cost of membership in USA Volleyball, travel tournaments, liability insurance, equipment, supplies, referees, uniforms, coaches' compensation, etc.
- B. CVV offers a limited number of scholarships for players who have financial need. Any parent/guardian who is seeking scholarship aid should request and submit a scholarship application to any Officer or the CVV Administrator. This request should remain confidential. The HOV Juniors Committee will determine on a case-by-case basis the value of the scholarship award. In all cases, scholarship players are expected to be responsible for the remaining balance not covered by the scholarship. Scholarship players and/or their parent(s)/guardian(s) are expected to "give back to the club" by fulfillment of a volunteer service contract.
- C. Any parent/guardian who is seeking to pay registration fees in installment payments, should submit written request for consideration to the CVV Administrator, which shall remain confidential. The CVV Administrator will determine an acceptable payment schedule.
- D. Registration fees will be refunded on a pro-rated basis only if requested in writing and only for the following reasons:
 - A player moves out of the greater Lynchburg area
 - A player is injured to the extent that he/she will be physically unable to play for the remainder of the season.

5. Procedures and Method of Player Selection

- A. The most skilled and competent players in each age group are chosen for the HOV Juniors Teams. Travel Team tryouts are open to all players in the region who are in good standing with the club. Tryouts will be conducted in November or December of each year.
- B. Tryout schedules will be set at least 60 days in advance, communicated to all CVV Travel Team Divisions and Recreation Teams Division players and promoted by way of the news media.
- C. Tryouts will be organized by gender and age groups and will extend over a period of one or more weeks. If a tryout session is canceled due to inclement weather, it will

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be rescheduled and communicated broadly. Players must tryout in their age group. The Director of Coaching and Player Development may invite players to tryout for older age group teams based on their performance in the age-appropriate try-out. Try-outs shall be conducted from youngest to oldest age groups.

- D. The tryout and selection process is directed by the Director of Coaching and Player Development. All interested players are expected to participate in the tryouts.
- E. If a player is injured or has a conflict and cannot attend the tryout scheduled for his/her age group, he/she should contact the Director of Coaching and Player Development prior to his/her assigned tryout date. The Director may excuse the player or make arrangements for the player to attend another session in a comparable age group.
- F. The registration process for Travel Team volleyball tryouts requires that registration forms be submitted to the CVV registrar at the check-in station 30 minutes prior to the scheduled tryout session along with:
 - Proof of a child's date of birth for each first time Travel player. A copy of a Birth Certificate will be notarized and required if a team is traveling to a tournament requiring age certification.
- G. The selection process involves a tryout during which all players will have an opportunity to demonstrate their skills and abilities and in game-simulated assessment activities. The Director of Coaching and Player Development will assure that each player receives equal opportunity and a fair assessment. Consideration is also given the player's previous CVV experience, performance level and contributions under game conditions, which are documented in confidential player evaluations that have been submitted by the previous coach(es).
- H. If, in the opinion of the Director of the HOV Juniors Volleyball Committee and the Director of Coaching and Player Development, there are enough additional players in an age group who would gain from the competition that Travel volleyball provides, they may recommend the formation of a second team. The formation of second teams must be approved by the CVV Director of the HOV Juniors Volleyball Committee.
- I. Where two teams exist in an age group, it is anticipated that there will be movement of players from one team to another each year, due to varying rates of growth and development of players, as well as the introduction of new players into the program.
- J. Evaluators include the Director of Coaching and Player Development, who is in charge and will attend all tryout sessions, and the person who will coach the team in the upcoming fall season, provided that the individual has signed his/her letter of

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intent or provided a verbal commitment to the Director of Coaches and Player Development..

If an age group does not have a coach assigned, as of the tryout dates, he/she will be replaced by another impartial, qualified evaluator who will be selected by the Director of Coaching and Player Development.

- K. No evaluator may evaluate his/her own child's tryout session, unless the evaluator is the coach of the team. In that event, the coach may not participate in the evaluation of his/her own child.
- L. Prior to the tryouts, the Director of Coaching and Player Development will conduct a meeting for all evaluators to instruct them on the evaluation process. Attendance is mandatory for all evaluators.
- M. The Director of Coaching and Player Development will be responsible for assessing the players in each age group. He/she will present the recommended team roster in a meeting with the new team coach, and the old team coach, and Director of HOV Juniors Travel Committee, provided there is an assigned coach for the coming year. In determining team rosters, the selection group will consider the player's availability and commitment to participate. Not upholding this commitment may count against a player in the following year's tryouts. The committee will also consider the written evaluation of the former coach.
- N. Based on these discussions, the Director of Coaching and Player Development will present the CVV Travel Team rosters to the CVV Commissioner and CVV Administrator.
- O. The Director of the HOV Juniors Volleyball Committee will then authorize the CVV Administrator to mail Notification Letters at the earliest possible date to players who were selected and those who were not selected.
- P. The Director of Coaching and Player Development will report the final rosters to the CVV HOV Juniors Volleyball Committee at the December.

