

2010 Oak Grove JO Volleyball Handbook



The mission of the Oak Grove Junior Olympic Volleyball Club is to provide Oak Grove and Grace Lutheran girls the chance to have fun while improving their volleyball skills in a competitive yet positive environment.

www.oakgrovejov.com

OGJOVC is a non-profit developmental program designed for elementary, middle school and high school age girls. The Oak Grove Junior Olympic Volleyball Club (OGJOVC) was created in 2006, with first participation in the spring of 2007. The club is organized to provide educational and recreational opportunities associated with volleyball for girls who attend Oak Grove or Grace Lutheran schools. OGJOVC will offer opportunities to other girls from outside of Oak Grove and Grace Lutheran schools if roster spots become available.

Our purpose is to improve the volleyball skills of all athletes through participation in structured practices and competitive tournaments. OGJOVC will attempt to field AT LEAST ONE team in each age classification sanctioned by USA Volleyball with respect to the commitment availability of qualified coaches and girls that wish to participate. The OGJOVC is a member of North Country Region and USA Volleyball.

The purpose of this publication is to inform all prospective players and parents or guardians of the services, guidelines, regulations and requirements of the OGJOVC. **It is required that ALL ATHLETES and their PARENTS or GUARDIANS read this publication in its entirety before attending tryouts and participating in our program.**

TRYOUTS

Tryouts will be held during November at times and locations to be announced. Tryout information will be posted on the website.

1. All athletes who participate in tryouts must have turned in all necessary membership forms and paid registration fees.
2. The OGJOVC coaching staff will conduct tryouts in November based on age groups.
3. **Please do not tryout if you do not have sincere intentions of playing.**
4. Players are encouraged to attend all tryout sessions, but it is mandatory that they attend at least one.
5. If a player is unable to attend all tryout sessions, it will be at the discretion of the coaching staff and Board as to team placement.
6. If you are injured at the time of tryouts, please notify OGJOVC of this situation before or at tryouts.
7. The coaching staff will assess the skills of each player and place them on the appropriate team.

PLAYER TEAM PLACEMENT PRIORITY

A priority order has been established for those girls that will be allowed to participate in the tryout process. The tryouts are used to determine which team a player will participate on. Many factors, such as age, ability, volleyball experience, and the number of registered girls, go into deciding team placement. Because we have established limits on the number of players allowed on each team, it may become necessary to use the tryouts to decide which girls will be allowed to participate during the season. **Girls will only be cut if absolutely necessary.** This would only occur if we had more girls registered than available roster spots.

If necessary, some players may be asked to move up to an older age division. Players will only be moved up if the coaches and the board feel that the player can compete at that level. A sign-up deadline has been established so the board can have the coaches, finances and practice facilities in place before the tryout process. The following priority order has been established as to who will be allowed to participate in the

tryouts.

PLACEMENT PRIORITY ORDER

1. Oak Grove and Grace Lutheran girls registered prior to the sign-up deadline.
2. Oak Grove Graduating Seniors and none Oak Grove and Grace Lutheran girls registered before the tryouts, if roster spots are available.
3. Other players added only if needed to complete a team after the tryout process.

JUNIOR OLYMPIC VOLLEYBALL AGE DIVISION DEFINITIONS for 2010

- 18 & Under: Players who were born on or after September 1, 1991, and a high school student during some part of the current academic year.
- 16 & Under: Players who were born on or after September 1, 1993
- 14 & Under: Players who were born on or after September 1, 1995
- 12 & Under: Players who were born on or after September 1, 1997.

North Country Region Team Transfer Rule:

Once a player has committed to a team and has played in a USA Volleyball sanctioned event, they are not allowed to transfer teams. All transfers must be done before the first sanctioned event. OGJOVC, through this handbook, notifies you of this rule as required by North Country Region USA Volleyball.

OGJOVC BOARD OF DIRECTORS

The OGJOVC Board of Directors provides approval for policy, staff hiring and provides recommendations for the direction of the program. Current board of director members include:

Dan Martinson, President
Jim Crabill, Vice President
Todd Osmundson, Treasurer

Carol McDonald, Secretary
Sandy Carlson
Staci Roller

Election of Directors

The Board of Directors will consist of six elected members. Each board member will serve a three (3) year term, with no member eligible to serve more than two (2) consecutive terms. Two (2) members will be elected each year to serve on the board. Each year, after the two members are elected, the board will elect the officers for the year.

