

Southern Minnesota Volleyball (SMV)

Rochester Youth Volleyball Association

National Volleyball Center

Rochester, Minnesota

Policy and Procedure Manual

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Section 1

I. OVERVIEW

A. SMV Structure

1. Southern Minnesota Volleyball (SMV) is a volleyball program operated By Rochester Youth Volleyball Association (RYVA).
2. RYVA is a 501(c)3 nonprofit tax exempt organization dedicated to the development of youth volleyball programs.
3. RYVA is managed by a board of directors.

B. SMV Philosophy

1. Centers on the growth of players as athletes, through their skills and knowledge of the game, and as people, learning skills important to everyday life
2. Strive to build an experience that touches the lives of all that are involved by working actively to build character on and off the court and providing opportunities for family and community to share in a positive experience of teamwork, pride and sportsmanship
3. Provide opportunities for players to continue playing the game at a higher level (college, professional, national level play)
4. Provide players with a dedicated staff that emphasizes creating, developing, and maintaining a team of coaches that are committed to providing a quality program, building strong foundation skills in a healthy, competitive environment
5. Coaches are mentors and role models that demonstrate core values and shape the life behaviors of teamwork, accountability, self-discipline, positive motivation and good sportsmanship

C. SMV Mission

1. Purpose
 - i. The purpose of the SMV Mission Statement is to state that the club recognizes different developmental stages of the junior volleyball athlete.
2. Levels of play available to junior athletes
 - i. **Elite Level Program**
 1. Program Goal
 - a. All elite level teams will attempt to qualify for the National Tournament or the National Invitational.
 2. Season Duration
 - a. November - July
 3. Age Divisions

- a. The goal is to form an Elite Level team at each age level 12s through 18s. The exact number of teams and the age classification of the teams will depend upon the talent available at tryouts.
- 4. Practice
 - a. Practice both Tuesday and Thursday, and some Fridays
 - b. Minimum of 4 - 6 hours/week
 - c. Minimum of 1 hour conditioning/week
- 5. Competition Level
 - a. High
 - b. Play against nationally competitive teams
- 6. Travel
 - a. 12-18 events per season
 - b. 3-5 travel events
 - c. Team members are expected to stay in a hotel with the team during away events
 - d. Lodging for players will be arranged by SMV and the costs associated with these stays are included in the club fee
 - i. *Parents are expected to find their own accommodations at away events*
- 7. Uniforms
 - a. Each athlete will receive their uniform in early January
 - i. Uniform package includes
 - 1. 2 pair of shorts
 - 2. 2 competition jerseys
 - 3. 2 pair of socks
 - 4. 2 practice t-shirts
- 8. Coaches
 - a. Head and assistant coach for all elite level teams
 - b. The most experienced coaches teach at this level
- 9. Fees
 - a. Fees vary each year based on uniform package, court rental, program changes, hotel costs, equipment costs, etc.
- 10. Playing time
 - a. Playing time is competitive
 - b. Starting positions must be earned
 - c. Equal playing time not guaranteed

ii. Gold Level Program

- 1. Goal
 - a. Focus on player development

- b. Competition level and focus falls between club and elite level programs
 - c. Coaches provide athletes with quality instruction and training to build a continuum of volleyball skills.
 - d. Competitions are focused on teamwork and learning more advanced skills in the game of volleyball.
2. Season Duration
 - a. November - June
3. Age Divisions
 - a. Gold Level teams will be formed at every age level possible 12s – 17s. The number of teams and the exact age group of each team formed will depend upon the number of players that tryout and the availability of court time
4. Practice
 - a. 4-6 hours/week (Practice days will vary based upon availability of court time)
5. Competition
 - a. Beginner to intermediate level competition
 - b. Competitions are on 10-15 events per season with some travel required
 - c. Most events are played at the NVC
6. Travel
 - a. Team members are expected to stay in a hotel with the team during away events
 - b. Lodging for players will be arranged by SMV and the costs associated with these stays are included in the club fee
 - i. *Parents are expected to find their own accommodations*
7. Uniforms
 - a. Each athlete will receive their uniform before the first formal competition of the year
 - i. Uniform package includes
 1. 2 pair of shorts
 2. 2 competition jerseys
 3. 2 pair of socks
 4. 2 practice t-shirts
8. Coaches
 - a. SMV will have a head coach for all club teams
 - b. Assistant coaches are desired but not guaranteed
9. Fees

- a. Fees vary each year based on uniform package, court rental, program changes, hotel costs, equipment costs, etc.

10. Playing time

- a. Varies with the level of the event
- b. Determined by coach

iii. Club Level Program

1. Goal

- a. Learn and develop volleyball skills to excel within the sport of volleyball
- b. To enhance the beginner or developing player skills
- c. Recreational focus
- d. Coaches provide athletes with quality instruction and training to build a continuum of volleyball skills.
- e. Competitions are focused on teamwork, improving each athlete's skill level, and learning the game of volleyball.

2. Season Duration (2 separate seasons)

- a. Winter
 - i. December – March
- b. Spring
 - i. March – June

1. Players may stay on a team for both seasons. If a player makes the winter team, she is automatically given a spot on the spring team if she chooses

3. Age Divisions

- a. 12, 14, 16

4. Practice

- a. 2-4 hours/week (Practice days will vary based upon availability of court time)

5. Competition

- a. Beginner level competition
- b. 4-6 events per season with minimal travel required
- c. Most events take place at the NVC

6. Travel

- a. Team members are expected to stay in a hotel with the team during away events
- b. Lodging for players will be arranged by SMV and the costs associated with these stays are included in the club fee

i. Parents are expected to find their own accommodations

7. Uniforms
 - a. Each athlete will receive their uniform before the first formal competition of the year
 - i. Uniform package includes
 1. 1 pair of shorts
 2. 1 competition jersey
 3. 1 pair of socks
 4. 1 practice t-shirt
8. Coaches
 - a. SMV will have a head coach for all club teams
 - b. Assistant coaches are desired but not guaranteed
 - c. Parents may be asked to coach club level teams.
Teams may not be formed at this level if there is not a parent willing to coach.
9. Fees
 - a. Fees vary each year based on uniform package, court rental, program changes, hotel costs, equipment costs, etc.
10. Playing time
 - a. Determined by coach but should ideally be equal and shared

D. Administrative Structure of SMV

1. Board of Directors
 - i. RYVA is an organization governed by a volunteer board of directors and officers
 - ii. Members comprised of volleyball and youth sports supporters
 1. parents
 2. coaches
 3. sponsors
 4. volleyball enthusiasts
 - iii. Board members are appointed and officers are elected at the Annual Board meeting held in March of each year.
 - iv. Board ideally meets monthly
 - v. Board meetings are open to the public
 - vi. Current Board Members
 - 1) See Appendix A for current board members

Section 2

II. INFORMATIONAL MEETINGS AND CLUB FEES

A. Pre Season Informational Meeting

1. Prior to each tryout SMV holds an informational meeting to allow interested players and parents to ask questions about SMV and learn more about the program
2. The date, time and location of this meeting will be published:
 - i. In the SMV tryout flier
 - ii. In the Post Bulletin Youth Sports Extra
 - iii. On the RYVA web site <http://www.eteamz.com/ryva>

B. Parents and Players Meeting

1. Held after tryouts and before the first practice
2. The date, time and location of this meeting will announced at tryouts.
3. Consists of a 15-20 minute question and answer session with SMV staff and a 40-45 minute meeting with parents, players and coaches.