6. Roster Size.

- A. The CVV HOV Juniors Volleyball Committee believes roster size is discretionary and should not be predetermined or fixed in all age groups. It is suggested that travel rosters not exceed 10 players.
- B. Each team's roster size will be determined by the Director of Coaching and Player Development pursuant to Section 5.M and the team's coach.

7. Notification and Commitment Letters

- A. The Notification Letter to players who qualify for Travel Teams shall include the stipulation that "Travel volleyball requires a commitment to play in tournament competitions. Each player is required to attend all practices and all tournaments scheduled for the team, unless he or she is excused by the Coach for extenuating circumstances. Notification letters are to be sent to all players by December 31 of each year. Those players not selected to a travel team will receive a written summary of their try-out that includes recommendations for improvement.
- B. For those players assigned to Travel Teams, a Commitment Letter will be enclosed with the Notification Letter. Each player and parent/guardian must sign and return the Commitment Letter to the Club Administrator within 10 days of the mailing of the Notification Letter. This response date will be clearly specified in the Notification Letter. The player and parent/guardian should indicate the player's commitment to accept or decline the team assignment. (If a player chooses not to participate in the Travel Division and/or cannot fulfill his/her obligation to this program, that player or parent/guardian is encouraged to notify the Club Administrator by telephone immediately upon the receipt of their Notification and Commitment Letters. This can expedite adjustment to the Travel roster as well as convey the player's interest and possible placement in the Recreation Division.
- C. To confirm his/her Travel Team roster assignment, a player and parent/guardian must sign and return a Commitment Letter within 10 days of the mailing of the Notification Letter and enclose other required items not completed at tryout registration.

- Completed registration form

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- A check made payable to CVV for the registration fees. Any parent/guardian seeking a scholarship under 4.B or a payment plan should make his/her request at this time.
- D. If a player and parent/guardian do not comply with 7.B or satisfy all requirements of 7.C by the response date (10 days from the mailing of the Notification Letter), a late registration fee of \$15 will be assessed. This late fee will be added to the balance of fees and must be paid in order to complete the fall registration process. The late fee cannot be waived.
- E. On the day after the response date deadline, the Club Administrator will make a reasonable effort to contact the parent/guardian of any player not in compliance with 7.D to offer a 10-day extension of the late registration period. Failure to satisfactorily complete the fall registration process during this 10-day extension period will result in the forfeiture of the player's roster slot. The Director of the HOV Juniors Volleyball Committee and the Director of Coaching and Player Development will award that slot to the qualified player who is next in line. This requirement will be strictly enforced.

8. Adjustments to the Rosters.

- A. Any volleyball player who desires an opportunity to participate on a Travel Team, should contact the Director of Coaching and Player Development to request a special audition. If in the discretion of the Director of Coaching and Player Development, the granting of such a try out is appropriate, he or she shall arrange for the same. If, as a result of this audition, the player is deemed worthy of Travel Team placement, and if there is space available on a team roster, the new player may be added to a team, provided this transaction is in the best interest of Central Virginia Volleyball, Inc. as a whole. No qualified player can be bumped from a team roster to accommodate the addition of a new player.
- B. Transfer of players may occur between HOV teams upon approval of the Director of the HOV Juniors Volleyball Committee, in consultation with the respective coaches, parents, and the Director of Coaching and Player Development.
- C. For players who join Travel Teams after January 31, the registration fees will be pro-rated based on a 12-week season. For each full or partial week remaining in the season, the player will pay 1/12 of the registration fee. No late charge is assessed, provided the player was not on the original roster assigned in December.

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- D. If a player who has been on inactive status due to extended injury or illness seeks to return to his/her former Travel Team, he/she will be allowed to continue to participate as a rostered player on the Travel team for the duration of the travel season.