Duties of the Board of Directors

- Oversee Oak Grove JO Volleyball program
- Selects and hires coaches
- Works with coaches to determine JO teams
- Selects tournaments for JO teams.
- Develops and enforces coaching, player and parent conduct codes.
- Determines player fees and compliance with NCR JO rules.
- Resolves player, parent and coach issues and/or conflicts.
- Oversees expenses for the JO association.
- Set the budget for each season
- Determines pay for coaches
- Determines what fund raising efforts will be held each season

OGJOVC Officer Duties:

- **President:** The president shall be responsible for calling meetings of the board, preparing agendas, presiding over meetings and ensuring that the functions of the club and its board of directors are conducted as authorized.

- **Vice-President:** The vice-president shall be responsible for presiding over meetings in the absence of the president and for assisting the president in conducting the business of the club and its board of directors. The Vice President will be the initial contact person for parents if they have an issue concerning the club or a coach.
- **Treasurer:** The treasurer shall record all deposits and expenses of the club's funds. In addition, he/she shall keep correct and complete books and records of the club's accounts and he/she shall allow such books and records to be inspected by any officer or his agent or attorney, for any proper purpose at any reasonable time. Club treasurer will not have name on club bank account. Club treasurer is responsible for paying club bills and expenses, and making bank deposits of club income, gifts, donations and fees.
- **Secretary:** The secretary shall be responsible for recording and providing minutes of the meetings of the board of directors and the club, and for assisting the president in preparing meeting agendas. The secretary shall also keep a record of the names and addresses of the officers and shall allow such minutes and records be inspected by any officer or his agent or attorney, for any proper purpose at any reasonable time.
- **President as Ex-Officio Chair:** The president shall serve as a member of the board for one-year following his/her term.

OGJOVC COMMITTEE CHAIRS

Coaches, Dan Martinson: Responsible for the search and hiring of coaches for the JO season. Main contact for coaches concerns or questions.

- **Tournament Chair, Jim Crabill:** Responsible for coordinating an annual tournament hosted by the club each year. Works with concessions chair to coordinate food for the event. Works with the board to plan and execute the tournament.
- **Fundraising Chair, Todd Osmundson:** Responsible for coordinating annual sponsorships and coordinating other events to raise funds by the solicitation of gifts and other means.
- **Tournament Concessions Chair, Carol McDonald:** Responsible for coordinating food and beverages, and workers for the annual tournament. Works with the tournament Chair to coordinate this event.
- **Apparel Chair, Julie Martinson:** Responsible for coordinating uniforms and special apparel items for club as requested by the board of directors.
- **Parent Team Representatives, Sandy Carlson:** A parent from each team will be responsible for coordinating the communications within that team. This person will be the liaison between the other parents and the board of directors and the coach. This parent will contact other parents regarding tournament and practice information, schedule changes and be responsible for collecting uniforms at the end of the season.

OGJOVC GOALS

The club is organized exclusively to provide educational and recreational opportunities associated with volleyball for girls who attend Oak Grove or Grace Lutheran schools, unless it is necessary to fill rosters with girls who attend other schools, subject to approval of the board.

- To further develop opportunities for girls and young women to participate in organized volleyball practices and matches.
- To participate in area, regional and national competitions.
- To provide a structure, whereby volleyball enthusiasts can participate in and contribute to club activities.
- To accept and disburse funds.

RULES CLINIC

The North Country Region will hold a rules clinic on a Sunday afternoon in February.
The time and location of this clinic will be announced and posted on the website.
The clinic is traditionally held at the West Fargo Cheney Middle School
This clinic is mandatory for all players and coaches.

COMMITMENT

The season will include tournaments during March, April and May. Practices will begin in February as gym space becomes available. Practices generally occur two days per week, about two hours each session. Variables such as court availability, staff schedules or tournament importance will determine the practice times, locations and schedule. We will try and hold practices as much as possible at Oak Grove or Grace Lutheran Schools. A practice schedule will be posted on our web site and handed out once it is developed.

