|  |  |
| --- | --- |
| C:\Users\JoEtta Bright\Downloads\Panther Attack black and white logo.jpgPAKVC HANDBOOK  | WEBSITE: [www.pantherattackkvc.weebly.com](http://www.pantherattackkvc.weebly.com) EMAIL : pantherattackkvc@gmail.com PHONE: 618-910-9245 JoEtta Bright FACEBOOK: Panther Attack KVC |

*Welcome to Panther Attack Kentucky Volleyball Club*

**MISSION STATEMENT**

Panther Attack Kentucky Volleyball Club was formed to provide opportunities for improving the volleyball abilities of girls in ages 10-18; to promote the principles of teamwork, honesty, individual responsibility, conflict resolution, communication skills and good sportsmanship through participation in competitive volleyball activities.  Our primary goal is to develop the individual skill level of every player and to perform at a high level in a team environment, ultimately providing opportunity to our athletes in gaining collegiate scholarships.

**EXECUTIVE BOARD**

The Executive Board directs and oversees all activities within the Panther Attack Kentucky Volleyball Club. The board is made up of volunteers. Board members are selected by the Club Director and serve three-year terms. Each board member can, if asked to do so by the Director, serve additional terms. Executive board members who have children participating in club play will play at no cost in return for volunteer services provided.

Director – JoEtta Bright

Treasurer/Fundraising – Amy McCallon

Secretary – Tammy Gresham (10-14’s); Dora Sheppard (15-18’s)

**TEAMS TO BE OFFERED (to be determined after registration/evaluations):**

Skill Development/Scrimmage:

Birthdate on or after September 1, 2000

Competitive Tournament (traveling):

10U birthdate on or after September 1, 2005

11U birthdate on or after September 1, 2004

12U birthdate on or after September 1, 2003

13U birthdate on or after September 1, 2002

14U birthdate on or after September 1, 2001

15U birthdate on or after September 1, 2000

16U birthdate on or after September 1, 1999

17U birthdate on or after September 1, 1998

18U birthdate on or after September 1, 1997

**SCOREKEEPER/REFEREE CLINIC**

Every player is required to attend a scorekeeper/referee clinic. PAKVC will schedule their club clinic in December. The clinic is free. If players are not able to attend the scheduled club clinic then they need to contact the club director to find out information on make-up clinic options. Players will not be put on a roster until they have attended a scorekeeper clinic.

**MULTI-SPORT ATHLETES**

We encourage multi-sport athletes to play PAKVC. While it does pose challenges with scheduling, it is our philosophy that multi-sport athletes are the most well-rounded athletes. So if you are a multi-sport athlete, please let us know your upcoming schedule so we can determine which team and which coach would be the best placement.

**PRACTICES**

**SKILL DEVELOPMENT**:

Volleyball practices are held one night per week.

**COMPETITIVE:**

Volleyball practices are held twice per week. Practices are 1 ½ to 2 hours in length. Some teams may have additional specialty practices based upon coach preferences for their teams. Coaches will sometimes schedule additional practices in preparation for major tournaments. There are times when our practice schedule will change based on weather conditions or school events. Public school closings/recommendations are followed in bad weather conditions. The club will make every attempt to reschedule gym time during that week rather than losing a practice.

**PRACTICE RULES:**

1. Scheduled practice time is START time and not arrival time. Players are responsible for putting up nets at the practice facility. Therefore, athletes must arrive 15 minutes prior to practice start time.
2. Players need to bring their own water bottle to every practice so that they stay well hydrated and water breaks can be taken quickly.
3. Player practice commitment is important for developing skill and team cohesiveness. Missing practice may result in loss of playtime based upon whether the absence was excused and the expectations set up by the coach at the parent meeting. Excused absences are for family or school events in which the player cannot control the scheduling of that event (concerts, plays or games.)
4. Do not speak or distract teammates while the coach is communicating with the team.
5. Players who can only attend a half hour or 45 minutes of a practice because of another event should still come to practice. It is much better to get some practice time rather than miss the whole practice.
6. It is the player’s (not the parent’s) responsibility to notify your coach at least 4 hours prior to practice. If you know you are going to be absent from practice due to a family commitment, advanced notice is required.
7. All players are to make sure their practice area is clear of all garbage (water bottles, pre-wrap, snack wrappers, etc.) prior to leaving the practice facility.
8. Players are responsible for taking down the nets at the practice facility, therefore no one leaves before this task is complete.
9. Injured 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. Players with fever or stomach flu (diarrhea and/or vomiting) should not come to practice.
10. All practices are open and parents are welcome to observe practices at any time. Parents may not coach or offer instruction to their daughter or another team member at any time during practice. Parents are not permitted on the court, unless requested by the coaching staff.