C. Participation Fees

1. Participation fees are based upon a season program developed by the planning committee and adopted by the RYVA board.
2. Participation fees are all inclusive and cover:
 - i. Court rental
 - ii. Uniform
 - iii. Event registration
 - iv. Player, coach, chaperone & team registration
 - v. Coaching stipends
 - vi. Over night travel expenses
 - vii. Equipment
 - viii. Miscellaneous supplies & Administrative fees.
3. Participation fees will be available at the informational meeting and posted on the RYVA web site <http://www.eteamz.com/ryva>

Section 3

III. TRYOUTS AND PLAYER SELECTION

A. Age Policy

1. **Age divisions** are established by the North Country Region (NCR) and USAV rules.
 - i. Age divisions are based on an athletes age on September 1st of the fall of the tryout year. The exact details can be found on the NCR web site at <http://www.ncrusav.org>
2. **Age requirements for elite, gold and club teams**
 - i. For all level teams
 1. All athletes must tryout for their designated age division.
 - i. Athletes may only tryout for a higher age level if they are invited to do so
 - ii. Based on the results of tryouts, Elite, Gold and Club level teams may be formed at the following age designations
 - a. 12s
 - b. 13s
 - c. 13s/14s
 - d. 14s
 - e. 15s
 - f. 15s/16s
 - g. 16s
 - h. 16s/17s
 - i. 17s
 - j. 17s/18s
 - k. 18s
 - ii. For Elite Level teams only
 1. Elite teams will be filled by age group, starting with the 12s
 - i. A player can only be considered for moving up an age group if doing so would not weaken an elite caliber team at her designated age division.
 - ii. 9 elite level players must commit to play the entire season in order to form an elite level team – no exceptions

B. Tryout Process

- All players will **go to the registration table** when arriving.
- **At registration** players will
 - fill out all necessary forms;
 - receive a tryout T-shirt with their number assignment on it;

- receive directions for uniform sizing;
- receive directions for which court they must report to after sizing.
- **After registration**, players will be fitted for uniforms.
 - Players will try on uniforms in the locker rooms (the locker room is staffed with Mom's to help out).
 - Once the player has determined their uniform size, they must report this to the individual recording player sizes at the uniform table.

Note: Players cannot start tryouts until they are registered and have been sized for a uniform.

- **After uniform fitting, players will do a brief warm up and be called for height, reach, approach, block jump measurements and agility testing.** There will be at least one station for each physical measurement, but there may be 2 more stations depending on the number of players.
 - Players will be given a card with columns for shirt #, height, reach, block, approach and ball retrieve.
 - As the measurements are made, they are written on the players card.
 - NOTE: The physical data, combined with the name and age information will be used to create a master list for each age group. The master list will be used during the drills so coaches can view the physical data while viewing skills. The sheet will also have room for comments.
- **After each player has their measurements complete:**
 - They will take their card to the data collection center
 - Return to the courts and start warming up.
- **After all players have finished their measurements**, there will be a short welcome and explanation of the tryout process to players and parents.
 - (a) Welcome & thank you
 - (b) Brief club history
 - (c) What you get for your money
 - (d) Brief program summary
 - a. practices
 - b. conditioning
 - c. competition
 - (e) Statement about commitment to the team and club regardless of team level.
 - (f) Club expects players to balance their personal lives in order to be at all conditioning sessions, practices and competitions.
 - (g) Any known conflicts need to be brought to the attention of the coaches as soon as possible.
 - (h) Tryout process
 1. goal is to complete the selection process before the day is over
 2. explanation of drills
 3. explanation of player selection process
 - a. The club attempts to place players on teams that best suits their skill level. This will allow the player to get the best possible volleyball experience and help our teams be as successful as possible. If the player is selected for an elite team and do not want to play at that level, a place on a lower level team will be offered.

- b. Once they accept an offer for a spot on any team, they will be directed to the registration table to complete additional paper work, sign a letter of commitment and pay the deposit.
- **Once the presentation is over** (and the master sheets are complete) players can be sent to the designated court and tryouts will begin.
 - Before drills start, the coaches will watch the players warm up and take a moment to talk to each player about their experience, etc. This provides an opportunity to welcome back returning players and a chance to get to know a little about new players.

C. Schedule of Tryouts

- **Tryout schedules vary from year to year.** The tryout format will be discussed at the informational meeting and will be posted on the SMV web site <http://www.eteamz.com/ryva>

D. Player Selection Process

Elite Level Team Selection

- All observing coaches must work together to determine the elite level players.
- When the elite head coach determines that they would like a player on their team, they can ask the player ANYTIME during the tryout if they'd like to be on the team
 - In case of disagreement among observers, the elite head coach has the "last say" in player selection.
 - *If the player wants to commit to the Elite Team* she must go to the registration table with her parents, sign a Letter of Commitment, complete registration forms and pay the deposit.
 - *If the player does not want to commit to the Elite Level Team*, the player will be placed on the Gold Level or Club Level team. However, the coaches need to stress to the players and parents that we are interested in placing players at the appropriate skill level and if they select to play at a lower level, they may not be getting the best possible experience.
 - *If the player wants to commit to the Gold or Club team* she must go to the registration table with her parents, sign a Letter of Commitment, complete registration forms and pay the deposit.

Gold and Club Level Team Selection

- Any player that has not been chosen for the Elite Level team will be placed on a Gold or Club team (we will try to place all players on a team if possible but we may be faced with "cutting" players if we do not have enough players to fill teams or have too many players for the number of coaches or practice times available).
 - *If the player wants to commit to a Gold or Club Level Team* she must go to the registration table with her parents, sign a Letter of Commitment, complete registration forms and pay the deposit.
 - *If the player does not want to commit to the Gold or Club Level team*, the player will not be placed on a team.

***If a player does not sign the Letter of Commitment on the day of tryouts they are not considered on the team and they will be replaced by an alternate.**

Section 4

IV. PLAYER, PARENT AND COACH RESPONSIBILITIES

A. Fees

- a. All fees must be paid on time according to the schedule set by the Executive Committee of the club
 - i. Consequences of no payment or late payment
 1. Players will not be able to practice until payment is made
 2. Players will not be able to play in competition until payment is made

B. Rules and Scoring

a. *Rules and Scorers Clinic: attendance is required*

- i. All players and coaches must attend a rule/scorers clinic which will be held at the beginning of the season at the NVC.
 1. If a player cannot attend the rules and scorers clinic held at the NVC there are other clinics that will be held in other facilities in and around Rochester.
 2. Players are to contact Darla Heikes at the NVC at 529-4199 to obtain the other dates of the clinics
 3. If a player does not attend this clinic she will not be allowed to practice or play.
- ii. All players will be required to keep score and officiate at all matches.
 1. One coach must be the up or down official while the team is officiating.
 2. At the 12 and under age levels, a coach must up officiate during the match
 3. All players will be required to know the current USAV rules and will use the proper scoring techniques and hand signals while officiating.

C. Court Etiquette

- a. Volleyball shoes should not be worn outside the volleyball facility.
 - i. Serves to keep the floors clean and safe
- b. Players will be responsible for checking the net before each practice.
 - i. Coaches will assign players whose responsibility this should be at the beginning of the season.
- c. Players will be responsible for getting balls needed for practice from the equipment room before the start of practice.
 - i. Coaches will assign players whose responsibility this should be at the beginning of the season.
- d. If Necessary, players will be responsible for sweeping their practice court using 6' dust mops before practice.
 - i. Coaches will assign players whose responsibility this should be at the beginning of the season.