The goal will be for each OGJOVC team to participate in seven (7) tournaments this season. As a part of committing to OGJOVC, we ask that you find a way to participate in each tournament. If you commit and then need to leave a tournament, remember that you are affecting your whole team, as they may not have enough players. The tournament schedule will be posted on the Web Site, and handed out as soon as it is available. Most of the tournaments will be within the Fargo/Moorhead area. One or two tournaments may be out of town, but within a reasonable driving distance.

We recognize that many of our athletes are involved in many school activities and athletic programs while participating in our program. It is not the intent of the OGJOVC to have girls and/or parents have to choose volleyball over other school activities. We will try and accommodate other school activities. Please inform your coach of conflicts so that they can plan their practices and tournaments. If you are going to miss a practice or tournament, please give advanced notice.

Like those other school activities, OGJOVC is a commitment and we ask that you try your absolute best to keep that commitment the entire season. To get the most out of our program, it is recommended that you make a solid commitment to this program. Attendance will be kept by coaches for record keeping purposes, but please recognize that your coaches and teammates will be counting on you to make the best effort to be at each practice. Attendance at practices is a factor in determining playing time.

The Board of Directors has recommended that each team will have a minimum of nine (9) players and a maximum of ten (10). These numbers allow for significant playing time for all players, but also provide that each team should have the necessary girls to participate in tournaments and conduct worthwhile practices.

Part of the commitment to OGJOVC is to attend the Informational Meeting, NCR required Rules Clinic, any supplemental parent meetings and reading all OGJOVC materials.

OGJOVC COMMUNICATION LINES

Mail: Dan Martinson
1801 7th Ave N
Fargo, ND 58102

Web Site: www.oakgrovejov.com

TEAM DESIGNATION AND SKILL LEVELS

12 & Under Teams: Beginning Developmental Program

Emphasis will be on learning the basics of volleyball. It is very important that they receive the best teaching of skills at a young age. Practices will focus on learning and developing skills of each player, and learning the team concept. They will play a competitive schedule, but yet keep the focus of this age group on basic player skill development.

14 & Under Teams: Beginning Developmental Program

Emphasis will be on initial skill development. It is very important that they receive the best teaching of skills at a young age. Practices will focus on developing skills of each player. They will play a competitive schedule, but yet keep the focus of this age group on player skill development. Players in this age group may be moved to an older team if the coaches and board determine that they have the skills and experience to play at that level, and there are roster spots available.

16 & Under Teams: Intermediate Developmental Program

Emphasis will be on refining skill development and begin to train advanced skills. Our intention is to get these teams playing against good competition. Players in this age group typically play at the level of a high school junior varsity team. Players in this age group may be moved to the older team if the coaches and board determine that they have the skills and experience to play at that level, should roster spots be available.

18 & Under Teams: Advanced Developmental Program

Emphasis will be on refining skill development and implementation of advanced skills. Staff members will break down techniques of players with the intention to improve their individual abilities. Offensive and defensive team systems will be introduced and consistently worked on as the season continues. Players at this level should be ready for North Dakota Class B varsity competition. For a girl to be part of this team, they must have the skills and experience necessary to compete at this level. If a girl is only age eligible to compete on this team and the coaches and the board determine that the player does not have the necessary skills, the player may be cut from the squad.

PRACTICE & ATTENDANCE & ABSENSE NOTIFICATION

Attendance will be taken by the coaches at each practice and tournament for record keeping purposes. It is the sole responsibility of the athlete and/or parent to notify the coach on an illness, upcoming absence or if the athlete will be late to practice. As mentioned earlier, what you want to get out of this program may also depend on your attendance. Remember, your absence not only affects you, but also your team and both of your development. Attendance may play a role in the playing time an athlete receives. The attendance policy is as follows:

Practices

Excused Practice (In-season school sports, school related practice or competition, illness, out of town, etc.)

- Notify the coach beforehand.

Unexcused Practice: (did not notify the coach beforehand)

- 1st Offense
 - Will not start in the next tournament
- 2nd Offense
 - Limited playing time in the next tournament.

