



# **Parent/Player Handbook**

# Table of Contents

Mission Statement, Club History	pg. 3
Club Leadership, Structure, Director and Personnel	pgs. 4-6
Club Goals	pg. 6
Practice Site, Tryouts & Team Levels	pg. 7
Club Team Participation and Multi-sport Athletes, Movement between Teams, Membership and Club Fees Policy	pgs. 8-9
Refund Policy	pg. 10
General Player Policies	pg. 11
Practice Rules	pg. 12
Tournament Rules	pg. 13
Consequences, Officiating, Sexual Harassment & Substance Abuse Policy	pg. 14
Reporting Complaints, TJVBC Commitment	pg. 15
10 Guidelines for Being a Positive Parent/Player, 3 Common Complaints	pgs. 15-16
Grievance Policy and Procedure, Player Competition Conflicts	pgs. 17-19
Destructive Communication	pgs. 19-20
Parent Code of Conduct	pgs. 21-22
Player Code of Conduct, Scholarship/Hardship Requests	pg. 23
Club Contact Information	pg. 24
Club Agreement & Release Policy	pg. 25



# **About Tallahassee Jrs Volleyball Club**

## **Tallahassee Jrs VB Club Mission Statement**

### **CLUB MISSION STATEMENT**

The mission of Tallahassee Jrs Volleyball Club (TJVBC) is to promote and support the growth of volleyball in the Tallahassee area, through clinics, camps, tournaments, and travel teams. TJVBC will offer training and educational opportunities designed to develop both the physical and mental skills necessary to master the sport of volleyball. The programs sponsored and supported by TJVBC will be supervised and organized by experienced coaches dedicated to providing an honest, fair, and competitive experience.

### **HISTORY**

Tallahassee Jrs Volleyball Club was formed by a merger of Tallahassee Select Volleyball Club and the Tallahassee Volleyball Association. Our Club was created by several Tallahassee area high school coaches with the purpose of consolidating the majority of the Tallahassee volleyball community, influential and helpful parents, and local businesses, who are all committed to working together to offer an affordable, well organized option for all young girls wanting to gain more experience in the indoor and outdoor volleyball arena. Parents and coaches have, and continue to be, instrumental in ensuring that this area of the state has a club that is representative of our community and that provides high quality instruction to our youth.



## **Club Leadership**

The TJVBC is run by Latoya Washington and her staff. Latoya and her staff have worked for quite some time to help promote the sport of volleyball in the Tallahassee area. Her late husband, Anthony Washington, also contributed greatly to the growth of Tallahassee Jrs Volleyball Club and to the promotion of the sport of volleyball in the Tallahassee area. His joyful and competitive spirit lives on in our motto “Attitude Check - Proud to be Here”.

### **Latoya Washington, Director**

Latoya is a graduate of Florida State University, where she played collegiate volleyball and helped FSU to win its very first ACC Championship. Latoya has been coaching volleyball for over 18 years. She has worked with several clubs in Tallahassee as well as in the Metro Detroit area. Latoya was selected to oversee TJVBC in 2008. Under her leadership, the club continues to grow and provide exceptional training opportunities to athletes in the community.

Latoya was married to the late Anthony Washington and they have 3 daughters, Daijah, MaKayla and Alexa, who also play volleyball at both the collegiate and high school levels.

Latoya’s Directorial duties consist of:

- Day to Day operations of the Club
- Budget
- Parent Concerns/Issues
- Program Development
- Coach oversight
- Coaches’ Training & Certification
- Club Personnel Oversight & Recruitment
- Club Growth & Development



## Board of Directors

**Susan Atwood**

Treasurer

**Susan Bradley**

Board Member

**Ed Canup**

Board Member

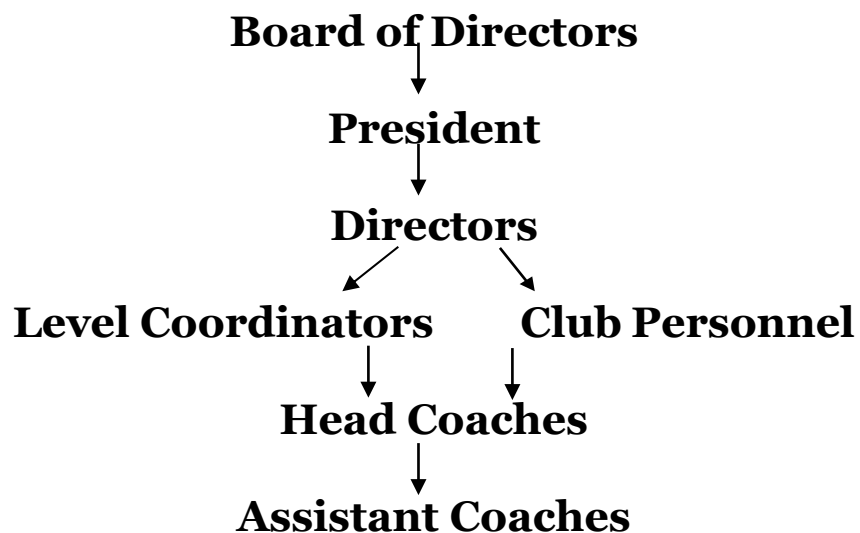
**Tom Daniels**

Board Member

**Lee Gerzina**

Board Member

## CLUB STRUCTURE, LEVEL COORDINATOR AND DIRECTOR RESPONSIBILITIES



### **Board of Directors:**

Policy development and follow through, leadership, structure, growth, club organization