1. A "court" goes from the divider or wall, to the next divider or wall.
2. When sweeping turn the mop on the scoreboard end of the court by pushing the mop around in a half circle rather than picking it up and turning it around.
3. When sweeper is back to the white line in front of the bleachers shake off the dust. Then start the next pass.
4. Sweep end of court into dustpan and throw in trash can.

D. Transportation

1. Transportation to all practices and local events is the responsibility of the player and their parents.
 - a. Team parents and/or chaperones will be asked to organize ground transportation for travel events; however, *it is the parents' ultimate responsibility to make sure the player is on time to practice and tournaments.*
 - b. Coaches and club officials cannot provide transportation to players without written permission from the player's parent or guardian.
 - i. SEE APPENDIX C for the **Transportation Permission Form**

E. Chaperoning

- a. The coaches are responsible for arranging chaperones for each multi-day travel event. Each team will have a minimum of 2 adult chaperones for each event. Chaperones must be registered with NCR and on the team roster. It is important to arrange chaperones at least 30 days in advance of the event.
- b. Chaperone hotel expenses are paid by the club for all nights that the chaperone is "working".
- c. If the event requires air travel, the chaperones will be required to reimburse the club for their airfare.
- d. What is expected of a chaperone?
 - i. Chaperones function as the central planner for each away event.
 - ii. Chaperones are responsible for communicating with all players and their families.
 - iii. Chaperones are there to support the players' needs.
- e. CHAPERONE RESPONSIBILITIES

Prior to every away event:

 - i. The chaperone should communicate with the coach about what the coach expects of the chaperone
 1. Some coaches want a lot of chaperone involvement and some coaches like very minimal chaperone involvement.
 - ii. Plan on having a player and coaches meeting at least one week before the event (ideally parents should be there if possible).
 1. If a meeting is not possible, chaperones are asked to send a letter home with the player explaining the procedures in place for the up coming event.

iii. Here are some important questions to have answered before an event:

1. *Transportation*

- a. Will each player get their own ride to the hotel and/or event?
- b. Will the team car pool to the hotel and/or event?
- c. How will the team members get from the hotel to the event site and back, and from the hotel to restaurants and back.

2. *Money*

- a. Each team will be given an allowance for food from the treasurer of the club.
- b. In addition to the allowance, a dollar amount should be determined and collected from team member before the event (if the chaperone thinks they will need more money).
 - i. Usually this dollar amount should be between 20 and 40 dollars depending on how many days the team is traveling.
- c. Chaperones should keep track of the dollar amounts given to them from players and how much of that is actually spent
 - i. If the chaperone needs more money they can collect that from the players.
 - ii. If the chaperone has money left over they should keep it for the next event's chaperone.
 1. If it is the last event of the season, chaperones must redistribute the money evenly between players

3. *Food*

- a. Food on tournament mornings
 - i. If the hotel provides a continental breakfast the players will eat there (try to call ahead or ask the club organizer for hotel food information)
 - ii. If the hotel does not provide a breakfast the players should be provided food at the hotel well before the departure time to the event site.
- b. Food during the tournament
 - i. Players will not be able to leave the tournament site therefore will eat there.
 - ii. Suggested "cooler" items for the tournament (you can ask the players for suggestions but you don't have to create a "menu" list)
 1. Bagels

2. Crackers
3. Cheese
4. Fruit
5. Vegetables and dip
6. Peanut butter and jelly
7. Sandwiches
8. Gatorade
9. Juice Drinks
10. Water

c. Food after events

- i. Players must be prepared to eat out at away events.
 1. Chaperones may want to call to the hotel to get an idea of what restaurants are available to eat at then provide a suggested dollar amount for the players to bring with them.
- ii. NOTE: Teams must eat out as a group. It is not acceptable for a player to go out to dinner with her family if she could eat with her teammates. With permission of the coach, at team and families dinner is acceptable.
- iii. Dinners are typically out at a restaurant or often times players will want to order in take-out at the hotel (depends on how late the tournament went and how early the players have to get up in the morning). Ordering food into the hotel is acceptable.

4. Sleeping arrangements

- a. Chaperones will get a room list from the coach and/or club director
- b. Chaperones are expected to assist the players when at the hotel with room arrangements.
 - i. In general, the coach determines who will sleep with whom therefore roommate changes should be avoided unless cleared with the coach.

5. Curfew (determined by the coach)

- a. Chaperones are responsible for assuring players obey curfew.

6. Extracurricular activities at away events

- a. Some coaches allow the players to go to a movie, the mall, etc. if time allows. Chaperones must confirm with the coaches that doing non volleyball related activities at away events is acceptable.

- b. Chaperones are generally expected to make the transportation and meeting place arrangements of the players.
- iv. Once all the information is set about an away event, players should receive the following information on a “fact sheet” (see **APPENDIX G** for an example of a fact sheet) from the coach and/or chaperone for the event:
 - 1. Tournament schedule
 - 2. Playing site and driving directions (if necessary)
 - 3. Transportation responsibilities
 - a. Car pooling?
 - b. Each player responsible for their own transportation
 - 4. Food responsibilities
 - a. Sharing food responsibilities?
 - b. Chaperone collection money?
 - c. Each player responsible for bringing their own food?
 - 5. Hotel information
 - a. Name
 - b. Phone number
 - c. Address
 - 6. Chaperone and/or Team Parent information
 - a. Name
 - b. Cell number
 - 7. Miscellaneous information

Section 5

V. PRACTICES

A. Practice gear

1. Players will wear designated practice gear at every practice with shirts tucked in. The following are required practice gear:
 - a. Practice shirt
 - i. White or other SMV t-shirts will be allowed
 - b. Dark tri's or spandex shorts
 - c. Kneepads
 - i. Players will always have kneepads up in practice.
 - d. Players should always wear shoes that are for indoor court use only.
 - i. Sneakers should never be worn outside and then on the court.
2. It is recommended that players leave practice with either warm-ups or a dry change of clothes on

B. Player etiquette during practice

- a. To prevent choking on gum players will not be allowed to chew gum during practices, while playing or officiating events.
- b. Players are expected to run:
 - i. in and out of drills
 - ii. when shagging balls
 - iii. when getting water
 1. Players are required to bring a personal water bottle to practice and games.
- c. Players should listen attentively to the coaches at all times for instructions and feedback.
- d. No jewelry is to be worn in practice or games.
- e. Players should be at practice at least 15 minutes early:
 - i. To be fully dressed and ready to practice at the designated start time
 - ii. To make sure the nets are set up properly
 - iii. To get the balls/equipment for their team court
 - iv. To sweep the courts with the dry mop

C. Missing Practice Policy

1. *Players must call their coach at least 1 hour before practice* to notify them of absence.
 - i. To emphasize player responsibility, parents are to not call on behalf of their child.
2. If a player cannot get a hold of their coach, they may call the volleyball center number at 529-4199 to leave a message that they will not be attending practice. The following information should be provided on the message:
 - i. Time called

- ii. Player name
- iii. Reason for absence
- 3. Athletes who skip practice are missing valuable information and training time and, potentially may have their playing time decreased.
 - i. ***See Section 7 (“Conflicts”) for information on how to report absences***

D. Player etiquette after practice

- 1. Players will help make sure equipment is put away in its proper place at the end of each practice.
 - i. Coaches will designate these responsibilities to players at the beginning of the season.
- 2. Players must be picked up no more than 15 minutes after the scheduled ending time of each practice.

E. Cancellation of practices

- 1. The only time practices would be cancelled is if the NVC closes. This is a rare case so if players are not sure if the facility is closed call 529-4199. If it is closed there will be a voice mail stating that it is closed.
- 2. It is up to the parents to decide whether or not the roads are safe to drive on when coming to practice.
 - i. If the roads are dangerous players must call the NVC at 529-4199 to leave a message that she will not be coming due to weather.