Unexcused Tournament (did not show up for tournament and did not call coach.)

- Limited playing time in the next tournament

Late to Practice

- Will be dealt with by team coach.

Tournaments

Late to Tournament

- Will receive less playing time for first two matches of the tournament.

Leave Early from a Tournament (does not help officiate, clean up)

- Will receive less playing time in the first two matches of the next tournament.

TOURNAMENTS

The OGJOVC board will develop a tournament schedule for each team. This schedule may change, depending on availability to enter the designated tournament. Our goal in schedule development is to find competitive tournaments, while keeping the opportunity for success in mind. At times, OGJOVC teams may play in older age divisions. It is an expectation of each OGJOVC player to try their best to attend each day of each tournament.

The board will do its best to schedule each team in seven (7) tournaments during the season. Tournaments will be scheduled during March, April and May. The 14 & under teams typically play on Saturdays, and the 16 & Older teams play on Sundays. Most tournaments involve each team playing a round robin format within a pool. Each team play the other teams within your pool. Based on pool play results, teams are then placed into a playoff bracket where a team keeps playing until it loses. Medals are typically given to the top placing teams in each playoff bracket. The board will look at only scheduling tournaments that provide playoff opportunities for all teams. The playoffs typically provide for teams to play other teams of similar skill levels.

The players and coaches are expected to referee, be line judges, keep the scorebook, and operate the scoreboard during matches for both the pool play and during tournaments. Coaches will assign girls these duties. Each player should take her turn, and all girls should be able to perform each of these duties. The losing team in the playoffs is also responsible for officiating the next match on that court. Girls should not leave the tournament until dismissed by the coach so that we have the necessary girls available for all officiating duties.

Oak Grove Classic Tournament

Each year we will be sponsoring a tournament to provide funds for the operations of the club to allow us to keep our registration fees as low as possible. Because this tournament is a benefit to all participants we will require **ALL** parents and players to work at the tournament in some capacity in order to make this event a success for the Club. Sign-up sheets will be circulated prior to the tournament by our Team Parents and will be posted on our web site prior to the tournament for your review.

Official Tournament Refund Policy – Teams that withdraw more than 60 days prior to the tournament date will receive a registration fee refund less a \$25 processing fee. Teams that withdraw less than 60 days prior to the tournament will not receive any refund unless they can find a replacement team at least 3 weeks prior to the tournament date, in which case they will receive a full refund of the registration fee. If OGJOVC finds a replacement team the withdrawing team will be charged only the \$25 processing fee.

TOURNAMENT TRAVEL

Travel to all tournaments will be at the responsibility of the **PARENTS**. Athletes cannot drive themselves to tournaments that are outside the Fargo/Moorhead area as this may lead to situations like, getting lost, fatigue after playing or other circumstances. Athletes may not have their boyfriends or friends drive them to tournaments. It is recommended that the parent/guardian, an adult (+23 yrs.) family member/relative or another OGJOVC parent drive the player to the tournament site. OGJOVC will not give or be expected to

provide any athletes a ride to tournament sites. If there is a unique situation, the coach must receive written permission from the athlete's parent/guardian, releasing the coach of **ALL LIABILITY**.

COMMUNICATION

Frequently, pre-tournament information is often delayed and vague. The club director will release the information to the team rep and athletes as soon as it becomes available. As a parent/guardian, please familiarize yourself with any information that comes home with your athlete. Please ask your daughters on a continual basis if they brought any information home with them. As you know, sometimes you may not see it unless you ask. The team rep, who is usually a parent from your daughter's team, will also have the information.

If possible, information will also be posted on the website or through e-mail. Please be open to the fact that sometimes last minute changes are made and we will do our best to inform you ASAP. It might also be helpful to establish communications with the parents/guardians of the members in the club on your daughters' team. Your patience and cooperation is appreciated. If you have any questions, don't refrain from asking at any time.