### **President:**

Lead Board of Directors

### **Director:**

Carry on actual day-to-day operations in running TJVBC

### **Club Personnel:**

Treasurer: Susan Atwood, Bookkeeper handles income, expenses, day-to-day accounting, and pay-roll.

### **Player Promotions:**

Angie Strickland, organizes and leads player recruitment

### **Club Goals**

- Provide clinics that focus on skill development and team concepts for all age groups to develop interest and to encourage participation in the sport of volleyball for girls ages 6-18 and adults.
- Provide training and playing experience to players who wish to improve and excel in the sport of volleyball.
- Offer support to local recreational and middle school volleyball programs through free clinics and instructional programs for coaches and players.
- Provide training and education to coaches who wish to improve their knowledge of the sport and coaching skills.
- Offer assistance to athletes who wish to pursue college scholarships in the form of skill tapes, promotional letters and participation in national qualifier tournaments.
- Provide support for our local collegiate programs.
- Be active leaders in our local community, Florida Region and National AAU and USA Volleyball organizations.



## **PRACTICE SITE**

Tallahassee Jrs Volleyball Club practice facility and office is located conveniently off Capital Circle NE, between Apalachee Parkway and Mahan Drive. Turn west onto Industrial Drive which leads to our Facility- 2830 Industrial Plaza Drive

## **TRYOUTS**

Each year we evaluate a large number of athletes during tryouts. Some athletes have extensive playing experience while others do not. All athletes are evaluated for skill execution, as well as intrinsic traits. We base our selections for teams on what the athletes do during the tryout period PLUS what we perceive their potential as volleyball athletes to be. We select athletes based on the following criteria: coachability, work ethic, and basic skills of the sport. Each athlete in the club is evaluated every year. Each athlete must come to the tryouts ready to compete for a place on a team. (An athlete with a limiting or medical condition should talk to the Head Coach prior to the start of the tryout period). Players should never assume because they were on a team one year, they will automatically be on a team the following year. We select athletes for teams because they show the ability or potential, in our opinion, to help that particular team compete successfully.

## **TEAM LEVELS**

- 1. Nike Pro**
- 2. Nike Elite**
- 3. Nike Regional**
- 4. Nike Local**

- 1. Nike Pro:** This is our top team in each age division
  - a. Practices at least 2-3 times per week (some weeks are cut short due to early travel departures). Practices are during the week and once on the weekend.
  - b. Playing time is not guaranteed. (Please see playing time in parent handbook)
  - c. 3 Qualifiers + multiple in the tri-state area (FL, GA & AL) tournaments and 1 possible out of the tri-state area tournament
- 2. Nike Elite:** This is our 2nd team in each age division
  - a. Practices at least 2 times per week. During the week and once on the weekend
  - b. Playing time is not guaranteed. (Please see playing time in parent handbook)
  - c. 1 Qualifier + multiple in the tri-state area (FL, GA & AL) tournaments
- 3. Nike Regional:** This is our 3rd team in each age division
  - a. Practices at least 2 times per week. During the week and once on the weekend.
  - b. Playing time is not guaranteed. (Please see playing time in parent handbook)
  - c. 1-day tournaments and one, 2-day tournament
- 4. Nike Local:** General
  - a. practices 2 times per week for 10 weeks. During the week and once on the weekend.
  - b. more equal play time
  - c. 1-day tournaments in the local area and out of town



## **CLUB TEAMS AND MULTI-SPORT ATHLETES**

TJVBC athletes who play other sports during the club volleyball season must notify their coach in advance if they are going to miss a practice or tournament because of other sports conflicts. (Please refer to the Practice Rules.) If an athlete participates in another sport, we expect her to make club volleyball a priority when there is a conflict between the two sports. This means we expect the athlete to attend all club practices, unless there is a scheduled competition for the other sport at the same time as a club practice. If a game for the other sport conflicts with a club practice, the athlete will be excused from the volleyball practice, provided their coach is informed in advance. If a club volleyball competition conflicts with another sport competition, the coach and the athlete will decide, on a case-by-case basis, which event takes priority.

## **MOVEMENT BETWEEN TEAMS**

Occasionally we will move an athlete from one team to another. Movement is at the sole discretion of the club. We will not move an athlete from or to another team until we discuss the move with the parents.