9. Coaches

- A. The selection of the Travel Division coaches and paid assistant coaches shall be the responsibility of a coaches Selection Committee, which may consist of the Director of Coaching and Player Development, the Director of the HOV Juniors Volleyball Committee, and the Assistant Director of the HOV Juniors Volleyball Committee. The Director of the HOV Juniors Volleyball Committee shall serve as the Section Committee Chair.
- B. Any person interested in serving as an CVV Travel Team Coach should submit to the Club Administrator, an application letter along with the names and addresses of at least three references who can attest to the applicant's qualifications, leadership ability and interpersonal skills.
- C. The Director of Coaching and Player Development will present this complete list of applicants to the HOV Juniors Volleyball Committee on or before September 1. If any Committee member believes any of the applicants presented is unqualified or unworthy to serve as a Travel Coach, the Committee member has seven days in which he/she may present his/her concerns in confidence to any member of the Selection Committee.
- D. Prior to recommending a coach to the Selection Committee, the Director of Coaching and Player Development shall consider the following criteria, along with any other factors deemed relevant to a particular candidate.
- Documented coaching experience and specialization with certain age groups.
 - Education and coaching qualifications (licensure, certification, teaching).
 - Past coaching performance with CVV (attendance record at practices and games, quality of coaching, parent/player feedback, etc.).
 - Communication and teaching skills.
 - Knowledge of the game of volleyball.
 - Enthusiasm for the sport of volleyball.
 - Positive sideline behavior and good sportsmanship.
 - Ability to remain objective and treat fairly all team members.
 - Willingness to participate in the KidSafe program.

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- Effective management skills to deal with players, referees, parents, team managers and others.
 - Adherence to club rules regarding sportsmanship and disciplinary action as detailed in Section 15.
 - Ability to serve as an effective role model.
- E. The Selection Committee will finalize the coaching assignments for the Winter Juniors season (December through May) and present this listing to the CVV Board for ratification at its regular meetings in October.
- F. Following the October Committee Meeting, the Travel coaches will be sent a contract that outlines their duties, expectations, and payments. This is a binding commitment to coach designated travel team(s). This contract must be signed and returned to the Club Administrator within 10 days of receipt.
- G. Following the annual Travel Team Tryouts, the Selection Committee may be required to select additional coaches if any Travel teams are added, as a result of the tryout process and in accordance with Section 5.
- H. Each season, the Travel coaches will be evaluated on the criteria contained in D. above by the Director of Coaching and Player Development who will be responsible for observing and assessing the performance of each coach, counseling any coach who is deficient in any area(s), and monitoring progress. At the end of each season, the Director of Coaching and Player Development will complete a standardized performance evaluation for each coach. He/she will present these reviews to the Selection Team, which may also gather player and parent input. Following this review session, the Director of Coaching and Player Development, and one other Selection Committee member will meet with each coach to go over the evaluation. This should occur as soon as possible after completion of the season.
- I. The Director of the HOV Juniors Volleyball Committee, with approval from the CVV Commissioner, is empowered to dismiss any coach for misconduct under item 16D. If a coach does not receive an acceptable rating during the performance review process, he/she may not be offered a coaching assignment for the following season.
- J. All Travel Team coaches are expected to complete and submit confidential player evaluations at the conclusion of their seasons and return all CVV equipment to the Club. The Club will withhold payment of the coach's honorarium until these two provisions are satisfactorily completed. Failure to comply with this requirement will result in automatic disqualification to receive another Travel Team coaching assignment for one year.

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- K. In addition to the travel allowance for Travel coaches (specified in the CVV Bylaws: Article XII, Section 4), the HOV Juniors Volleyball Committee will provide financial assistance for travel to coaches who take their teams to out-of-state two-day tournaments. The coach should submit receipts to the Club Administrator for reimbursement.
- L. All Travel Teams coaches are required to obtain IMPACT certification. To that end, CVV will pay the registration fee for the clinic and the coach will sign a commitment letter to coach for CVV for at least two seasons. Failing to do this, he/she will repay the Club for the cost of the registration fee.

10. Team Managers

- A. A general description of the Team Manager's responsibilities and expectations will be included with the Travel Team player Notification Letters that are mailed by the end of December. Any person interested in serving as a CVV Travel Team Manager should submit notification of his/her interest to the Club Administrator at the same time that the player commitment letter is returned.
- B. The gender appropriate Travel Team Coordinator and the team coach will select the Team Manager based on the assessment of the applicant's managerial and organizational skills, knowledge of the game of volleyball, enthusiasm, interpersonal skills, and the compatibility with coach, parents and players. The selection will be based on the principles of considering the best interest of the CVV players in selecting the best available person for the position.
- C. The Team Manager's normal term of duty will begin prior to tryouts and continue to the end of the Juniors season (typically in May). Specific duties are outlined in the Manager's Handbook, to be distributed at the beginning of the club season.