WEATHER ANNOUNCEMENTS

North Dakota and Minnesota are known for great winter weather. In the event of severe weather, practice will be cancelled. If you hear that Fargo/Moorhead schools have been closed, we will not hold practice. Announcements may also be posted on our website. We will try and call if a cancellation takes place. You will be asked to provide contact information at the start of the season so you can stay informed of any scheduling changes. **DO NOT TRAVEL IF YOU DO NOT FEEL COMFORTABLE DRIVING TO PRACTICE! JUST NOTIFY YOUR COACH!**

PLAYING TIME & POSITIONS

The biggest challenge for any coach is assigning playing time and positions to athletes. OGJOVC gives discretion to the coaches in regards to playing time. During pool play of each tournament, all girls will be given playing time. Playing time is not always equal for all girls because of positions played and available players. Once a team enters the playoff portion of an event, it will be at the discretion of the coach as to playing time. The coach will evaluate the athletes' attitude, ability, practice attendance, needs of the team, competition of opponent and other individual philosophies when it comes to playing time. It is important that each athlete understand that she may not receive all the playing time that she believes she deserves.

In regards to positions on the floor, the coach will put athletes in a position that he or she feels best suits the team. It may or may not be the same position that the athlete plays on their school team. The athlete is welcomed to train at multiple positions, but this will be at the discretion of the coach.

OGJOVC coaches may hold team and/or individual meetings to discuss this subject and other philosophies the coach has. **It is an expectation that the athlete and parents respect the coaches' decisions and give 100% effort towards the success of the team.**

CONFLICTS & COMPLAINTS

OGJOVC would like to handle any conflicts and complaints in a professional manner. It is an expectation that all players and parents read the OGJOVC Handbook before beginning a complaint process.

Playing time and position conflicts should first be discussed between the coach and player. It is an expectation that both the coach and player conduct any conversations in a civil manner, withholding many emotions that come with this subject. Any coach, at any time, has the right to have another staff member or board member present for liability purposes. Any coach also has the right to set a time to meet with that athlete if there are no other staff members available. The coach has the right to end any meeting at any time if the conversation goes beyond a civil conversation. All staff members will document meetings with players.

It is the belief of OGJOVC that players and coaches discuss issues first. It is the players who play for the coach, not the parents. **Parents will not be allowed to discuss these issues or any conflicts with coaches.** The coaches have the right to walk away from any discussion involving playing time, position, or volleyball strategy and philosophy conversations.

If any parent or guardian has a conflict or complaint, we ask that they contact the Vice President of the Board of Directors. Contact information is available on the website. OGJOVC believes that this policy is a great first step to open up communication doors without causing further problems. After the letter or e-mail is received, OGJOVC will contact the parent/guardian to address the complaint or conflict and take steps to solve any issues.

It is an expectation that each player, parent or guardian follows this policy. If not, the following discipline procedures will be enforced:

1st Offense/Level One

A level one offense is defined when a parent/guardian generally discusses playing time, positioning or coaching strategy with the coach at any time. This conversation is done on a concerned level, but done in a civil manner. It will also be considered an offense when a parent/guardian is verbally degrading the play of the team or another player during a match out loud. The parent/guardian may be asked not to attend the next tournament.

2nd Offense/Level Two

A level two offense is defined when a parent/guardian commits a level one offense for the second time. Also, a level two offense may define when a parent/guardian is behaving in an uncivil manner to a coach, player, team, or official. The player may be withheld from the tournament for the remainder of the tournament, and the parent/guardian will be asked to leave.

3^d Offense/Level Three

A level three offense is defined as the "third strike, you're out." Two previous offenses plus a third

offense, or any situation that goes above and beyond behaving in an uncivil manner to a coach, player, team, or official will result in the player being removed from the program. The participant, parent or guardian will still be responsible for all financial commitments despite being removed from the program.

It is the hope of OGJOVC that we do reach a solution in these situations. With your cooperation, this hope is possible. However, it is a no-tolerance policy and no exceptions will be made. The board of directors will be responsible for all decisions in regards to discipline procedures. The parents will be notified of any infractions through a letter, e-mail, phone call or interpersonal civil discussion.

We hope to have your cooperation to make this program a great experience for all!