## **MEMBERSHIP AND CLUB FEES POLICY**

TJVBC team base fees include:

1. Facilities fees
2. Coaching fees and travel expenses
3. Team equipment
4. Tournament fees
5. Administrative expenses and equipment
6. Player training

Each team's base fee will differ depending on 1) amount of on-the-court practice time, 2) costs to staff and administer teams. Pro teams that qualify for national tournaments will have additional fees to be determined and assessed at the time of qualification. Parents will receive specific information on the season plan at the initial Parent Membership Meeting. We require all parents to attend this meeting so that you may gain a better understanding of the Club operations, meet the Club staff, and so you can obtain answers to your questions. Base team fees do not include individual player(s) uniforms or personal gear (i.e. spandex, knee pads, etc). Those are separate fees and will need to be ordered and paid for at the beginning of the season.





## CLUB COST AND PAYMENT INFORMATION

Payment Schedule: Tournament, travel and uniform costs for the Club are incurred early in the season and require the following payment schedule for team fees:

- 50% payment of team fee due on signing night\*\*
- 25% payment of team fee due first month after signing night
- 25% payment of team fee due second month after signing night

**If fees are not paid, the player will not be allowed to participate in practices or tournaments.**

### **Credit card authorization is required to eliminate additional increased costs directly related to collection issues.**

Bills will be sent to the billing email address designated on file 5 days prior to the due date as a reminder. A follow-up bill will be sent on the 10<sup>th</sup> of the month if payment has not been received and will include a \$25 late fee. If the payment remains unpaid by the 20<sup>th</sup> of the month, the credit card on file will be charged for the sum of the payment due, the late fee and any processing charges incurred by use of the credit card.

Should the charge not go through, you will be notified by email and/or telephone that your account is in default and your child(ren) will not be allowed to participate in practices or tournaments until such time as your account is brought current.

For alternative payment arrangements, please email Susan Atwood at [accounting@tallyvball.com](mailto:accounting@tallyvball.com). We are happy to accommodate your payment requests IF POSSIBLE.

\*\*The 50% payment due on signing night will be reduced by whatever amount has been banked in the parents/players name prior to the payment due date. Signing night normally occurs within the first week following team announcements.

**Please note:** Amateur athletes are by definition are, an athlete who has never accepted money, or who accepts money under restrictions specified by a regulatory body, for participating in a competition. Failure to pay any or all club fees can be viewed as that player receiving payment to play. This definition may then result in your child losing her amateur status for the next high school season and thus not be allowed to play.



## **REFUND/INJURY POLICY**

The Tallahassee Jrs Volleyball Club refund policy is as follows:

- Refund request should be submitted to the Club Director and the Club Treasurer in writing. Parents should include reason and any medical forms to support medical withdrawals. Only medical withdrawals with in the first month of the season will receive a full refund minus a \$800 deposit, based on when the injury occurs.
- Refunds will be issued only under the following circumstances:
  - a. A player has been severely injured and has a doctor's note indicating the athlete cannot participate in sport activities.
  - b. Injuries that occur mid-season will be pro-rated based on when the injury occurs.
- Players who quit a team any time after accepting a position are responsible for all fees paid in full.
- Refunds will NOT be issued in cases where a player accepts their position on a team knowing that recovery/surgery/treatment will be required which will prevent the player's ability to participate in scheduled events during the established season (typically December 15 through May 30). Events are defined as practices and tournaments.
- The club director will make all refund final decisions.



## GENERAL PLAYER POLICIES

- While representing the Tallahassee Jrs Volleyball Club, we expect all athletes to behave in a responsible manner. Determination of what a responsible manner is lies solely with the Club.
- We require any athlete damaging equipment owned by the Tallahassee Jrs Volleyball Club or any facility used by the Club during practices, tournaments or any other function, to reimburse the appropriate entity for the damages before continuing in the Club. In some circumstances, the athlete may be dismissed from the Club in addition to making restitution.
- We will not allow any athlete to participate during the current season unless all fees from previous years are paid.
- We may, at our discretion, deny an athlete whose account becomes delinquent during the current season the privilege of playing in a tournament or ask her to sit out at practice until the account is paid in full or arrangements for payment are made with the Director.
- The party responsible for the athlete's fees and expenses must pay the current season's account in full before the athlete will be allowed to participate in the last scheduled tournament of this particular athlete's club team.
- All athletes must have her parent/guardian complete the online membership process before tryouts. When the Registration process is complete (including payment for membership), the printed confirmation page must be brought to tryouts. The Junior Medical Release Form (part of the online registration process) must also be printed and brought to tryouts.
- All athletes selected for a team **MUST**: 1) have turned in a Signed Financial Agreement; 2) paid for full season or set up payment plan; 3) be completely registered with AAU/USAV before being allowed to practice.
- All other payments for dues, travel, or other items must be paid at the first of each month.
- Payment will either be made by check for the season in full, paid through the Tallahassee Jrs Website via the portal.
- When we have bad weather, all athletes will be contacted by their coach to confirm if practice is cancelled. Always assume that the practice will take place as scheduled. If there is no contact made, then practice will be held.
- Tallahassee Jrs has the philosophy that the amount of **PLAYING TIME** for all athletes is determined by the performance of the athlete, and how much an athlete plays during competition **IS LEFT TO THE DISCRETION OF HER COACH. WE DO NOT GUARANTEE EQUAL PLAYING TIME.** It is important that players and parents accept the club mantra: –Players pay to train, not to play. Playing time is not a given; it is earned first by hard work, positive attitude, and display of skills on the practice court. Each athlete will receive equal practice time. In the younger age divisions the coaches are encouraged to manage their team so that playing time is more equitable. We strive to be a competitive club, not a recreational organization. While the coaches are encouraged to be mindful of playing time, they are also expected to make coaching decisions that will help the team have the most success.
- Due to the limited space at our practice facility it is very difficult to observe practices. If you do so, please stay out of sight as this may distract your player from focusing on her coaches instructions.