**PLAYING TIME**

Playing time, for many players and parents, is a central concern that can distract from our focus on the team’s success and can often create divisions within the team. At PAKVC we will try to ensure that each player gets some playing time in each match. However, this is a competitive league. So, players with higher skill levels will have more playing time.

In any case, every player will have an equal opportunity to compete for playtime within their position during practice and at tournaments. A player’s time will be affected by any of the following:

1. A player’s practice attendance

2. A player’s ability to perform at the necessary level for a skill or position

3. How a player’s attitude adds to or detracts from the chemistry or performance of the team

4. A players past performance during the tournament or the last week of practice

5. A player’s effort and work ethic

6. The importance of the match

7. The needs of the team in the present as well as later in the season

8. Not being in good standing with respect to team fees

Some generalizations can be made with regards to playtime issues.

1. It is our goal that all players have some on-court role every match. There may be exceptions with players recovering from injuries, problems with adherence to team rules/policies or when teams are trying to win a bid/move to the gold bracket of tournament play in a multi-day tournament.
2. Playtime is generally more equal at the 12U level and below.
3. Playtime will vary by position with some positions playing all the way around the court and some playing only front or back row.
4. Playtime is more equal during pool play than in tournament play.
5. Playtime may be more equal earlier in the season as coaches are exploring different lineups and identifying starters.

6. Playtime may be more equal in one-day regional tournaments compared to multi-day tournaments, qualifiers or Regional tournaments.

7. Position and time on court are determined by the needs of her current club team, not her history from past seasons or the current needs of her school team.

All playing time is decided by the coaches and is not negotiable. Coaches have the right to play whomever they think is best suited for a position and who helps contribute to the team’s development and success. Here are some suggestions on how to talk with your coaches about playing time.

1. Avoid language that is demanding or accusatory. Instead ask, “What can I do to play more…”
2. Avoid seeking to talk to your coach when you are emotional. We seek to utilize the 24-hour rule if at all possible.
3. Parents may participate in the conversation with the coach but the player should always be present when discussing playtime issues.
4. We will not discuss other players on the team but will focus on what you, the player, need to do to have opportunities to play more.
5. While email or a phone call can start a discussion we prefer that all playtime discussion to be in-person with the coach and the player and scheduled before or after practice.

**TOURNAMENTS**

A final list of tournaments will be posted by December 15. You will be provided with a list of these dates as soon as we can.

**TOURNAMENT RULES:**

1. Parents are responsible for the transportation of their daughter to and from tournaments. PAKVC recommends that athletes do not drive themselves to and from tournaments. Car-pooling can be arranged with other teammates and is encouraged. Please be considerate and either arrange a ride exchange or contribute toward the cost of gas.
2. Tournaments are mandatory and are part of your club fees.
3. No team is allowed to travel with less than eight (8) players.
4. No refunds will be distributed for dropping out of a tournament. They do not offer refunds so once the money is paid it’s gone.
5. An athlete with a delinquent account may be denied the privilege of playing in tournaments and may have limited practice participation until the account is paid in full.
6. If a player knows that she will miss a tournament, be late or have to leave early from a tournament it is her and her parent’s responsibility to notify the coach as soon as a conflict is identified.
7. All athletes are required to be in the gym, ready to warm-up, at the scheduled start time set up by their head coach. Usually this will be when the gym opens, one hour prior to the start of the first match.
8. Players are expected to avoid displaying negative emotions during matches. Arguing with the officials will not be tolerated.
9. All athletes are required to stay at the tournament until the team has been released by one of the coaches. We play as a team, and we will leave the event as a team. Athletes that leave a tournament without being released by the coach may be forfeiting their future participation. We know emergencies come up, please check in with your coach and do not leave until you have been released.