11. Team Meetings

- A. Each Team Manager is responsible for arranging a pre-season meeting with the Coach, team and parents for the purpose of determining team operations, how many and which weekend tournaments the team will attend.
- B. The Team Manager should provide a financial statement to the parents that explains what the club fees cover and what additional expenditures the parents will need to provide during the season. If CVV sponsors a juniors tournament, CVV teams must

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participate, unless excused by the CVV Director of Coaching and Player Development, but will do so at a reduced fee intended to cover referee costs.

- C. Consistent with each player's commitment to the CVV HOV Juniors program, all players are expected to participate in all weekend tournaments that the team chooses to enter. Transportation, food and lodging for all tournaments are always the responsibility of those players who participate in tournaments.
- D. The CVV HOV Juniors Volleyball Committee encourages coaches of teams that add tournament guest players to use the guest players as substitutes for rostered players.
- E. Preference in the selection of guest players should be given to age-appropriate CVV Travel Team players who are not participating in the particular tournament. HOV Juniors Volleyball Committee will allow a younger player to play up in age group.
- F. If no CVV Travel team player is/are available, preference in the selection of guest players should be given to age-appropriate CVV Recreation team player.

12. Playing the Game

- A. No specific amount of playing time is guaranteed to individual players on Travel Teams. The HOV Juniors Volleyball Committee encourages coaches to attempt to be equitable while fostering the success of the team as a whole.
- B. Each Travel Team competes in tournaments made up of teams in the same or comparable age groups. Tournaments are typically scheduled on Saturdays and/or Sundays, and coaches shall have at least one practice a week during the season.
- C. If the Old Dominion Region requires payment for a scheduled but unplayed tournament, because an CVV team withdraws with less than 72 hours notice for a non-weather related reason, the team will forfeit that tournament.

13. Championship Teams

CVV will recognize members of CVV teams that win or tie for Regional Championship titles by purchasing trophies or championship T-shirts (maximum of \$15 per player). Items will be paid for and ordered through the club, not through individual managers, unless authorized by the Club Administrator.

14. Equipment

Each team will be provided with such equipment as is approved by the HOV Juniors Volleyball Committee. Said equipment must be returned to the Director of Equipment by the conclusion of each season. The team manager is responsible for asking the Director of Equipment to replace team equipment that has been exhausted or rendered otherwise unusable.

15. Team Names

Each Travel team shall be known only as "HOV or CVV, Age Group, Navy, Red, or White. Nicknames are not allowed on any correspondence, but may be used informally on banners or for cheering purposes.

16. Sportsmanship and Disciplinary Action

- A. CVV will not tolerate physical or verbal unsportsmanlike conduct by players, coaches or parents. Sanctions can include barring a player, coach, or parent from CVV participation as a result of his/her behavior.
- B. Use of tobacco products at venues is strongly discouraged.
- C. Use of alcoholic beverages or illegal substances at venues is forbidden and subject to city ordinances and/or school policies. Conviction or suspension can result in barring a player from CVV participation.
- D. The CVV HOV Juniors Volleyball Committee, with approval from the CVV Commissioner, may expel from the program any coach, player, or parent whose conduct during CVV-sanctioned activities is damaging to the image of the CVV program as a whole. The HOV Juniors Volleyball Committee shall determine the length of expulsion and terms under which an individual may be reinstated, if at all. All sanctions approved by the HOV Juniors Volleyball Committee must be approved by the CVV Commissioner.
- E. Players will sign and uphold USA Volleyball's code of conduct and ethics.
- F. Coaches will sign and uphold the USA coaches code of conduct and ethics.

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17. Misconduct Including Referee Abuse and Assault

CVV will comply with the applicable USA Old Dominion Region (handbook) travel policies and procedures regarding misconduct, including referee abuse and assault.

18. Club Policy on Misconduct and Referee Abuse and Assault.

1. Coaches, players, team officials, and spectators who abuse or assault officials will be sanctioned by the CVV through an adjudicatory committee established by the CVV Commissioner.
2. Coaches, team officials and parents of players will be required to sign a form prior to each volleyball season that acknowledges their agreement to comply with the USA Volleyball Abuse and Assault Guidelines and Policies.