## PRACTICE RULES

- We expect all athletes to attend every practice. Only an illness serious enough to keep the athlete home from school or a genuine family emergency is a legitimate excuse for missing practice. If an athlete misses an excessive number of practices, a meeting will be arranged with the athlete, her parent(s)/guardian, the coach, and the Director or the Head Coach to discuss consequences.
- IF AN ATHLETE CANNOT BE AT PRACTICE, THE ATHLETE MUST CONTACT THE COACH. It is the athlete's responsibility (not the parent's) to reach the coach before the practice starts. Players who do not communicate with their coach about a missed practice, or who miss a practice for an unacceptable reason, will sit out at least the first match of the next competition event they attend. PLEASE NOTE: The athlete must contact the coach directly at his/her home, cell or work number or email address. Print this information on the front page of the handbook. It is included on a team list sent out at the beginning of the season.
- Injured or ill athletes who can attend school are expected to attend practice to support their team and be available to help where they can, even if they cannot physically participate in practice.
- Scheduled practice time is start time. Please arrive early enough to be dressed and completely ready for practice by start time. This usually requires arriving no less than 10 minutes before start time.
- If an athlete is late arriving for practice, she must change into her practice gear, report to her coach and explain why she is late. The coach, in his/her sole discretion, will determine if any corrective action needs to be taken.
- NO FOOD and NO CHEWING GUM ARE ALLOWED IN ANY PRACTICE OR TOURNAMENT FACILITY. The team may be penalized if parents or supporters disobey this rule.
- Athletes are encouraged to bring water, in an unbreakable container, to practices and tournaments. Absolutely no glass containers are allowed in the gym.
- Volleyball shoes are to be carried into the practice/tournament facility and worn only for practice/competition. This is to assure that the courts remain clean. It also helps the shoes to have better traction and retain that traction longer.
- Horseplay or ball handling in the lobby and/or hallways of practice or competition areas is strictly prohibited.
- Texting and making phone calls during volleyball practice or competition is strongly discouraged. Please limit calls and texts to true emergencies.
- Parents are NOT ALLOWED on the court at any facility in which TJVBC practice or tournament play is taking place UNLESS that parent has all the valid credentials required by USAV to be on the court or sideline.
- Tallahassee Jrs supports consequences for missing practices, tournaments, etc. Our coaches try to be positive though we acknowledge that yelling or becoming angry sometimes can be a good coaching technique. Our coaches are taught to use these techniques sparingly and try to uplift their team and help them enjoy the season.



## TOURNAMENT RULES

- All athletes are expected to attend every tournament. IF AN ATHLETE CANNOT BE AT A TOURNAMENT, SHE MUST INFORM THE COACH AS SOON AS SHE KNOWS SHE WILL BE ABSENT. (All team schedules are located on the website.) It is the athlete's (not the parent's) responsibility to make arrangements with the coach if she cannot attend a tournament. Failure to attend a tournament may be grounds for the Club to cancel an athlete's membership.
- All athletes are expected to be in the gym, READY TO WARM-UP, at the scheduled arrival time. This usually means the athlete needs to arrive at the site 40-60 minutes prior to the scheduled competition/officiating time.
- NO FOOD, NO DRINKS (other than water), and NO CHEWING GUM IS ALLOWED IN ANY PRACTICE OR COMPETITION GYM AT ANY TIME. Some regions allow a tournament director to penalize teams if parents and/or supporters ignore this rule. Please be aware that this rule is for parents and players.
- Represent Tallahassee Jrs Volleyball Club at the highest level possible. Your reputation is OUR reputation.
- Proper demeanor is expected of all members of the Club (athletes, parents, and supporters) at all tournaments; this includes treating members of the officiating crew with respect.
- Athletes will wear the specified uniform to all tournaments.
- Uniforms must be clean, especially kneepads, socks and shoes.
- An athlete may NOT have a visible tattoo
- Only Tallahassee Jrs players and staff are permitted to wear Tallahassee Jrs uniform items
- Athletes and/or parents are responsible for providing transportation for their athlete to and from the tournament sites.
- If a parent is NOT transporting their own child, the coach must be informed BY THE PARENT who will be in charge of the player.
- Except for the starting times, most tournaments do not follow a set time schedule. Matches will begin 10 minutes after the end of the previous match. Because of this format, it is very difficult to determine exactly when a tournament will end. Expect to play all day. 2 and 3-day tournaments have assigned officiating duties and many times you officiate prior to your first match. MAKE SURE you know your schedule and that the coach and/or Team Parent have informed the players and parents of the appropriate time and location of all officiating duties and matches.
- Athletes must stay at the tournament site until excused by the coach. This includes DURING as well as at the conclusion of a tournament.
- Playing time is earned and at the discretion of the coach; it is reasonable to speculate that playing time may be distributed more liberally at the younger levels.
- National Tournament participation is mandatory. If a team qualifies, all players on the roster must attend.
- Tallahassee Jrs Volleyball Club will adhere to the Code of Conduct required by the Florida Region of USAV. Players and Coaches agreed to abide by this as part of registration with USAV.