**OFFICIATING:**

All USAV tournaments are at least partially self-officiated. Officiating at tournaments is the shared responsibility of the entire team, including coaches. All players are required to help with the line judging, scorekeeping, score flipping, up and down officiating.

1. Officiating is the responsibility of the entire team.
2. No player is ever allowed to leave the tournament while her team is officiating.
3. The coach may rotate officiating responsibilities but will often only use the most experienced scorekeepers.
4. **No headsets or cell phones are to be used during officiating assignments. This also includes cell phones at the scorekeeper’s table.**
5. Coaches will assign player responsibilities prior to tournaments. It is the player’s responsibility to check with coach before leaving a game to ensure they do not have a job for the next game.

**TEAM AREA AND COOLER:**

Upon arrival, the team will identify a team area where the girls can leave their bags and hang out between playing and officiating. The area may be a room, table or simply a spot in a hallway. Either way, the team area represents our club and should be kept neat and organized at all times. Most girls will bring some type of blanket and/or pillow, homework, a book, an mp3 player or other items to help pass the time between matches. Remember, the team area is not secure and valuables should be left at your own risk. Also, be sure to properly dispose of any trash and leave the area as we found it when the tournament is over.

Most tournaments offer concessions. However, at each tournament a designated team parent for each team will be given $50 to organize a team cooler, order food, etc. The food will be kept (if permitted inside the facility) in our team area. In addition, teams will be provided a tub of dry goods and paper products.

**TRAVEL**

PAKVC’s travel policy places the responsibility of most aspects of travel to tournaments and supervision of athletes on their parents. Parents are responsible for all costs for travel and meals for themselves as well as their daughter.

**CHAPERONES:**

The chaperone position is required for all USAV teams and they are listed on the team roster. The chaperone must attend the coaches meeting at the beginning of the tournament and those persons are responsible for our players’ behavior when the coaches are not present at the team cooler area. PAKVC does not ask chaperones to be responsible for player travel to tournament sites or for player behavior while at hotels nor are chaperone travel expenses covered by the club

1. Chaperones are required for overnight tournaments that the team attends. We will not enter a team into a tournament without prior commitment of at least one chaperone per team.
2. A chaperone must be 21 years of age or older and must be female.

**HOTEL POLICIES:**

Our policy is that players will stay with their parents when traveling requires the team to stay in a hotel. If a player will not have a parent at the tournament then the parent should make arrangements with another female parent or guardian on the team for their athlete to stay with that family. In no case will a player stay in a room by herself.

1. While not a requirement, we prefer to have the team stay together in the same hotel if a family will be using a hotel. If that family has friends or other family in that community they can stay with them if they desire to do so.
2. All players are expected to be in their rooms and in bed at curfew. Unless a coach has designated a specific time, the default curfew will be 10:00 pm.
3. Though your hotel is your temporary home, it is also the temporary home of many others. You must respect the needs of others by keeping your voice down throughout the hotel.
4. No boys, who are not relatives, are allowed in your hotel room at any point, for any reason.
5. Athletes may not leave the hotel area at any time without permission from their parent or the parent that they are staying with. Athletes should never be alone. Use the buddy system.
6. An athlete found in breach of the USAV Code of Conduct (use of drugs/alcohol or possession of weapons) will be sent home immediately at the expense of the parent or guardian.
7. An athlete who damages any property at a hotel or lodging will be personally responsible for damages.

**DRIVING POLICIES:**

As a general rule, players who are 17 year or older may drive to tournaments in the Western Kentucky area. Outside of this areas, players are required to be driven by a parent or guardian. We do realize that this is not always possible and communication with the head coach is required for exceptions to this rule.

