



# QUEEN CITY VOLLEYBALL CLUB GUIDE

October 2023

Guide

To provide some direction to the guidelines of the club and the decisions it makes

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## Purpose

The purpose of the Queen City Volleyball Club (QCVC) guidebook is to provide a source of information that can be used by the club, parents, coaches, managers, and players. These policies, along with the Volleyball Canada Indoor Volleyball Rulebook and Sask Volleyball Club Guide direct the conduct and operations of QCVC.

## General Philosophy

The purpose of the Queen City Volleyball Club is as follows:

- To provide as many athletes as possible (based on coaching availability) with the opportunity for participation in the sport of volleyball in both a competitive and learning environment.
- To organize, administer and coordinate appropriate opportunities in the sport of volleyball for selected age groups in the community from ages 13-18 years.
- To provide the necessary finances, personnel, communications, facilities, and equipment to operate individual teams and programs.

## Commitment

The focus of QCVC is to build excellence in competitive volleyball through Volleyball Canada's LTAD (Long Term Athlete Development) program. QCVC supports and provides an avenue for players to participate in their age group and level of ability. QCVC recognizes that players participate for a variety of reasons. QCVC will offer athletes opportunities through programs for Mini, Atomic, and 13U-18U levels. In the Royal Purple and Royal Black teams, a higher level of commitment and excellence is expected, and QCVC will determine at what level each player will participate and may limit the number of levels offered. Teams will be tiered according to ability, with each team registering between 10-12 players (QCVC bases team selections on the number of athletes trying out at each age group. Once aware of these numbers, the executive will select the number of teams. \*\*\* Based on availability of coaches and athletes\*\*\*).

## Playing Time

QCVC supports its coaches and the determination of fair play. Fair play time is different than EQUAL playing time. Fair play is deemed to be between 40-60 percent of court time during regular season. This may be modified depending on factors such as attendance at practice, attitude, injuries, and team composition and needs. During the provincial and national championships, the amount of playing time that each player will receive will be at the coach's discretion.

## Practice Schedules

All age class teams practice 2x/week for 2 hours at a time. Elite teams practice 3x/week for 2 hours at a time.

- Detailed team practice schedule will be communicated by the Head Coach once team selection is complete and practice schedule is assigned.
- When coaches/teams know that they will be out of town for a tournament, or not using any of the practice times, please inform the Facilities Coordinator with a minimum of 3 days' notice. The Facility Coordinator will try to reschedule practice times where applicable and in coordination with the Head Coach.
- Additional gym time may be booked through the Facility Coordinator and will be billed directly to the team as an additional team expense.
- Gym time expenses will not be reconciled at the end of the club season for unused sessions.
- If teams are unable to make any of their practice times, and other teams are willing to switch times, teams are welcome to swap out practice times, and will make their own arrangements between the coaches.
- Please be diligent in maintaining your team schedules as gym time is precious, and costly. Please leave the gym neat and tidy, and make sure to return the equipment (nets/poles) in a neat manner. QCVC has lost gyms due to the untidiness of the equipment rooms.

## Attendance at practices and competition

- QCVC recognizes that players may be involved in a variety of other activities that can affect player attendance. Any scheduling conflicts need to be communicated as soon as possible and should be considered when accepting a spot on a Royal Purple or Royal Black team.
- Attendance at all practices, competitions and other meetings is encouraged, as it is critical to the success of the player's development and the development of the team.
- Players shall notify their coach of all conflicts, absences, etc. ahead of time so coaches are prepared accordingly.

## Uniforms and apparel

- All QCVC players are provided their respective team jerseys and is included in your club fees unless otherwise stated and will follow Volleyball Canada regulations.
- Once placed on a team, all players will be sized for club clothing (hoodies, warm up shirts). Additional clothing will be available to be purchased at each family's own personal expense (these will be available for viewing on the club website). It is mandatory that all players have 4" inseam black court shorts, and matching socks as part of their uniform.
- Any use of the QCVC logo or QCVC name on additional clothing is not allowed unless approved by the Clothing Coordinator.

## Clothing and Jewelry

- For reasons of personal respect, players should change clothing in a discreet manner, preferably in the dressing rooms, and not on the gym floor.
- For personal safety, players must remove all jewelry including earrings. Piercings must be taped prior to engaging in practice or games.