## **CONSEQUENCES**

Consequences for broken rules will be handled on individual basis by the responsible party. Most consequences will be handled by the Head Coach of the particular team. More serious consequences will come from Directors or the Board of Directors. Consequences may include: extra "exercise", extra practice, suspension from games or events, or even expulsion from TJVBC. Obviously, the more serious the infraction, the more serious the consequence. Consequences are a part of life and should be taken in-stride. It is not the intent of TJVBC to punish. It is our intent to help our players become responsible, contributing citizens. The Club Director will have the FINAL determination for serious infractions.

## **OFFICIATING**

Officiating is the shared responsibility of the entire team. All Tallahassee Jrs athletes are required to help equally with the line judging, score keeping, score flipping and officiating. A coach must be at the officiating table at all times. Except in cases of true emergency, all athletes and their team who have an officiating assignment must stay at a tournament until the assignment is completed.

## **SEXUAL HARASSMENT POLICY**

Both federal law and Florida law prohibit sexual harassment in the workplace. TJVBC is fully committed to preventing sexual harassment in its program. We try to be sensitive to actions that may seem to create an environment that is discriminatory or harassing. Tallahassee Jrs regards the safety of the young athletes entrusted to our care and instruction as our highest priority. We do not tolerate verbal or physical behavior that compromises that priority. We watch team activities and interactions closely to try to prevent miscommunications that cause discomfort for any of the athletes or parents.

## **SUBSTANCE ABUSE POLICY**

Any player who is guilty of consuming alcohol, drugs or smoking cigarettes while participating in or at any TJVBC sponsored event, tournament or practice is subject to immediate removal from the club. No refunds or exceptions. Parents will be notified immediately.



## **REPORTING COMPLAINTS**

If you see behavior by a Tallahassee Jrs employee you believe appears to be inappropriate, or if you experience behavior from a coach or administrator that you believe to be inappropriate, report it immediately to the Club Director. All complaints will be investigated. Any employee found to be in violation of the sexual discrimination policy would be subject to discipline, which may include dismissal. There will be no retaliation against any complainant and/ or witness who participate in investigation of a sexual harassment charge.

## **TALLAHASSEE JRS VOLLEYBALL CLUB IS COMMITTED TO:**

RESPONDING TO ALL QUESTIONS OR CONCERNS RELATED TO ANY PART OF THE CLUB OPERATIONS. WE WILL DO OUR VERY BEST TO RESPOND IN A TIMELY FASHION. YOU WILL BE RESPECTFULLY HEARD. WE WILL WORK DILIGENTLY TO AFFORD EVERY ATHLETE IN OUR PROGRAM THE OPPORTUNITY TO DEVELOP HER ATHLETIC AND PERSONAL POTENTIAL TO THE FULLEST. WE WILL BE AS OPEN AND FORTHRIGHT AS POSSIBLE IN ALL OUR DEALINGS WITH MEMBERS.