RESPONSIBILITIES & CODE OF CONDUCT

Membership in the Oak Grove JO Volleyball Club is a privilege and carries with it certain responsibilities to the organization. This applies not only to the club participants but to the parents as well. Please keep in mind that you are not only representing yourself, you are also representing our club and the school. We do have the Oak Grove name on our uniforms, and thus we have a responsibility to conduct ourselves appropriately.

1. At any time, no athlete, parent or coach shall make any disparaging remarks about or gestures towards another player, team, coach, official or parent.
2. At all times members and coaches are expected to act appropriately and dress tastefully, keeping in mind that they are representing OGJOVC.
3. When participating in a tournament, players and coaches should not leave personal property or team belongings unattended.
4. Players and parents are responsible for leaving all facilities neat and clean. Please follow the rules of the playing sites regarding food, drinks and coolers.
5. No team member may leave an event without checking out with the team coach.
6. Oak Grove JOV abides by all the NDHSAA rules governing extra-curricular activities and expects the parents or guardians to self-disclose any suspensions handed out to their child within one day of said suspension to the Oak Grove JO President. The Oak Grove JO will then suspend the child from all JO activities to run concurrent with the school suspension. Any violation of this self-discloser policy may result in the suspension of said child from participation in all JO activities for the current year and possibly future years due to misconduct and withholding of information.

*OGJOVC reserves the right to use our offense policies for breaking codes of conduct.

INSURANCE

USA Volleyball Insurance covers practices, sanctioned events, competitions and travel to and from such events. It is a supplemental insurance policy. A medical release form is included in the participant forms and will be required for participation. Please completely fill out all the information requested. The insurance company requires this form to be in the possession of a staff member at all practices and events.

STATE ELIGIBILITY & NCAA ELIGIBILITY

OGJOVC structures to be in full compliance with the USA Volleyball, North Country Region JO, NDHSAA and with the NCAA's rules and regulations.

UNIFORMS

Uniform tops will be provided and ***must be worn*** when representing OGJOVC. Black shorts are required for each tournament. Spandex may be worn, but is not required. Uniform tops must be returned to the Parent Team Representative following the final tournament of the season. Each athlete and parent may also have the option of purchasing apparel, such as sweatshirts, t-shirts, etc.

PLAYER COSTS:

\$200 per player

** (\$35 per player, NCR JO registration fee is included in the registration fee.)

Covers the following: All tournament fees, practices, gym space, NCR player and team fees, coaching fees.

(It should also be noted that players and/or parents will be asked to assist with our fund raising projects.)

All payments must be submitted in the form of a check or money order payable to:

Oak Grove JO Volleyball

INJURY POLICY

All injuries must be reported immediately to the coach and/or the board of directors. In the event of an injury, the athlete will not be permitted to participate unless written clearance is obtained from the athletes' physician. The decision when a player is able to participate in practice or a tournament is entirely up to the parents/guardians, and is not the responsibility of the coach or the board of directors.

SEXUAL & NON-SEXUAL HARASSMENT, VIOLENCE & ABUSE

General Statement of Policy

Harassment, violence and assault either sexual or non-sexual are violations of North Dakota and Federal laws. Sexual harassment is a form of sexual discrimination. Men and women may be victims and may be offenders.

It is the policy of OGJOVC to maintain learning and working environment that is free from all

harassment and violence. OGJOVC prohibits any form of harassment, abuse and violence.

It shall be a violation of this policy for any club member, club parent, director, board member, coach or employee of OGJOVC to harass or be violent in any manner to a club member, club parent, director, board member, coach or employee through conduct or communication as defined by this policy.

OGJOVC will investigate all complaints, formal or informal, verbal or written of harassment, violence or abuse either sexual or non-sexual and to discipline any club member, club parent, director, board member, coach or employee who violates this policy.

This policy also covers any extension of the OGJOVC environment; i.e. club-sponsored events, members, parents, directors, board member, coaches or employees are prohibited from engaging in any form of harassment violence or abuse at these events.

Reporting Procedure

Victims of alleged harassment, violence or abuse in either a sexual or non-sexual form or third person/observers with knowledge or belief of conduct constituting such acts should report the alleged act immediately to OGJOVC board of directors. Cases of harassment may be turned over to the Fargo Police Department or other delegated organizations.