



Parent/Player Handbook

Introduction

TPV Volleyball Club (TPV) is pleased to welcome you to the new club Season. We are looking forward to a great experience for everyone. For the season to be as successful as possible, we want to ensure that all of us – Administrator, Director, Coaches, Parents and Athletes – have a common understanding of our expected experience. Our goal is to compete with the best clubs, and this begins with how we treat each other, officials, and opponents; the policies set forth herein are meant to help us all toward these goals. Please don't hesitate to ask the Club's administration if you have any questions about any of the following guidelines.

General Policies for ALL Athletes – ALL Teams

1. All Athletes must be members of USAV/OKRVA and adhere to the USAV Code of Conduct.
2. All Athletes are expected to attend ALL events scheduled for their team.
3. All Athletes are responsible for their own uniforms. The Club does not carry extra uniforms in stock for lost uniforms – any replacement cost is your responsibility.
4. All Athletes are encouraged to get baseline concussion testing prior to the start of practices.

Travel Policies

1. ***ALL Teams are REQUIRED to stay in our hotel block for all Qualifiers and USAV Nationals unless you have immediate family in the area. You must get permission from your coach if you are staying with family, as we have to verify we have enough people staying in the hotel block since qualifiers are stay and play tournaments.*** You acknowledge and understand that you will be held accountable for your portion of your team contract. If the club or the team incurs fines on your behalf, you will be responsible for payment of those fines.
2. Once hotels are reserved, we will not change dates of hotel stay due to wave times.
3. Any parent providing transportation for a tournament is under the direction of the Coach insofar as when and where athletes are required to be.
4. Transportation to and from all practices, Club-sponsored clinics, airports, and tournaments is the responsibility of the parents, unless otherwise specified.
5. No Athlete may drive to or from an out-of-town tournament without permission from the Director of Coaching.
6. When at lodging locations, there shall be no display of disrespect toward any Club (TPV or other), coach, athlete, parent, chaperone, or hotel guest/employee. When you wear the TPV Uniform, it is important that you represent yourself and the club in a respectful manner.
7. Parents are responsible for paying the Head Coach's hotel costs.

Attendance Policies

TPV will enforce the following practice and tournament attendance policy for every athlete. This is not intended to prevent an athlete from playing another sport while participating with TPV. However, missing practices and tournaments may affect playing time.

1. **General Policy.** It is the responsibility of the athlete or the parent to notify the coach of any scheduled team event that the athlete will be missing with at least one week's notice for practices and two weeks' notice for tournaments. Absences from practices the week leading up to a tournament may constitute sitting out the first 25 points of the next match per missed practice. Coaches have the discretion to make exceptions with this policy on a case-by-case basis as they see a need.
 - a. **Practice**
 - i. All Practices are Mandatory. There are no exceptions for schoolwork, homework, finals, special projects, or papers. It is the Athlete's responsibility to balance schoolwork with practice.
 - ii. All absences from practices will be evaluated by the Club Director and the Coach with proper documentation on a case-by-case basis.
 - b. **Tournaments**
 - i. All absences from Tournaments will be evaluated by the Club Director and the Coach with proper documentation on a case-by-case basis. Missing a tournament may result in loss of playing time for the next tournament.

Athlete/Parent Conduct at a Tournament/Practice Site

It is the intent of TPV to be a leader in the Volleyball Community. It is also the intent of TPV to lead by example, which means that both the Athlete and the Parent(s) of an Athlete are expected to lead by example. These guidelines are set forth to protect the safety and integrity of you, your parents, the Coaching Staff and TPV Volleyball. Please be aware that all circumstances are not accounted for and in the event of an undue circumstance, the Director of Coaching will enforce appropriate action. We wish to set the standard for other programs to mirror.

NOTE: All Policies listed here, where appropriate, are for the Athlete AND Parents,

1. Equal playing time is NOT guaranteed. Coaches evaluate athletes during practices on a weekly basis. Playing time at Tournaments is earned at Practice. If you have a question about your playing time, the *Player, at least 24 hours after the tournament concludes,* should set up a time with your Coach to discuss the situation per the grievance/escalation policies listed below.
2. "Conduct unbecoming an Athlete/Parent" will not be tolerated at any TPV Volleyball function/event. This covers a wide variety of circumstances; athletes and/or parents should never have to ask whether an action was inappropriate.
3. Parents are to be supportive of their Athletes during Tournaments.
4. Parents are not to "Coach" their Athletes during Tournaments. The Athletes need to be focused on what the coach has to say and not be distracted by parents.
5. Parents are NOT to approach the bench during a match under any circumstances. If your player is injured, a coach will communicate what he or she needs from you.
6. No player is ever to leave a tournament without the permission of the coach. If a player leaves, it will result in disciplinary action.