F. Practice Schedules

- 1. Practice schedules are different for each team
 - i. A practice Schedule will be posted on the club web site <http://www.eteamz.com/ryva>
- 2. Holiday Practice and Conditioning Schedules
 - i. Practices are not scheduled during the Rochester Public School winter and spring breaks.
 - ii. Coaches can schedule OPTIONAL practices during this time by contacting the NVC office. Players can not be penalized for missing OPTIONAL practices.
 - iii. Coaches must also be sensitive to the surrounding community school breaks which may or may not be at the same time as the Rochester breaks. Many players come from outside Rochester and need to receive the same consideration for missing practices due to school break activities.
 - iv. Coaches need to be considerate of NVC staff and try to schedule as many “school break” practices at the same time as possible.
 - v. The conditioning room and weight room are not available during Rochester Public School breaks. During Rochester school breaks, there will be NO CONDITIONING.
- 3. Skills Sessions and All Club Practices
 - i. Skills Sessions

1. Occasionally throughout the season skill session will be offered to any athlete that is interested in working on specific skill sets
- ii. All club practices
 1. Occasionally throughout the season the entire club practices together on 4 courts
 2. All coaches attend the all club
 3. Drills are run simultaneously with all age groups
 4. Age groups are mixed so players get to know other players in the club

Section 6

VI. TOURNAMENTS

A. Tournament Schedules

- a. A tentative schedule of tournaments will be available prior to the winter and spring seasons for all teams. Players and parents must be prepared to have events changed or added to the schedule. *This schedule can change but players will know at the very least 1 to 2 weeks in advance what days they will play.*
- b. For many events, the exact play schedule is not finalized until the night before the event but, approximately 3 to 5 days before an away event players will receive the following information from the coach and/or chaperone for the event (Note: Most event organizers post the schedule on their club web site. By watching these websites, will know the event schedule as soon as it is posted):
 - i. Playing site and driving directions (if necessary)
 - ii. Transportation responsibilities
 1. Car pooling?
 2. Each player responsible for their own transportation
 - iii. Food responsibilities
 1. Sharing food responsibilities?
 2. Chaperone collection money?
 3. Each player responsible for bringing their own food?
 - iv. Hotel information
 1. Name
 2. Phone number
 3. Address
 - v. Chaperone and/or Team Parent information
 1. Name
 2. Cell number
 - vi. Miscellaneous information

B. Arriving at a tournament

- a. Players will arrive at the competition facility and be ready to warm up or officiate at the time specified by the coach (usually 30-45 minutes prior to start of the event).
- b. *Players will bring their complete uniform including shoes, socks, kneepads and all extra jerseys and shorts to every competition.***

C. During the tournament

- a. Players must never leave a facility during the tournament day (even with parents)
- b. When playing at locations that allow outside food, players should bring food with them to the tournament

- i. Unless chaperones are organizing food for all players but this will be arranged ahead of time
 - c. Players must be aware of the schedule during the tournament and always be available to the coach in case of schedule changes
- D. Officiating at tournaments
 - a. Players must have their own whistle at competitions.
 - b. While officiating, players will pay attention and conduct themselves in a manner that reflects positively on SMV.
 - c. No extra players will be allowed at the scorers table
 - i. One player to keep the scorebook
 - ii. One player to run the scoreboard
 - iii. One player to track the libero
 - d. The officiating team is responsible for helping keep balls from going onto the adjacent courts during warm-ups.
 - e. No dissent or insubordination to officials, coaches or the opposing team will be tolerated. The captains will discuss any complaints or discrepancies with the officials or coaching staff.
- E. Leaving a tournament
 - a. Players may leave a tournament only after all refereeing duties have been assigned or completed and permission has been obtained from their team coach.
- F. Facility Rules
 - a. SMV players, coaches, staff and parents are required to observe facility rules during every event, at every facility, home or away.
 - i. “Away” facilities may have additional rules not covered by SMV policy.
 - b. Food and/or drinks are not allowed in any gym that SMV uses for competition.
 - c. Players may bring water bottles to the bench during games.
 - d. Players will be responsible for removing all trash from under the team bench after every match.
 - e. Coolers may be brought to tournaments but are required to be left outside of the gymnasium/playing area.
 - f. Ball handling will only be done in a gymnasium to prevent damage at playing sites.
 - g. Players should pick up all trash (tape, wrappers, food, etc).
 - h. Players should store gear/personal belongings in a neat and orderly fashion.
 - i. Bags zipped shut with all belongings inside.
 - i. During competitions team “camp sites” must be out of the way of foot traffic
- G. Southern Minnesota Volleyball Procedure for Adding an Event
 - a. Southern Minnesota Volleyball (SMV) supports any team that wishes to participate in additional events. Since this is a departure from the original event

schedule, the following checklist must be completed before an event can be added.

- b. The deadline for completion of the checklist is:
 - i. Regional Qualifier 2 months prior to the date of the Qualifier
 - ii. National qualifier 3 months prior to the date of the Qualifier
 - iii. AAU Nationals March 1st
 - iv. USAV Jr. Nationals February 15th (plus the team must qualify)

Each of the flowing items needs to be completed in the following order.

- At least one coach from the team must be available and agree to go for the entire trip.
- If travel is involved, acceptable chaperones must commit to the entire trip. This commitment must be made after all scheduled travel events have chaperone coverage. Chaperones will have their housing paid for but will be responsible for any airfare costs and they must travel with the team.
- The coach must verify that at least 8 players in the correct positions wish to make the trip
- SMV Management will send a letter to each player's parent outlining the trip and requesting that they sign either approving or disapproving the additional trip and cost. Only SMV management will see the returned forms. The letter will not be sent until all of the previous items are completed. At least 8 players of the proper position must have parental approval before the event will be added.

Additional cost for the event is based on the actual cost of the event and if required travel expenses. The additional cost will be divided by the number of months remaining in the season and added to your total balance due.

Estimated costs:

Local one day tournaments and play dates:	\$15 - \$25 per player
Local 2 -3 day events with 1 to 2 nights in a hotel:	\$175 - \$300 per player
Regional and National events:	\$700 - \$1200 per player

Firm costs will be determined at the time the letter is sent to the parents.

Section 7

VII. CONFLICTS

A. Missing an event

- a. SMV elite players are required to make volleyball a priority since the ultimate goal is national competition, therefore SMV players (especially elite) are expected to commit to as many events as possible
 - i. Players must notify their coach about known conflicts as soon as possible

1. Process of reporting a missed event

- a. Submit a “**Conflicts and Missed Events Form**” (**APPENDIX D**) to the coach
 - i. This form can be found on the SMV website
 - b. The coach must approve this missed event in writing by signing the form
 - c. A copy of the form must go to the player and coach.
- b. Examples of excused absences include:
 1. Religious obligations such as Mass, Sunday School, retreats
 2. Family celebrations such as weddings, anniversary celebrations
 3. School obligations such as band and theater

- c. Examples of unexcused absences include:

1. Forgetting/skipping
2. Homework
3. Babysitting
4. Job
5. Social activities with friends or boyfriend
6. Grounded -- (Coaches will support parental assigned punishment and will treat missed practices due to grounding as unexcused absences. We will not place any pressure upon the parents and athlete to demand attendance during these times.)