## **10 GUIDELINES FOR BEING A POSITIVE PARENT/PLAYER**

1. Cheer your player on, be supportive of her, but do it without judging her, the coach or her teammates.
2. Understand the rules of the game and the coach's philosophy. Substituting in volleyball has consequences.
3. Never approach a coach with complaints after a match. Our club will adhere to a 24 hour cooling off period from the time your daughter's team has completed their last tournament match. If there are still concerns, please follow steps 4 and 5 below.
4. Encourage your child to seek her own answers. Coaches respect players who come to them and privately discuss their playing time or role; it immediately indicates they want more.
5. If you have serious concerns, and your player has attempted unsuccessfully to work things out with the coach on her own, schedule a meeting with the coach and director and have your child attend with you (you may not be hearing the whole story – a common occurrence). If you are trying to resolve a problem, help your player by being a role model in the problem solving procedure.
6. Do your physical part as a parent. Get your child to practice on time and pick her up promptly. Demonstrating responsibility and commitment can be incredibly effective.
7. Positions and talent sometimes do not match up. Coaches attempt to do what is best for the team, putting the best physical mix and the best "chemistry" on the floor. That may mean that sometimes your daughter may be playing out of position in an attempt to "strengthen" the team. A positive spin by you can go a long way in helping your child adjust to a new role. Stay positive, and your child will flourish.
8. Please think before criticizing anyone connected with your daughter's club or team. Criticism is contagious and often hurtful. The damage you do could be irreversible.
9. Visibly show that you enjoy watching your child perform; this will make her feel better about individual participation, no matter what the role is.



10. Do not embarrass your daughter by yelling at officials. Keep in mind club rules differ in some ways than middle school or high school rules.

Our parents must be committed to the program as established by the administration/coaching staff and should maintain a positive attitude toward the program. Parents should try to see the game without parental eyes. We would like the parents to become knowledgeable about how the game is played and appreciate the efforts of all players. Together we will accomplish much more if we are committed to the same system. In the past, there have been three primary complaints, which only limited the success of the team and the club. They are as follows:

- **My daughter is not on the right team** – This usually means that the player has not been selected on the “number one team”. As noticed throughout our tryout process, there are 3-6 qualified coaches evaluating players in a professional manner. The methods we have used to assign players to teams have proven to be made fairly, with few mistakes.
- **My daughter is not playing enough** – This is a common complaint. When playing for Tallahassee Jrs Volleyball Club at the elite level, players will not always see the same amount of time. There is NO guarantee of playing time on any level. Playing time MUST be earned throughout practice time!
- **My daughter is not playing the right position** – Often times a player is the shining star on their school team at a particular position and is not getting playing time at that position at Tallahassee Jrs. There are many reasons for this. First, the coach may have a particular need at a certain position and your player is the only one with the required skills to fill that need. Second, we must remember that the competition within club volleyball is much stronger than on school teams; therefore, the competition for each position is more intense than in a school environment where the number of skilled players might be limited.

**Negative comments directed to other parents, coaches, or players concerning players' positions, who is playing, or the coach's offensive/defensive scheme have no place in our program. Please help maintain a great program by supporting our staff and our players with a positive attitude!**





## **GRIEVANCE PROCEDURE**

Knowing when to communicate and how to communicate with your athlete's coach is a concern for almost every parent at some time during the season. Most often the concern is how to inquire about issues surrounding playing time.

At Tallahassee Jrs we encourage the athlete to talk to the coach when she has a problem about her playing time or if she is uncertain what the coach expects from her either in practice or in competition. The appropriate attitude is for the athlete to ask the coach what she needs to do to get more opportunities to play in matches. Parents can best help their athlete by helping her set some goals to achieve more opportunities to play.

When parents have a problem that is specific to their own athlete, we also encourage them first to talk to the coach. We instruct coaches they are not required to discuss "coaching decisions" which include, among other things, specific match decisions (who played when, who was subbed out and when, etc.) The amount of time any given athlete is on the court is the result of a complex determination, in that coach's opinion, of the athlete's ability, the athlete's potential, the team's needs at the moment, and the team's needs in the future. The coach will not be required to defend his/ her thought process or conclusions in making these determinations, and we believe it is improper for a parent to request that of a coach.

In addition, we instruct coaches not to discuss any athlete other than the parent's own, or the actions of any other coach. If you as a parent have legitimate concerns about a coach other than your athlete's coach, or with an athlete other than your own, you need to address the Club Director. Please note again that coaching decisions are not, in our opinion, subject to discussion.

## **GRIEVANCE PROCEDURE STEPS**

Specifically, if you as a parent, or your athlete as a member of a Tallahassee Jrs Volleyball Club team, have concerns about Tallahassee Jrs policies or actions, the procedures to follow are, in this order:

- The athlete should talk to the coach about the matter. If the matter remains unresolved, or if the athlete has reasonable concern that talking to the coach will not resolve the matter, then
- The parent should talk to the coach. Parents and/ or athletes are expected to call the coach on the phone to schedule a meeting. Meetings are to be at times and locations other than tournaments. If a parent approaches a coach during a tournament, we have instructed the coach to refuse to discuss any controversial matter, to refer the parent to the Director, and to walk away from the parent. This is known as the 24 hour cool off. The recommended time for a parent and/or athlete to talk to a coach about a problem is a previously arranged time either before or immediately after a scheduled practice. If the matter still remains unresolved, or if the parent has reasonable concern that talking to the coach will not resolve the matter, then



- The parent should talk to the Director and request a meeting with the coach and Director. In certain situations, we may ask the athlete to attend the meeting also. Meetings should be previously arranged. Meetings will not be scheduled during or at a tournament site. The Head Coach and/or the Director will not engage in discussions about coaching decisions. The decision of the club director at this point is **FINAL**.