## Club Player Fees

QCVC will provide a breakdown of the player registration fees for the club season based on the following:

1. Royal program:

Player fees for Royal program may consist of but not limited to:

- QCVC Club Admin Fee
- SVA Coach Insurance
- Facility rental (2 practices per week)
- QCVC Clothing
- SVA Sask Cup Entry fees
- Volleyball Canada National Championship entry fee (Royal Elite team only)

Player fees will be determined and voted on by the QCVC executive members prior to registration opening for the current club season.

Player fees are based on 12 athletes per team. If less than 12 athletes are chosen to a team, the team will be charged the necessary fees only for the missing non-rostered spots. For injury sustained to players which removes them from the remaining season, those additional costs will not be the responsibility of the team.

Initial payment of 50% of the player fees is required as a condition of acceptance to a spot on a team (which allows the athlete to begin practicing when the coach begins practices). Failure to provide the payment by December 31 may result in the removal of the athlete from the team.

Player fees may be paid:

1. In full at the time of registration or
2. In 2 payments: December initial fee of 50%  
February 1 (remaining balance)

In order for athletes to practice and compete, all player fees must be in good standing with QCVC by the final due date (Feb 1).

## Club Evaluations

- QCVC team evaluations will be posted to QCVC website.
- Evaluation will close and teams will be decided as per dates determined by the Sask Volleyball Club Guide.
- Registration for the evaluations is online at a cost of \$20.00 to cover the cost of facility rentals.
- Registration for the evaluation will open a minimum of 2 weeks prior to the first tryout.
- QCVC has the right to refuse walk-up registrations on any evaluation date.

Following the evaluation process, the team coach or the club will notify players who were selected for each team via personal email or phone.

## Club Refund Policy

The initial payment of 50% for player fees that is payable upon acceptance of placement on any team is non – refundable.

Player fees may be refunded for valid medical reasons only.

If a player is injured and not returning:

Doctor's certificate and written notification via email from the team manager and/or head coach to QCVC President and Treasurer is required.

- If written notification received on or before January 1, we will refund 100% of the remaining club fee as outlined in the initial budget.
- If written notification received on or before February 1, we will refund 50% of the remaining club fee as outlined in the initial budget.
- If written notification received on or before March 1, we will refund 25% of the remaining club fee as outlined in the initial budget.
- If written notification received on or after March 2, there is no refund.

If a player is injured and returning no refund or proration of fees will be issued:

- Doctor's certificate may be required to return to the court when there is notification of ability to returning.

Players are encouraged to attend practice to observe and sit on the bench during competition.

NB: \*\* All team fees are to be discussed with the team manager for refund. Team fees are not the responsibility of the club.

## Supervision

- A responsible adult such as a coach, manager, or parent must be present in the gym before players are able to practice or compete.
- It is recommended that coaches have another adult present during all practices and competitions (assistant coach).

## Out of town conduct

When travelling and attending out of town competition, teams must remember that they are representing QCVC, and the Regina 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/Player and Coach Code of Conduct.

## Additional Team Fees and Budgets

### Additional Team Fees

Each QCVC team may incur additional team fees over and above the player fees paid directly to the Club.

Additional team fees may include but not limited to:

- Extra practice time, if requested, over the allotted 1 or 2 practice per week
- Additional tournament registration fees (including QCVC tournament)
- QCVC Tournament Facility Rental
- Team meals
- Team administrative expenses (bank fees, team snap)
- Coach travel costs (head and/or assistant):
  - Accommodations
  - Gas Receipts
  - Meals (for tournaments more than 100km from Regina)
    - Breakfast - \$10.00 (if no breakfast provided at hotel)
    - Lunch - \$15.00
    - Supper - \$20.00

### Team Budget

The Club requires that all QCVC teams submit a team budget for all additional team expenses (templates available on website or from the QCVC treasurer). Team budgets for all additional fees must be finalized by the team's parents and submitted to the treasurer at [treasurer@queencityvolleyball.com](mailto:treasurer@queencityvolleyball.com) by the end of January.

### Team Bank Account

Each team is encouraged to open a separate team account to allow for transparent accounting of funds.