B. Concerns about playing time

- a. If a player is concerned with playing time they will need to talk directly to the coach and not to other players or coaches

- i. Players can improve and increase chances of getting more playing time by discussing with the coach what they can do to better their personal level of play.
 - b. If the player does not get desired results after talking with their coach then the player is to set up a meeting with the coach and parents to discuss concerns.
 - i. It is never acceptable for a parent to talk to the coach without the player present.
 - c. If there is still no resolution between parents and players and the coach, then ideally the player (not the parents) are responsible for discussing these concerns with the Coaching Director.
- C. Parent and player concerns with coaching behavior
 - a. If a player and/or parent feels that the coach's behavior is unacceptable they are required to report the event(s) to the coaching director who will in turn report the information to the board of directors.
 - i. To report a coach or SMV staff member use the **“Player Grievance Form” located in APPENDIX E**
 - b. If the behavior is deemed as inappropriate by the Board of Directors corrective action will take place with the coach.
 - c. Player and parents will be kept aware of any pertinent information regarding the corrective action
 - d. If action has been taken to correct the behavior of the coach and there are little or no desirable results, the player and parents must submit another formal complaint.
 - e. Based on several factors, board members will determine the outcome of the coach's actions accordingly.
- D. Unacceptable/disruptive behavior of players
 - a. All players registered to play through NCR/USAV must sign a “Code of Conduct”. The “Code” lists unacceptable behaviors and the punishment for violation of the “Code”. All SMV players will be expected to obey the “Code” and can expect disciplinary action for infractions.
 - b. SMV players are expected to demonstrate proper behavior during all SMV related events (on and off the court) and can include but are not limited to:
 - i. Overnight stays in hotels
 - ii. Car pooling
 - iii. Restaurants
 - iv. Practices
 - v. Tournament days
 - c. If a player has engaged in unacceptable behavior, depending on the nature of the disruption, the coach will try to handle the consequences. However, if the coach feels that he or she cannot handle the situation, the following guidelines are below:

- i. These are examples of problem behavior, the punishment and who would administer the consequences:

Problem Behavior	Punishment	Authority
- "Miscellaneous" practice offenses	Player Choice (extra cond, equip)	Player
- Tardiness to tournaments	Sitting games (10 min rule)	Coach
- Leaving a tournament unexcused	Sit the rest of tournament	Coach
- Unexcused absences and tardiness	Suspension from play	Coach
- Disobeying away event rules	Suspension from play or tourney	Coach and Board
- Un-sportsmanlike behavior	Suspension from play	Coach and Board
- Abusive behavior to player/coaches	Expulsion from club	Coach and Board
- Unexcused absences & tardiness	Expulsion from club	Coach and Board
- Stealing, drug use, or alcohol use	Expulsion from club	Coach and Board

Please note: if there are several "minor" offenses that are deemed to be disruptive to the team chemistry and performance, the player will be approached by the coach and then options to help the player become more accountable will be discussed. If that doesn't work, the next step would be to set up a meeting with the parents to discuss some other options. If that still does not help the player may be expelled from the club.

Section 8

VIII GENERAL EXPECTATIONS FOR PLAYERS

- A. Know that school is 1st but there is rarely an occasion to miss volleyball practices or tournaments due to school related activities.
 - a. Players are expected to balance time between volleyball and schoolwork.
 - b. If a player needs help finding a solution they are encouraged to talk to coaching staff and parents.
- B. Players must understand that every person on their team is important and serves a purpose.
 - a. Each person has a role they will need to fulfill.
 - b. This role will be determined over time.
 - c. Some people will be leaders, others will be motivators and others will be supporters.
- C. Each person must be respectful of others regardless of differing values, beliefs and personalities.
 - a. To be a team, players are not expected to be friends but do need to respect individual differences.
 - b. Players will be held accountable for their actions and behavior.
- D. Communication is the key to each teams' success.
 - a. Players are encouraged to discuss concerns or questions about things having to do with volleyball and/or personal situations with coaching staff.
 - b. If a player is not comfortable talking to the coach they are encouraged to go to the coaching coordinator and she can then find plenty of other resources for the player.
- E. Players are responsible for being the best they can be.
 - a. Players are expected to work 100% at practices, striving to be a team player by supporting others.
 - i. Players should tell the coach when it is not possible to be 100% before practice so the coach can understand why there is a decreased level of performance during practice.
- F. Understand team dynamics.
 - a. Each team member must understand tension between team members and coaching staff is often normal. However, it can be lessened.
 - i. To do this, each person must try to deal with conflict in a manner that is respectful of others and when appropriate address issues with the other team members (or the coaching staff).
 - ii. The best scenario would be to try and understand the reason for other players/coaches behavior with the intention of seeing the best in each person and not dwelling on the negative.
- G. Players will sometimes need to sacrifice social engagements to be a committed player.
 - a. For example

- i. the night before a tournament player's should get a restful night of sleep.
- ii. Not every event can be scheduled around the school's social calendar, so some sacrifices need to be made on the weekends (i.e., missing a dance, concerts, birthday party, etc.)
- iii. All players will be expected to attend qualifiers and nationals, no exceptions. These events are scheduled months in advance therefore absence from these important events will result in dismissal from the club (some exceptions will be made based on circumstance).

Section 9

SKILL EXPECTATIONS BY AGE

A. 12 & Under

- a. Introduction of movement
- b. Introduction of principles of serving- underhand and over hand
- c. Introduction of rotations
- d. Introduction of Scoring
- e. Introduction of Officiating
- f. Platform awareness
- g. Introduction to footwork & arm swing for hitting, tipping
- h. Introduction to overhand and underhand passing
- i. Pass, Set, Hit strategy
- j. Communication

B. 13 & Under

- a. Introduction of movement
- b. Passing technique
- c. Principles of serving - overhand
- d. Introduction to Rotations
- e. Scoring proficiency
- f. Introduction of Officiating
- g. Introduction of sets – high outside and middle
- h. Introduction to digging (diving, rolling)
- i. Introduction to footwork & arm swing for hitting, tipping
- j. Introduction to transition footwork
- k. Pass, Set, Hit strategy

C. 14 & Under

- a. Ability to move efficiently
- b. Passing technique
- c. Officiating and scoring proficiency
- d. Passing proficiency
- e. Serving technique - overhand
- f. Serve location – serve consistently in zones 1, 6, 5
- g. Serving proficiency/accuracy
- h. Defensive technique
- i. Basic defensive system
- j. Introduction of blocking principles and technique
- k. Offensive systems 5-1, 6-2
- l. High outside sets proficiency - 5, 9
- m. Introduction of mid-tempo sets - 4,2
- n. Introduction of quick sets – 1
- o. Proper Arm swing Introduction
- p. Introduce read and rotate defense (proficient at one)

- q. Proficient at understanding overlaps
 - r. Advanced setting
 - s. Faster tempo offense, low freeball passing
 - t. Transition footwork
- D. 15 & Under
- a. Ability to move efficiently
 - b. Passing proficiency
 - c. Serving proficiency
 - d. Defensive proficiency
 - e. Introduction of Defense systems
 - f. Blocking principles and technique advanced
 - g. second tempo sets proficiency (mid height setting) - 4,2
 - h. third tempo sets proficiency – (high sets) 5, 9
 - i. Introduction of back & shoot outside quick sets -
 - j. Introduction of Slide approach
 - k. Introduction of simple combination plays
- E. 16 & Under
- a. Ability to move efficiently
 - b. Passing proficiency
 - c. Serving proficiency
 - d. Defensive proficiency
 - e. Advanced Defense systems
 - f. Second tempo sets proficiency - 4,3,2,7,8
 - g. First tempo sets proficiency (shoot, tight, 1's)
 - h. Introduction of first tempo sets – (Quick slide)
 - i. Slide approach proficiency
 - j. Introduction of combination plays
- F. 17 & Under
- a. Ability to move efficiently
 - b. Passing proficiency
 - c. Serving proficiency
 - d. Defensive proficiency
 - e. Advanced Defensive systems
 - f. Advanced Offensive systems
 - g. Advanced Blocking systems
 - h. Blocking technique proficiency
 - i. First tempo sets proficiency – shoot, 1 tight, quick slide
 - j. Second tempo sets proficiency – mid-height 4,3,2,7,8
 - k. Third tempo sets proficiency – high sets 5, 9
 - l. Slide approach proficiency
 - m. Combination sets proficiency
- G. 18 & Under
- a. Ability to move efficiently
 - b. Passing proficiency