At no time may a player ride with a coach of the opposite sex unless traveling with the team or a portion of the team and with another adult.

**CLUB FEES AND BILLING**

There are no hidden fees in PAKVC. All monies collected will cover facility charges (if any,) equipment, USA Volleyball dues, uniform top, tournament fees, and coaches pay.

Club fees for PAKVC 2015-16 are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | Skill Development | 14 & Under | 15 & Under | 16 & Under | 17 & Under | 18 & Under |
| **\*Annual Fee** | **$400.00** | **$400.00** | **$500.00** | **$500.00** | **$500.00** | **$500.00** |
| Due at signing | $100.00 | $100.00 | $200.00 | $200.00 | $200.00 | $200.00 |
| 1st Payment due Jan 15 | $100.00 | $100.00 | $100.00 | $100.00 | $100.00 | $100.00 |
| 2nd Payment due Feb 15 | $100.00 | $100.00 | $100.00 | $100.00 | $100.00 | $100.00 |
| 3rd Payment due Mar 15 | $100.00 | $100.00 | $100.00 | $100.00 | $100.00 | $100.00 |

*\*Those paying the annual fee upfront will receive a 10% discount.*

Billing information will be sent by US mail.

Your daughter’s team fee does not include the following expenses:

* Any travel expenses or meals for players.
* Spirit wear
* Pre-orders for tournament shirts

Any athlete damaging equipment owned by PAKVC, or any facility used by the club during practices, tournaments or other functions, or at lodging facilities, will be required to reimburse the club and/or facility for the damages before continuing in the club. In some cases, the athlete may by be dismissed for the club. While representing PAKVC, all athletes are expected to behave in a responsible manner.

**PAYMENT POLICY**

1. All payment checks should be made out to *Panther Attack.*
2. Payments must be made on or prior to due date (see above schedule.) Please use the payment vouchers located at the back of this handbook when making your payment.
3. Any player who does not meet their financial obligation is not allowed to play in Pioneer Region Volleyball Association for another club until all monies are paid to prior club.
4. Fundraising opportunities are available if needed to help offset costs.
5. Do not hesitate to speak to JoEtta Bright in confidence regarding payment.

**REFUND POLICY**

The PAKVC’s cost structure of a player’s participation is not variable. This means that if a player no longer plays with her team, the costs do not decrease: her coach receives the same salary, the same gymnasium rental fees (if applicable) must be paid and the team’s tournament entry fees are unchanged.

Therefore, there are NO REFUNDS for players removed for disciplinary reason or who quit the club on their own accord. Once a player and parent commit to PAKVC and signs our Commitment Statement, the family is responsible for full payment of dues.

Each travel tournament has fixed costs and each player is responsible for her share of those costs, *even if the player does not to go* to the tournament (pro rate tournament fee, travel and lodging costs for coaches, etc.)

If the participant becomes disabled or so severely injured while playing or practicing with the club that she cannot practice or compete for more than two months then a pro-rated refund will be given. The responsible party will still be required to pay all incurred costs prior to injury. The club will return any unused portion of prepaid fees to the responsible party within 10 business days.

**FUNDRAISING**

Club volleyball has expenses that are related to team fees as well as the travel-associated costs that come with participation with our older age group teams. We are committed to the goal that no deserving athlete will be prevented from being in the club for lack of funds.

PAKVC parents may conduct a number of individual fund raising events during the season. Proceeds from these fundraisers go directly to the individual athlete’s account. Participation in an individual fund raising activity is strictly voluntary. A parent volunteer will be established for each time. This parent volunteer’s responsibility will include setting up fundraisers for its team.

Each player/parent is required to work 2 BINGO nights or sell 40 raffle tickets. You will also have the opportunity to get donations from local businesses or family. If fundraising is not for you, you can make a cash donation to the club of $100.