QCVC recommends that teams do not use a team name or age division as part of the account name. Using "QCVC Volleyball 2000" would allow the account to be transported with the team from season to season. Conexus Credit Union provides "no fee" accounts to non-profit organizations.

Banks that require a letter from the club with details on our non-profit status may be requested by emailing [treasurer@queencityvolleyball.com](mailto:treasurer@queencityvolleyball.com).

# SVA and National Tournament entry fees

## Registration:

The Club encourages that all QCVC teams attend the tournaments expensed in the player fees.

Player fees include the cost of entry fees for QCVC teams to attend the SVA Sask Cups and Provincial competition and possibly Volleyball Canada National Championships (Royal Elite only).

The QCVC Registrar will register all QCVC teams accordingly:

- All teams will be automatically registered for all SVA Sask Cups
- All teams will be automatically registered for Provincial Championships
- Royal Elite teams will be automatically registered for Volleyball Canada National Championships

## Withdraw Registration:

In the event that a team is unable to attend any of the tournaments noted above for extenuating circumstances, the team manager and/or coach must:

- Contact the QCVC Registrar in writing via email notifying the Club that the team wishes to be withdrawn and the circumstances around the request (e-mail [registrar@queencityvolleyball.com](mailto:registrar@queencityvolleyball.com) and [treasurer@queencityvolleyball.com](mailto:treasurer@queencityvolleyball.com))
- The QCVC Treasurer will refund registration fees minus any penalty incurred to withdraw teams from registered.

## Fundraising /Sponsorship

There are many fundraising options QCVC supports our teams with:

1. Hosting QCVC tournaments
2. Raffles
3. Bottle Drives
4. Sponsorship Letter Drives/Mail Outs
5. Steak/Pasta/Burger Nights

These fundraising proceeds may go towards decreasing team fees.

QCVC may issue receipts to businesses that provide services and/or sponsorships to our teams for team sponsorships and/or tournament sponsorship. Please email [treasurer@queencityvolleyball.com](mailto:treasurer@queencityvolleyball.com) to inquire.



## Athlete Development – Off Court Training

Throughout the season specialized skill sessions with guest coaches will be organized for the Elite team athletes to demonstrate our commitment to their development.

## Equipment

Each year the Club budgets for equipment upgrades and anticipates the needs for the upcoming season.

The Club will provide each team with equipment needed for the season by the QCVC Facilities Coordinator. If there are any issues with the equipment, the coach should contact the QCVC Facilities Coordinator immediately to have the issue resolved. E-mail can be sent to [facilities@queencityvolleyball.com](mailto:facilities@queencityvolleyball.com)

It is the head coach's responsibility to maintain all equipment throughout the season.

Each QCVC team will be provided:

- 12 regulation balls
- 1 ball pump
- 1 ball cart
- 1 First Aid Kit

At the end of the club season, all equipment must be returned to the QCVC Facilities Coordinator. A date, time and location will be set up and all equipment must be returned during this time.

Coach's honorariums will be withheld until all equipment is returned to the Club, or prorated according to missing equipment.

## Screening Policy (consideration – not required)

All persons who volunteer, instruct, coach, or supervise any Queen City Volleyball Club sponsored teams/event are required to adhere to the Queen City Volleyball Clubs Screening Policy.

Queen City Volleyball Club requires that all individuals who volunteer, instruct, coach, or supervise any sponsored teams/event must provide a Criminal Record Check. The reasons for this are as follows:

1. QCVC owes a duty of care to our participating athletes.
2. Volunteers, instructors, coaches, and supervisors serve as role models for and are expected to exercise good judgement on behalf of the participants.
3. All Team Personnel (Coaches or Managers) who are on the practice court with athletes or on a bench during sanctioned Sask Volleyball

QCVC accepts responsibility for the criminal record check document uploaded through our Goalline registration system. Documents will be kept secure and confidential, and results of the record check are held in strict confidence.

All NEW volunteers, instructors, and coaches over the age of 18 must submit a criminal record check prior to the start date of any given team/event.

QCVC will accept emailed or photocopied record checks but reserves the right to request original if any questions/concerns arise.

Criminal record check must be current, within the last 4 months and are required by SVA every 3 years.

QCVC will reimburse for criminal record checks by request and submission of receipt to the treasurer.