- c. Serving proficiency
- d. Defensive proficiency
- e. Advanced Defensive systems
- f. Advanced Offensive systems
- g. Advanced Blocking systems
- h. Blocking technique proficiency
- i. First tempo sets proficiency - shoot, 1 tight, quick slide
- j. Second tempo sets proficiency - mid-height 4,3,2,7,8
- k. Third tempo sets proficiency – high sets 5, 9
- l. Slide approach proficiency
- m. Combination sets proficiency

Section 10

X. COACHES RESONSIBILITY

A. Before coaching with SMV:

- 1) All staff must sign the following paperwork:
 - a) Medical Release Form
 - b) Letter of Commitment
 - c) North Country Region Registration Form
 - d) Background check authorization
 - e) W-9
 - f) Independent Contractors Agreement

B. Define expectations for the players and parents

- 1) Have regular parent and player meetings (monthly if possible) to keep communication lines open.
- 2) Provide parents and players coaches contact information.
- 3) Clearly define and communicate player rules and expectations at the first practice.
 - a. See **section 8** for rules and expectations of players. These are guidelines that coaches can add to for clarification or use as guidelines for their players.
- 4) Clearly define and communicate the consequences of broken rules and unmet expectations.
 - a. See examples of behavior and consequences in **section 7D**, “conflicts”.
 - b. See **section 7 B** for issues related to playing time.
- 5) Enforce the rules and expectations fairly and consistently.
- 6) Clearly explain the player concern/complaint process.
 - a. See **section 7C** and APPENDIX E.

C. Come to every practice on time and be prepared.

- b. *Coaches are required to have a practice plan prepared for each practice.*
 - i. Practice plans do not need to be elaborate but must serve to facilitate a smooth and effective practice.
 - ii. Practice plans must be age appropriate
 - iii. Ideally, coaches should incorporate age level expectations into their practice plan goals.
 1. “Age Specific Skill Expectations” are in **Section 9**.
 - iv. **If a coach needs help making practice plans they are encouraged to contact the coaching director.**
 - v. See **Appendix F** for an example of a practice plan.
- b. *Clearly communicate the practice schedule to players*
 - i. Practice schedules will be set at the beginning of every season.
 1. Head coaches are expected to be at every practice.

- a. If a coach needs a night off, he or she must find a sub to run their practice.
 - b. Practices must not be cancelled or rescheduled due to the coach's need to be absent.
 - c. In the rare case that a sub cannot be found, the coach should contact the coach director to find other options for practice (i.e., combining teams).
2. Practices will never be cancelled unless the National Volleyball Center closes.
- a. Call the NVC at 529-4199 to ascertain the status of the gym.

D. All Club Practices

- d. Occasionally an all club practice is run to bring the club together as a whole and allow players to get to know each other
- e. These practices do not replace normal scheduled practices
- f. All coaches are required to attend these practices

E. Skills Sessions

- a. Skills sessions are held intermittently throughout the season
- b. Any player can attend a skill session
- c. Normally, the coach will be notified of this skill session and then players are directed to sign up for the skills session in the front office

F. Competition

- a. Coaches will be emailed schedules for the NVC playdays
 - i. Playdays are not tournaments but are one round of pool play
 - ii. Playdays are an opportunity for the teams to get competition time before going to the larger tournaments
- b. For the larger tournaments and away events, it is the coaches responsibility to go online to determine where their individual team will be playing and when
 - i. If the SMV staff is not able to provide the coach with enough detail about a particular event, it is the coaches responsibility to look up information online or call about the necessary details (i.e., look online to determine playing site location for their particular team, individual teams schedules, etc.)
 - 1. For presidents day information go to <http://www.ncrusav.org/ncrjuniors/presdayfest.asp>.
 - 2. For KNLQ information, go to <http://www.midwestvolleyball.com/nlj/qualifier.htm>
- c. Clearly communicate the competition schedule to the players as far in advance as possible
 - i. Competition schedules are not always permanent therefore coaches should communicate to the parents and players that this schedule is flexible (even though the club tries very hard to make it set by the beginning of the season).

G. Prior to each away event

- a. ***Coaches and/or chaperones should provide a fact sheet*** (see **Appendix G** for an example) about the next tournament that players can take home to their parents. The fact sheet should include:
 1. Chaperone and coaches contact information before the away event
 2. Chaperone and/or coach contact information during away events (i.e., cell phone)
 3. Playing site
 - a. Name of the site (i.e., Eden Prairie Activity Center)
 - b. Directions to the site or website address with directions
 4. Competition schedule or start time of first match and court number
 5. Hotel arrangements
 6. Hotel phone number
 7. Food arrangements
 8. Money
 9. Transportation
- b. Coaches should always ***have a copy of the official North Country Region (NCR) roster*** with them at all away events.
 - i. An official roster for the team should be provided; however, see the Coaching Director if that is not provided before the first away tournament.
- c. Coaches must ***pick up a med kit and a ball bag with 6 practice balls*** in it from the equipment room at the volleyball center.
 - i. Each team is assigned a med kit and ball bag (each have tags on them)
- d. Coaches ***must have a “Medical Release Form”*** with them for each player in case of injury.
 - i. These forms will be available to the coach before the first away event.
 - ii. If the coach has not been provided the medical release forms for the first event, see the Coaching Director before leaving for the tournament.

H. Coaches Game Day Responsibilities

- 1) Make sure the chaperone knows the time, place and arrival time expected of the players.
- 2) Arrive on time to meet players at the playing site or the designated meeting place.
- 3) Provide adult supervision for players at all times.
- 4) Remind and ensure that all players observe facility rules.

- 5) NCR/USAV rules require a coach or registered adult to be the 1st (up) or 2nd (down) official for all matches. Standing near a player who is officiating is not acceptable".
 - 6) The coach is responsible for all SMV/RVVA equipment.
 - a. The cost of lost equipment will be deducted from the coach's compensation.
- I. Overall Responsibilities to SMV
- 1) Attend coaches meetings
 - 2) Follow and enforce SMV/NCR/USAV rules.
 - 3) Follow and enforce the rules governing the practice or competition facility.
 - 4) Insure that coaches and players conduct themselves in a manner that reflects positively upon SMV, Rochester and Southern Minnesota.
 - 5) SMV organizers will try to provide as much information as possible to coaches throughout the season; however, it is the coach's responsibility to obtain tournament and practice schedules from the SMV office.