**SCHOLARSHIPS:**

Every club season, PAKVC may award scholarship money to one or more families needing assistance with an athlete’s fees. Families will be required to fill out an application, which can be requested from the club director or the Treasurer. The amount available every year fluctuates and all funds are distributed at the discretion of our Board and Club Director. In the event that an athlete is voluntarily or involuntarily removed from the team, the responsible party for that athlete must pay back the full scholarship amount.

**COMMUNICATION**

**TEAM COMMUNICATION:**

The primary way that you will receive communication from your coach or the club director will be through email. If a last minute change occurs with a practice or with a tournament we will try to text out that information or use our team parents to call parents directly.

It is critical that you provide the club with all email addresses where you want information sent as well as cell phone numbers for both parents and the player. If changes occur, please update the club director.

Our expectation from parents and player is that immediate communication (about something in the next 4 hours) be made to coaches by text. If the subject is more distant we recommend email. We also recommend following up any important verbal notification with an email to act as a confirmation and reminder.

**RULES OF ENGAGEMENT**:

If there is an issue or matter of concern that needs to be addressed the process needs to adhere to the following guidelines:

Step 1: Player addresses any issues or concerns directly with their coaches after a 24 hour cooling off period.

If the issue is not resolved then

Step 2: Parents and players meet with coaches together – not during or immediately following a tournament (remember the 24 hour rule.)

 If the first two steps have taken place and the issue still has not been resolved then

 Step 3: Contact the Club Director, JoEtta Bright, to arrange a meeting.

**PLAYER TO COACH**:

Both players and coaches are responsible for establishing a relationship of trust and mutual respect. Bringing up a problem can be very difficult for a player but this is one of those life skills that sports can teach. Parents may need to push their daughter to take the first step though. Our coaches work to be approachable and to create a safe environment for player to bring up concerns.

For players, the most common concern that they have revolves around playing time. Our expectation is that the player should start this conversation by asking what she needs to do to play more and how she can work towards playing a larger role in contributing to the team’s success. Often times, players are unclear on what they need to change or how playing time is determined and an early conversation can address these questions.

**PLAYER TO PLAYER:**

It is our expectation that if a conflict arises between players on a team then it gets resolved outside of practice/tournaments time, if possible, so as to minimize the effect that it can have on the chemistry of the team. It is important for players to realize that they do not have to like everyone on the team or be friends with them but they can still respect their contribution to the team. If the conflict is not reconcilable then it is our expectation that the players involved should not aggravate the problem by involving other players or parents on the team with gossip, rumors or attacking people on Facebook or other social media.

**PARENTS TO COACH:**

PAKVC wants to encourage appropriate communication between our parents and the coaching staff of their daughter’s team.

**WORDS OF WISDOM:**

"There are appropriate and inappropriate subjects that a parent can discuss with a coach. Appropriate ones are mental and physical treatment of the child, ways to help the child improve and the child's behavior. Inappropriate ones are playing time, strategy and other team members."-- Bruce Brown

"There are four positions on an athletic field: spectator, referee, coach, and player. You get to choose one and only one."-- Bruce Brown

**GRIEVANCE PROCEDURE**

None of the coaches should be considered unapproachable. They are all very willing to listen to a player's concern and try to arrive at a mutual solution. Until the coach is made aware of the concern nothing at all can be done to alleviate it. We think the ability to confront and discuss potentially emotional topics is an absolutely necessary skill for negotiating conflict within one’s life. However, we also realize there are times a problem needs to be addressed and the player cannot bring herself to approach the coach. In this case, we HIGHLY encourage the parents, in a spirit of collaboration with the coach, to produce the best environment for the player, to bring the issue to the coach’s attention, or to the Club Director’s attention. Please do not let problems fester – it only makes things worse for everyone in trying to resolve issues.

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 Head Coach or the Club Director.