In the event that a criminal record is displayed, the Club reserves the right to inquire with the individual as to the details of the offense. A designated member of the Club will contact the individual by phone to inquire as to the record displayed. If the individual chooses to disclose the details on his/her record the Club may allow the individual to serve with the Club. If the record disclosed is not in the best interest of the Club the individual will not be permitted to volunteer, instruct, coach, or supervise any QCVC teams/events.

In the event that an individual refuse to provide a criminal record check, the Club reserves the right to refuse the services of that individual.

## Concussion Policy and Protocol

QCVC follows Volleyball Canada's Concussion Policy which is included on the next page.

In addition to the revised coach education pathway, Volleyball Canada will implement the following measures at all Volleyball Canada Championships beginning in 2015:

- Promote the motto: "When in doubt, sit them out". Athletes who are suspected of sustaining a concussion or head injury must be removed from play.
- All coaches are provided with a concussion signs and symptoms information card in their coaches' package.
- Athletic Therapists and/or certification candidates will be on site to conduct assessments.
- An athlete who has been removed from play by a tournament Athletic Therapist may not return to play for the remainder of the tournament.

### CONCUSSION SIGNS AND SYMPTOMS

| Signs Observed by Coaching Staff | Symptoms Reported by Athlete |
|----------------------------------|------------------------------|
| Appears dazed or stunned         | Headache                     |
| Is confused about assignment     | Nausea                       |

|  |                                  |
|--|----------------------------------|
| Forgets plays                          | Balance problems or dizziness    |
| Is unsure of game, score, opponent     | Double or fuzzy vision           |
| Moves clumsily                         | Sensibility to light or noise    |
| Answers questions slowly               | Feeling sluggish                 |
| Loses consciousness                    | Feeling foggy or groggy          |
| Shows behaviour or personality changes | Concentration or memory problems |
| Can't recall events prior to hit       | Confusion                        |
| Can't recall events after hit          |                                  |

The following protocol will be adhered to:

1. Suspicion of concussion
2. Remove Athlete from play.
3. Athlete goes directly to Athletic Therapist; should be accompanied by a parent/coach and must not be alone or drive.
4. Athletic Therapist conducts a full assessment.
  - a) Pass- athlete can continue playing (A Medical Doctor should assess the athlete after the event to determine if 'late appearing' symptoms are present)
  - b) Fail- Athlete may not return to play for the remainder of the tournament (Athletic Therapist provides report to athlete/parent and informs the Tournament Director of the incident)

## Coach Qualifications

QCVC is committed to building the qualifications and training of all of its coaches and welcomes all requests to attend courses and certifications to further their knowledge. SVA requires that all coaches complete the Respect in Sport and provide a Criminal Record Check every 3 years prior.

### **DEVELOPMENT COACH – CERTIFIED (14U-16U)**

Recommended timelines for training tasks in the Development Coach - Certified (14U-16U) pathway. Coaches are encouraged to complete tasks as soon as they are able and do not necessarily have to wait for the year indicated. Coaches should only register for the Development Coach Evaluation once all other tasks have been completed.

| Year | Requirements   |
|------|--|
| 1    | <ul style="list-style-type: none"> <li>- Foundations of Volleyball e-learning</li> <li>- Make Ethical Decisions Online Evaluation</li> <li>- Making Heady Way (Generic)</li> </ul> |
| 2    | <ul style="list-style-type: none"> <li>- All items above</li> <li>- Development Coach Volleyball Workshop</li> <li>- Nutrition eLearning</li> </ul>                                |
| 3    | <ul style="list-style-type: none"> <li>- All items above</li> <li>- Development Coach Evaluation</li> </ul>  |

### **ADVANCED DEVELOPMENT COACH – CERTIFIED (17U/18U)**

Recommended timelines for training tasks in the Advanced Development Coach - Certified (17U/18U) pathway. Coaches are encouraged to complete tasks as soon as they are able and do not necessarily have to wait for the year indicated. Coaches should only register for the Advanced Development Coach Evaluation once all other tasks have been completed.