APPENDIX A

2006-2006 Officers & Board of Directors

Officers

President - Lee Jameson
Vice President - Deb Heyne
Secretary - Angie Jameson
Treasurer - Dave Schmidt

Board Members

Darla Heikes
Glenn Huntoon
Janet Gannon
Dee Dee Weidman
Jim Rundquist
Julie Morton
Julie Prigge
Kent Stewart
Lillian Stewart
Linda Boraas
Lynn Salisbury
Mark Mikesh
Paula Carlsen
Randy Ayshford
Sherry Looker



Appendix B

Southern Minnesota Volleyball Coaches

SMV 06-07 Coaching Assignments - Updated - 12/29/06

No.	Team	Age	Level	USAV	Head Coach	Asst Coaches	Volunteers
1	121's	11's & 12's	Gold	121	Priestly, Larry	Jameson, Lee	
2	122's	10, 11, & 12's	Club	122	Barth, Melissa		
3	141's	13's & 14's	Elite	141	Looker, Sherry	Nemec, Kaye	Matt Makay (Tuesday 6-8PM) Leonhard, Kim (Thursday 6-8PM)
4	142's	13's & 14's	Gold	142	Hillesheim, Matt	Herbert, Gregory	
5	143's	13's & 14's	Gold	143	Boraas, Linda	Huntoon, Glenn	
6	144's	13's & 14's	Club	144	Herbert, Gregory	Sobolik, Jerry	
7	145's	13's & 14's	Club	145	Reker, Racquel	Wulff, Jenny	
8	151's	15's	Elite	151	Hegerle, Deb	Lane, Rick	
9	152's	15's	Gold	152	Ayshford, Randy	Dzamajila, Amir Gullerud, Rachel	
10	153's	15's	Gold	153	Wold, Jon	Vossberg, Becky Stoll, Jason	
11	161's	16's	Gold	161	Niederlander, Nic	Nerbun, Karen	Ayshford, Chris (Tuesday 8-10PM)
12	162's	15's & 16's	Gold	162	Schroeder, Steve	Jameson, Angie	
13	163's	15's & 16's	Club	163	Zitzow, Amber	Ayshford, Hillary Strausbach, Erin	Swantko, Jeff (Friday 5:30-7:30)
14	171's	16's & 17's	Elite	171	Mischka, Rick	TBD	Gross, Deb (Tuesday 8-10PM)
15	172's	17's	Gold	172	Anderson, Rich	Brech, Brad	Ayshford, Chris (Thursday 8-10PM)
16	181's	18's	Elite	181	Bell, Carolyn	Bell, Jim	Ayshford, Chris (Friday 5:30-7:30)
	Strength & Conditioning Coaches				Brian, Jarrod		Stoll, Stacy (as needed)
	Setting Coaches				Dzamaliya, Amir	Niederlander, Nic; Anderson, Rich; Mischka, Rick	
	Middles Coaches					Nemec, Kaye; Jameson, Lee	
	Coaching Directors				Karen Nerbun Director of Coaches	Deb Hegerle Director Coaching Education	

APPENDIX C

TRANSPORTATION PERMISSION FORM

I agree to allow my daughter to receive a ride in the car from the coaching staff of SMV when necessary.

Parent Signature

Date

APPENDIX D

CONFLICTS AND MISSED EVENTS FORM

Player Name _____

Team Name _____

Date of Conflict _____

Event missed _____

Reason for Absence

Submitted by _____ Date _____

Approved by _____ Date _____

APPENDIX E

PLAYER GRIEVANCE FORM

Who is filing the complaint? _____

What is today's date? _____

What is the complaint?

How would you rate the seriousness of this problem?

Very Serious Serious Just Concerning

APPENDIX F

Sample Practice Plan

Discuss Presidents Day details . . .

1) Warm Up

2) Blocking

Timing:

- Pick a partner
- Hitter stands on opposite side of the net of blocker
- Hitter stands and hits into the blocker
- Blocker works on timing (jump after the hitter, “ready, set, block”)

Variation: Hitter must stand either to the left or right of the net and use both shuffle and side step to move to the block

3) Hitting Footwork

Footwork

- Put tape on the floor for hitting
- Work on approach without a ball

Review Arm Swing

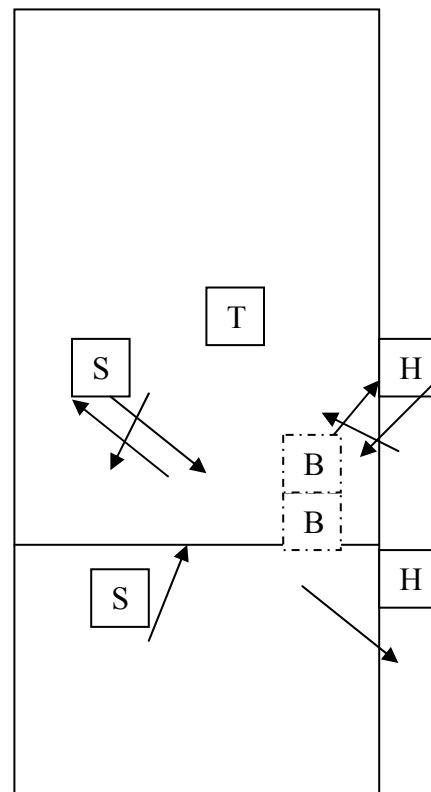
- Work on approach and swing with tennis balls

Review Transition

Add a setter and balls

4) Blocking, Transition (hitters and setters)
and Real Time Hitting

- SET UP ON BOTH SIDES
- Hitter hits then stays to block
- Other hitter hits and stays to block
- Setter works on transition



Essentially, you getting the hitter to work on transition to hit and blocking

5) Agility

- Tape a couple of ladders on the floor

Agility Ladder:

Front:

1 foot each box

2 feet each box

2 feet in/1 foot out

Lat:

2 feet each box (both directions)

2 sqs up/1 sq back

Front:

Slalom: jump out one side

Slalom: jump out both sides

Lat:

Hop 2 ft each sq

2 up/1 back

6) Defensive Strategies

Rotation defense review – focusing on keeping the middle back person BACK on base defending back corners; focusing on getting the setter (Stacey) back on defense

- 6 defenders
- coaches on blocks
- Add real hitters when everyone has rotated through
- Use the shovels to block the hitters – practices covering

7) Tipping Practice

- Stiff arm
- One hand
- Practice Looking (Place players on other side of net and person must hit the wholes)

8) Conditioning

- Cones with partner (mimic movement)

9) LAST 15 minutes of practice

- Setters training, everyone else dismissed

APPENDIX G

Example of Tournament Information Fact Sheet

When: Friday March 14th through Sunday March 16th

What: Iowa Valley Classic Juniors Tournament

Where: Cedar Falls, Iowa

Hotel: Villager Lodge in Cedar Falls, IA (approximately 3 miles from the tournament sites)
(319) 277-1550

The rooms will be divided out as following:

- Room 1 = Kristin K (pd) , Kristin L (pd), Lee (pd)
- Room 2 = Paige (pd), Jenna (pd), Amber (pd)
- Room 3 = Theresa (pd), Catherine (pd), Ashley (pd), Tay (pd)
- Room 4 = Den and Joni <chap>: ½ cost of room covered
- Room 5 = Ronda <chap>: ½ cost of room covered (pd)
- Room 6 = Carolyn and Jim Bell (pd)

Food: A continental breakfast will be provided at the hotel on both Saturday and Sunday morning. Players will have to bring money for all other meals. Each team will decide how they want to do meals on Friday night, Saturday afternoon and evening, and Sunday afternoon.

Chaperones: Mr. and Mrs. Smith (Jennifer Smith's parents)

Contact Information:

Coach Bell's cell phone:
507-398-7202

Bob and Luanne Smith's cell phone:
507-252-8614

Directions from Rochester (120 miles) to the hotel

Take US-63 SOUTH to Cedar Falls and Turn Right on UNIVERSITY AVE. The hotel will be on your right just past Greenhill Road.