## PLAYER COMPETITION CONFLICT SITUATIONS

Any time you put a group of highly competitive people together for any significant period of time, there are bound to be conflicts. Put those same people into an actual competition of some sort and the likelihood only increases. Because of this, the following 'conflict resolution' steps have been set forth.

1. Should any player receive a yellow card during a tournament, he/she must complete the following within 72 hours of receiving the sanction.
  - ❖ Mail or email a written apology to the referee that issued the sanction (copy also sent to Latoya Washington, TJVBC Director).
2. Should any player receive a red card during a tournament, he/she must complete the following within 72 hours of receiving the sanction.
  - ❖ Mail or email a written apology to the referee that issued the sanction (copy also sent to Latoya Washington, TJVBC Director).
  - ❖ Mail or email a written apology to the Florida Regional USAV office (copy also sent to Latoya Washington, TJVBC Director).
3. Should any player be requested to leave a practice or a tournament by his/her coach, that player shall immediately comply, and the following steps taken:
  - ❖ The head coach must notify one of the TJVBC directors of the incident and details within 24 hours of occurrence.
  - ❖ The player, coach and assistant coach must schedule and hold a meeting outside of practice or tournament time to meet and attempt to resolve the conflict. If either party is not satisfied at this point then,
  - ❖ The player, the coaches, and the TJVBC director must schedule and hold a meeting outside of practice or tournament time to meet and resolve the conflict. The decision of the club director at this point is **FINAL**.
4. Should a player have a conflict with another player within his/her own team, the following steps should be taken, in order:



- ❖ The first player should meet with the other player outside of 'TJVBC time' to try to resolve the issue. If the player is not satisfied,
- ❖ The player should meet with the coaches outside of 'TJVBC time' to try to resolve the issue. If the player still is not satisfied,
- ❖ The player should schedule and meet with the player AND the coach outside of 'TJVBC time' to resolve the issue. If the player has not at this point, resolved the issue, then as a FINAL measure,
- ❖ The player should schedule and hold a meeting including both players, the coach and the TJVBC director to resolve the issue. The decision of the club director at this point is **FINAL**.

All players are required to read, agree to, and sign a letter of acknowledgement of these procedures prior to playing with any team within the Tallahassee Jrs Volleyball Club.



## **Destructive Communication**

Tallahassee Jrs will not tolerate hostile, aggressive confrontations between a parent and any official, a parent and any coach, a parent and any athlete, or a parent and any other parent, regardless of whether the coach, athlete or other parent is a member of Tallahassee Jrs or not. Violation of this policy may result in the athlete being dismissed from TJVBC. It is inappropriate for an athlete or a parent to approach other Tallahassee Jrs members to complain about a problem the athlete or parent is having with a TJVBC coach, about objections to coaching decisions, or about disagreement with an administrative decision. Please read carefully:

- Asking uninvolved persons to take sides in an issue is unfair to those third parties and to the Club. Competitive team athletics, by its very nature, creates situations where everyone may not be happy all the time. For the psychological health of the athletes and the Club as a whole, grievances need to be handled between the parties involved and the decision-makers in the situation.
- Any member who is approached and asked to listen to or express an opinion about matters between two other parties in the Club is strongly encouraged to refer the complaining party to take the matter up with either the coach in question and/or the Club Director, and to refuse to listen further.
- Any member who, as a third party, hears remarks or stories about Tallahassee Jrs, its employees or its policies, that cause the member to be concerned is encouraged to call the Club Director immediately to determine the facts, or to alert the Club administration to a situation it may be unaware of.
- It is detrimental to all persons involved to repeat complaints you hear (or overhear) to other uninvolved parties. By the time a story gets to the third or fourth party, it frequently bears little resemblance to the facts of the situation.
- It is also detrimental to your athlete and disruptive to her team to complain about the coach, the coach's style or Tallahassee Jrs policies.
- If you, as a parent, are unhappy or concerned about these matters, you should address the party in control. If the athlete is the unhappy person, she needs to address the appropriate party.
- When discussing your child to a coach or another parent, please refrain from discussing other athletes.

**Repetitive complaining to the athlete(s) or other third parties that interferes with the Club's efforts to pursue its stated mission and purpose may be cause, in the sole determination of the Club, to cancel an athlete's membership in the Club. The decision of the club director at this point is FINAL.**



## Parent Code of Conduct

I agree that:

- I will not force my child to participate in sports.
- I will not coach my child from the sideline.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and policies of Tallahassee Jrs Volleyball Club.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, 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 (esp. player official), coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures. First warning will be a verbal warning from the coach/director. The second offense may result in reduced play time for your player. The third offense may result in dismissal from the club. I understand the decision of the club director at this point is **FINAL**.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or her performance.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner.
- I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
- I will emphasize skill development and practices and how they benefit my child over winning.
- 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 demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all tournaments and practices.
- I will refrain from coaching my child or other players during games and practices unless I am the official coach.
- I will follow the 48 hour Club rule.