**PROCEDURE STEPS:**

Specifically, if you as a parent, or your athlete as a participant on a PAKVC team, have concerns about PAKVC policies or actions, the procedures to follow are, in this order:

1. The athlete should talk to the coach about the matter.
	* It is understood at the younger ages sometimes the parent will be the first contact with the coach.
	* If the matter remains unresolved, or if the athlete has reasonable concern that talking to the coach will not resolve the matter, then;
2. The parent should talk to the coach.
* Parents and/or athletes should call or email the coach to schedule a meeting.
* Meetings need to be scheduled outside the tournament. If a parent approaches a coach during a tournament, coaches have been instructed to refuse to discuss any controversial matter, to refer the parent to the Club Director, and to walk away from the parent.
* We ask that any meetings be at least 24 hours after the reason for that meeting.
* The recommended time for a parent or athlete to talk to a coach about a problem is a previously arranged time either before or immediately after a scheduled practice.
* In certain situations, we may ask the athlete to attend the meeting also.
* If the matter still remains unresolved, or if the parent has reasonable concern that talking to the coach will not resolve the matter, then;
1. The parent should talk to the Club Director and request a meeting with the coach, the Club Director and the Parent Representative.
2. If the parent or the athlete is not satisfied by the action taken by the Club Director, they may request, in writing, that the PAKVC Executive Board review the matter.
	* The Board may, at its sole discretion, review or refuse to review the matter.
	* The Board will not review coaching decisions, training regimes or skill development.

We encourage parents to approach us earlier rather than later about concerns they have. There is little we can do to rectify a situation that is not brought to our attention until the end of the season. It is much better to have open lines of communication about problems as soon as they arise.

**OTHER GRIEVANCE POLICIES:**

PAKVC will not tolerate any hostile, aggressive confrontation between a parent and any official, any other parent, any athlete or any coach, regardless of whether the coach, athlete or other parent is a member of PAKVC or not. Violation of this policy may result in the athlete being dismissed from PAKVC.

It is inappropriate and undesirable for an athlete or a parent to approach other PAKVC parents and athletes to complain about a problem the athlete or parent has with a PAKVC coach, about objections to coaching decisions, or about disagreement with an administrative decision. This is one of the biggest factors in disrupting the chemistry of a team.

Asking uninvolved persons to take sides on an issue is unfair to the third parties, to the team 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, meaning, talk to the coach or talk to the administration.

We strongly encourage any member who is approached and asked to listen to or express an opinion about matters between two other parties in the Club to suggest to the complaining party that he or she needs take the matter up with the coach in question, or the Club Director, and refuse to listen further.

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.

**SEXUAL OR PHYSICAL ABUSE POLICY**

PAKVC recognizes that all forms of sexual abuse, assault or harassment with athletes are illegal and unethical, even when an athlete invites or consents to such behavior or involvement. Sexual abuse and harassment is defined as, but not limited to, repeated comments, gestures or physical contacts of a sexual nature. This includes demanding sexual favors in exchange for promotions, unwelcome touching of any kind, unwanted letters, telephone calls, texts or email of a personal nature, unwarranted inquiries about personal life or sexual habits, repeated jokes with sexual content, and sexual comments about a person’s appearance or body.

In addition, PAKVC will not tolerate hazing. Hazing is defined as any intentional act that endangers the mental or physical health of one person or a group of people, by another person or group of people, for the purpose of group acceptance or membership. Hazing behavior would include but is not limited to: brutality such as beating or striking, excess calisthenics, excessive consumption of food or drink, or intimidating/threatening activities that cause extreme mental stress.

PAKVC will not tolerate sexual or physical abuse of any of its staff or of participants. PAKVC regards the safety of the young athletes entrusted to our care and instruction as our highest priority. We do not tolerate physical behavior that compromises that priority. We monitor activities and interactions to try to prevent miscommunications that cause discomfort to any of our athletes or parents.

**REPORTING COMPLAINTS:**

If you see or experience behaviors by a PAKVC coach, board member or chaperone that you believe to be inappropriate, report it immediately to either the Head Coach or Club Director. All facts will be written down and a file will be started. All complaints will be investigated. Any employee or volunteer found to be in violation of the sexual and physical abuse policy will be subject to discipline, which may include dismissal. There will be no retaliation against any complainants or witnesses who participate in an investigation of an abuse charge.