Players will be staying at the Villager Lodge

4410 University Ave
Cedar Falls, IA
50613-6220

Playing Site: Wellness Recreation Center on University Of Northern Iowa Campus (see campus map at www.campusmap.com for directions)

Start time of first match:
Saturday, 8 AM, Court 4

APPENDIX H

Title: Head Coach, Southern Minnesota Volleyball

Responsible to: Southern Minnesota Volleyball Coaching Director and Board of Directors

Function: To coordinate all aspects of the assigned team and to work cooperatively with all personnel in maintaining a quality program within the policy framework of the club.

Overview: Southern Minnesota Junior Olympic Volleyball Club competes in the Midwestern Region and belongs to the North Country Region United States Volleyball Association. The players at all age levels play approximately 8-15 events in the region, practices 1 to 3 times per week for 2 hours (depending on team level), participates in the club's strength and conditioning program, and attends national events when a seat/bid is won for the national tournament.

Responsibilities:

- Develop the overall athletic plan for the team (long range to daily practice plans) to maximize player and team development
- Prepare offensive and defensive strategies and systems appropriate to the age level of the team
- Commit to the identification of quality athletes to maintain the competitiveness of the SMV program
- Know, adhere to and support all SMV, North Country Region and USAV policies and procedures
- Be a teacher and know in depth, advanced skills and strategies of the sport of volleyball.
- Devote a large amount of time to player and team needs.
- Be sensitive, firm, insightful, adaptable, and flexible.
- Be consistent and fair to all players.

Eligibility Requirements:

- 2 to 3 years of collegiate, high school or club volleyball coaching experience required
- Demonstrated success as a coach in the sport of volleyball, preferably at the high school or junior Olympic level
- Must have held a head coaching position in the last 5 years
- Candidate must be able to be flexible regarding travel and game times for various coaching activities
- Pass a background check according to the policies of the USVA, North Country Region
- Must have the ability to organize team practices and schedules, work cooperatively with club personnel.
- Ability to motivate and supervise players is essential.
- Knowledge of volleyball rules and coaching techniques is required.

Desired Qualifications:

- CAP I and II training preferred but not required
- Skilled in organization and public relations
- Experience working with children and adolescents
- Frequent access to email
- Ability to work with people from a variety of culturally diverse backgrounds.
- Ability to provide leadership and direction

- Possess an integrated balance of athletic coaching skills and interpersonal communication skills

Duties

Be responsible for all matters pertaining to the organization and administration of the coaching of the team under his/her direction. Enforce all rules of SMV and USVA as they pertain to the sport of junior Olympic volleyball.

1. Complete IMPACT training.
2. Assure all players and coaches on the team attend the Rules and Scorers Clinics (this is a requirement of the region).
3. Attend all practices and follow procedure outlined in SMV Manual for missing practices.
4. Assure that players, parents and coaches understand ALL training rules and playing policy. Coach should refer to the policy manual for this information.
5. Assure that there is either an assistant or head coach officiating or refereeing all matches (parents and non players are not allowed to officiate).
6. Communicate with parents on a regular basis, ensuring that the parents are aware of events and all logistics related to attending the event. The coach may appoint a Team Parent to help with these duties.
7. Cooperate with the board, coaching director, fellow coaches and players to promote the best interests of the entire athletic program.
8. Communicate with the assistant coach to coordinate coaching methods; assign duties to assistant coach; assist the coaching director in evaluating the performance of the assistant coach.
9. See that all players have returned all properly completed forms (if necessary).
10. Assure that all Medical Information Forms and Official Rosters are brought to every event in case of emergency.
11. Assume responsibility for conduct of players in practices and tournaments.
12. Assume responsibility for all athletes until they are dressed and have left the building with a parent or a parent has picked them up from the site. This responsibility can be delegated to an assistant coach.
13. Assure that all equipment (balls, ball bags, ball carts, medical kits) are properly returned after each practice and tournament. Coaches will be financially responsible for missing items that they have signed out.
14. Accompany and supervise the team to and from all contests. This can be delegated to the chaperone ONLY. Ideally, coaches should not randomly assign parents to help unless discussed prior to the event.
15. Plan and supervise all practice sessions.
16. Plan and supervise all issues related to events (travel, food, money). This can be delegated to a chaperone as long as the coach is in close communication with this chaperone.
17. Work with the coaching director before selecting non player or parent managers; assign their duties and supervise their work closely.
18. Conform to USVA policies in handling injuries; report all serious injuries immediately to the coaching director.
19. Attend ALL scheduled coaches meetings unless excused. During the season, coaches are responsible for checking with the coaching director as to what transpired at the meeting that the coach was unable to attend.

Personal Knowledge

Every coach needs to refresh and review coaching material before beginning the season. This may consist of concentrated readings, attending workshops or clinics, or visiting other coaches and teams to observe and ask questions. Many theories of play and techniques of skills and strategy change over time. It is the coach's responsibility to be aware of changes.

Title: Assistant Coach, Southern Minnesota Volleyball

Responsible to: Head Coach, Southern Minnesota Volleyball Coaching Director and Board of Directors

Function: To assist the head coach in coordinating all aspects of the assigned team and to work cooperatively with all personnel in maintaining a quality program within the policy framework of the club.

Overview: Southern Minnesota Junior Olympic Volleyball Club competes in the Midwestern Region and belongs to the North Country Region United States Volleyball Association. The players at all age levels play approximately 8-15 events in the region, practices 1 to 3 times per week for 2 hours (depending on team level), participates in the club's strength and conditioning program, and attends national events when a seat/bid is won for the national tournament.

Responsibilities:

- Assist in the develop of the overall athletic plan for the team (long range to daily practice plans) to maximize player and team development
- Receive direction from the head coach in relation to all practices and tournaments
- Assist with on court teaching and training
- Assist with paperwork needs
- Assist with match preparation
- Assist with parent and player communications
- Assist with preparations for team travel
- Know, adhere to and support all SMV, North Country Region and USAV policies and procedures
- Devote a large amount of time
- Be sensitive, firm, insightful, adaptable, and flexible.
- Be consistent and fair to all players.

Eligibility:

- Demonstrated success as a player or assistant coach in the sport of volleyball, preferably at the high school or junior Olympic level
- Candidate must be able to be flexible regarding travel and game times for various coaching activities
- Pass a background check according to the polices of the USAV, North Country Region

Desired Qualifications:

- 2 to 3 years of collegiate, high school or club volleyball playing and/or coaching experience desired
- Skilled in organization and public relations
- Experience working with children and adolescents
- Frequent access to email
- Ability to work with people from a variety of culturally diverse backgrounds
- Possess interpersonal communication skills

- Possess computer knowledge and skills

Duties

1. Support the head coach in conducting the practices and tournament play.
2. Remain loyal to the head coach and to the team. The assistant coach may have to give up some of his/her personal thoughts regarding team strategy, etc. to fit into the overall pattern as set forth by the head coach.
3. Attend all practices and follow procedure for missing practices.
4. Assume the responsibility for maintenance of facilities and players in the absence of the head coach.
5. Report all injuries, misconduct, or other unusual situations to the head coach or coaching director.
6. Assist the head coach in checking in and inventorying all equipment at the end of practices and tournaments.
7. Assume all duties as assigned by the head coach.

Personal Knowledge

Every coach needs to refresh and review coaching material before beginning the season. This may consist of concentrated readings, attending workshops or clinics, or visiting other coaches and teams to observe and ask questions. Many theories of play and techniques of skills and strategy change over time. It is the coach's responsibility to be aware of changes.