- I understand that volleyball is a team sport and that the position my child plays is up to the coach's discretion for the betterment of the team.
- I understand that playing time will be afforded to all players, **but not necessarily in equal proportions**. Substituting in or out of a game reflects players' 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 by ability under or in pressure situations**. These decisions will only be discussed with the athlete herself.

The TJVBC club rule is no athlete will sit an entire match during Saturday pool play. Coaches will work to make sure each player plays in the match (unless previously discussed). How much a player is on the court will be determined by criteria listed above. On Championship Sunday, the coach will decide all playing time as is best for the entire team.

If I feel that my daughter's safety is in question, I will contact the club director immediately with my concerns.

### **Player Code of Conduct**

- ❖ Play the game for the game's sake
- ❖ Be generous when you win.
- ❖ Be gracious when you lose.
- ❖ Be fair always, no matter what the cost.
- ❖ Obey the rules of the game.
- ❖ Work for the good of your team.
- ❖ Accept the decisions of the officials with grace.
- ❖ Believe in the honesty of your opponents.
- ❖ Conduct yourself with honor and dignity.
- ❖ Honestly and wholeheartedly applaud the efforts of your teammates and opponents.

### **Scholarship/Hardship**

Scholarship/hardship funds are available through the Tallahassee Jrs Scholarship Fund. Anyone seeking aid should fill out the scholarship request form under the Forms heading on the website, [tallyvball.com](http://tallyvball.com). Completed forms and required additional documents must be submitted by email or fax NO LATER THAN THE NOTED DEADLINE to [coachlatoya@tallyvball.com](mailto:coachlatoya@tallyvball.com). The scholarship committee will review your request and advise you in writing the amount which is available to you. Scholarships granted will be divided among all 3 scheduled payments, with no greater portion being applied to any one payment over another. Scholarship grants in NO WAY forgive or excuse the remaining balance payments. Acceptance of a scholarship will require hours of community service to be completed at the Tallahassee Jrs Volleyball facility or other such designated property. Such hours may be comprised of assisting with camps, clinics, setup, clean up or other such functions as are required to keep Tallahassee



Jrs running in as efficient and cost-effective manner as possible.

Failure to pay any remaining balance due after a scholarship is awarded may result in the revocation of any awarded scholarship. The club director will make the FINAL decision on any revocation of the scholarship of a player.



## Club Contact Information

**Director:** Latoya Washington  
**Email:** [coachlatoya@tallyvball.com](mailto:coachlatoya@tallyvball.com)  
**Phone:** 850-228-8254

**Treasurer:** Susan Atwood  
**Email:** accounting @tallyvball.com

**Webmaster:** Latoya Washington  
**Email:** coachlatoya@tallyvball.com

**Recruiting:**  
Angie Strickland, [leonvolleyball@gmail.com](mailto:leonvolleyball@gmail.com)

**Mailing Address:** **Tallahassee Jrs Volleyball Club**  
510 Beverly Street  
Tallahassee, FL 32301

**Physical Address:** **Tallahassee Jrs Volleyball Club**  
2830 Industrial Plaza Drive  
Tallahassee, FL 32301







# Tallahassee Juniors Participant Agreement & Club Release Policy

I, \_\_\_\_\_ have read, understand, and agree to the policies, procedures and obligations set forth in the Tallahassee Jrs Volleyball Club **Player's/Parents Handbook**. As evidence by my signature, I certify that I have read and understand all of the foregoing and consent to abide by the rules as set forth herein.

In addition, I certify that as Parent or/Guardian of this participant, have explained to my daughter the aforementioned stipulated conditions and their ramifications, and I consent to her participation in the programs conducted under Tallahassee Jrs Volleyball Club in which she is a member. I agree to pay the fees set forth by the Tallahassee Jrs Volleyball Club, allowing my child to participate in the program. I understand that there are no refunds.

By signing a commitment to participate with Tallahassee Jrs for the season, you are agreeing to commit to participating for the entire season and the ENTIRE season's fees. It is extremely detrimental to the team when a player/parent decides to leave at any time before the season ends. Further, it is unfair to any athletes and their families that may have been cut from the team that could have and would have stayed the entire season.

For this reason, any committed player who chooses to withdraw from Tallahassee Jrs Volleyball Club after tryouts will not receive a refund for any fees already paid. In addition, any outstanding balances, including, but not limited to, the balance of the player's season fees that remain, will still be the responsibility of said player and/or their families.

Players will also not be released to play for any other Club or team before all outstanding balances are paid in full. The Contract Fee for this season will be based on which team your player is offered a position.

If player is in good standing with the club, then Tallahassee Jrs will release the player from the club. I understand the FINAL determination to release a player will be made by the Club Director.

\_\_\_\_\_  
Player Name

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