| Year | Requirements  |
|------|---|
| 1    | <ul style="list-style-type: none"> <li>- Foundations of Volleyball e-learning</li> <li>- Make Ethical Decisions Online Evaluation</li> <li>- Making Heady Way (Generic)</li> <li>- Developmental Coach Volleyball Workshop</li> </ul> |
| 2    | <ul style="list-style-type: none"> <li>- All items above</li> <li>- Advanced Development Coach Workshop</li> <li>- Design a Basic Sport program</li> <li>- Basic Mental Skills</li> <li>- Nutrition eLearning</li> </ul>              |
| 3    | <ul style="list-style-type: none"> <li>- All items above</li> <li>- Advanced &amp; Development Coach Evaluation</li> </ul>  |

LINK to [Volleyball Canada Coach Certification Policy](#)

QCVC will fund as many of these courses and training as the budget allows per year to maximum of \$300 per coach.

## Team Manager

Each team head coach will appoint a Team Manager who is responsible for off-court activities, the daily management of the team and to act as a liaison between parents and coaches in the event of questions, issues, or conflicts.

## Parent Communication

- QCVV may host a club-wide parent/athlete meeting at the beginning of each club season.
- All parents and players who have committed to QCVV are encouraged to attend this meeting. The meeting is very informative and includes executive and coaching introductions, season outlines, practice schedules, tournament dates, provincial and national tournament dates, costs for the season.
- QCVV will communicate with parents/athletes via email, Facebook, and the website.

## Emergency procedures

- Our Goalline system collects important medical information from parents regarding their child when they register with our club. This information is not easily extracted for our coaches, therefore will not be provided. The club has a medical form on its website that we highly recommend using. It is the Head Coach's responsibility to make sure a copy of this record is on them at all times (practices, games, and tournaments) in case of emergencies or injuries.
- All QCVV teams are given a medical kit at the start of each season. It is the coach's responsibility to ensure that the medical kit is well-equipped by the Equipment Coordinator, and is at all practices, games, and tournaments.
- As teams use supplies, it is the coach's responsibility to let the Facilities Coordinator know what supplies need to be replenished so that kits are always stocked and ready for any situation/injury.
- Coaches are required to return these kits to the Facilities Coordinator at the conclusion of the season.

## Media Release

- This media release is agreed to by the parents at the beginning of the season through Goalline while registering. This is for any photographs, videos, etc. taken by QCVV only.
- If parents wish to withdraw their consent, they are to notify the QCVV President in writing.
- QCVV will not be responsible for the videotaping of games during tournaments either QCVV hosted or other.

## Discipline issues

- Coaches, managers, players, and parents are expected to follow the QCVV Code of Conduct as signed prior to each club season.
- Coaches, managers, and players can be suspended from a team for disciplinary reasons.

- Prior to suspending a player, coach or manager, the situation will be reviewed by the QCVC President and recommendation for action will be made.
- During out-of-town competition, or when the President is not available, the head coach has the discretion to temporarily suspend a player for a serious violation of the player code of conduct, or to temporarily suspend a parent or manager for violation of the parent code of conduct.
- The coach will complete a player incident report and submit it to the President immediately upon returning home.
- The President will review the incident in consultation with the coach to determine any ongoing action.
- The President is authorized to review parents' actions regarding abusive or otherwise unacceptable behavior directed towards coaches, officials, QCVC Volunteers, QCVC or opposing players, or other spectators.
- Appropriate action will be taken depending on the severity of the behavior. QCVC reserves the right to deny access to parents to the facility in which competitions and practices occur for inappropriate behavior.

## Complaint procedures

- Players are encouraged to communicate directly with their coach.
- Parents are encouraged to help their children to communicate appropriately with their coach.
- If a parent becomes concerned about controversial issues, such as fair playing time, coach actions, etc., the parent is to wait 24 hours before having a discussion with the coach.
- If mediation or assistance is required, parents are encouraged to seek out the assistance of the Team Manager.
- Parents should not direct any complaints to the coach during competition.
- Parents should show respect by not complaining publicly about the coach, particularly during competition.
- In the event the parents or players have concerns, issues, or complaints, the QCVC complaint procedure is as follows:
  1. Player..... Coach
  2. Parent..... Team Manager..... Coach
  3. Parent..... President

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

QCVC will assess the situation and will resolve it with any available means (i.e.: coach development, team building, etc.)