7. Pack Policy: For the safety of the players and for the accurate keeping of time, while at convention center style tournaments, tournaments held at universities or other large venues players need to travel in packs of two or more. No player should ever be left alone or travel on her own.
8. CELL PHONE POLICY:
 - a. Tournaments and Practices: No Cell phones can be “On” in the gym during any Practice or during tournament matches. A tournament consists of several matches per day – just because you are not playing does not mean that you do not need to be focused on the game. Phones are a distraction, and therefore, they will not be allowed to be in use during a practice or matches.
 - b. Team meals: No Cell phones are to be in use during team meals per coach’s discretion.
9. For many Tournaments, Teams will be responsible for officiating, scorekeeping, and judging lines. Each TPV Athlete is required to complete USAV’s online Officiating clinic. Our officiating policy is that we want to officiate all matches the way in which we would want to be officiated. Therefore, attendance at the ref clinic held by the region or completion of the online officiating clinic is MANDATORY for every player; the Coach will handle which ref assignments pertain to each Player.
10. Parents are to be supportive of the entire Team and all TPV Volleyball Teams while at Tournaments. Parents are not to engage in any behavior that would negatively reflect on TPV.
11. Only the Head Coach or the Team Captain, under the direction of the Head Coach, may question any official.
12. Athletes are strongly encouraged to wear some combination of the TPV Volleyball Uniform package, including jersey, warm-up shirt, practice shirt, and warm-ups at all tournaments. We want college coaches, our competition, parents, and spectators to recognize the TPV brand.
16. TPV will set the color that teams will wear while at multi-day tournaments in which we have multiple teams participating. All athletes should have all jerseys in their bags at all times.
17. ALL Athletes are REQUIRED to wear TPV practice t-shirts during team practices.
18. If TPV Teams are playing at the same tournament site, teams and parents are encouraged to watch and cheer for our other teams.

Grievance/Escalation Procedure

The **Athlete** must first ask for a meeting between the Coaches and herself to discuss the issue at hand. The coach is always to have another coach or director with him/her during this meeting.

1. If the issue is unresolved after the player meets with the coach, the Parent may ask for a meeting with the Coaching staff to discuss the issue. All meetings involving Parents and Coaches will also include a Liaison from the staff of TPV for a private discussion agreed upon by the Parent, Coach, and Liaison. ***Please note: Parents and Players are not to approach a coach about a meeting or a grievance while at a tournament. Furthermore, parents are not to approach the Director about a grievance with a coach while at a tournament, or at any point prior to having a meeting with the coach.***
2. If the issue is unresolved, the Parent must ask for a meeting with the Director of Coaching, Parent, Athlete and Coach. A scheduled time away from practice or a tournament is appropriate. The Decision of the Director of Coaching will be considered FINAL. It is our goal to resolve every issue to the satisfaction of all involved.
3. **Under no circumstance is a grievance to be addressed via email or text message.** You may request a meeting via email, but you may not discuss your issue via email. Email is an easy way for an issue to escalate unnecessarily and therefore TPV’s policy is firm in this matter.
4. **At all points during this process, TPV retains the rights to remove a player from a team if the words or actions of a player or that player’s parent warrant such a removal.**

Social Media

1. Players or parents are never to make disparaging remarks, whether vague or explicit, about a player, coach, or team via social media (Sports Engine, Twitter, Facebook, Instagram, etc.). In addition, players should refrain from all posts that include inappropriate comments in general, as this may be cause for player discipline. Just because you can share your thoughts with the world does not mean the world needs to know all your thoughts. Comments made via social media can damage team chemistry and cause permanent rifts in relationships, both intentional and unintentional. Coaches and the Director retain the right to suspend players from a team for inappropriate comments.
2. Parents and players are expected to use the Sports Engine app for communication and scheduling; social media messaging apps outside of Sports Engine should not be used for team business.

Financial Obligation

1. ***Though club fees have the option of being collected in monthly installments, it is important to understand that execution of the online player registration obligates the Parent for the FULL amount of the club tuition.***
2. Club fees are due in accordance with the provided schedule when the Athlete and parent(s) accept a position on a team and complete the online player registration and initial 35% payment. If the gym is shut down for any of the reasons listed below, monthly installments are still due.
3. ***Refunds for tuition due to the club are not guaranteed.*** TPV will act in Good Faith in the event cancellations occur. Cancellation situations include but are not limited to Player injury, disciplinary reasons, acts of God, pandemics, epidemics, war, government regulations, natural or civil disaster/state of emergency or strikes. If you would like to insure your club tuition against unforeseen circumstances, during checkout there is an option available that provides this insurance for a small fee.
4. All Club Fees agreed to in writing must be adhered to. Unless arrangements have been made, failure to pay the balance of a player account by the agreed upon date/schedule will result in the athlete not being allowed to participate in practice or tournaments until fees are paid as per agreement. Furthermore, failure to pay the balance of a player account may result in the commencement of collections action and further legal action as necessary to collect any outstanding balance on the Player account.
5. All players had the option to accept the sports fee insurance. If you chose not to accept the insurance option and opted out, you are still responsible for the full amount of the club fee if your player is not able to finish the season.
6. If a player's account is delinquent, the Parent will be responsible for all collection fees and costs, attorney's fees, court fees and costs resulting from collection efforts plus a 2% charge on the monthly balance owed. A returned check fee of \$30 will be charged for any returned check.
7. Any player removed for disciplinary reasons or any player who quits at any point in the season will still be accountable for all previously agreed upon club fees.
8. There will be a discount for any family with more than one athlete at TPV of \$200 per athlete.
9. A 35% Non-Refundable Payment is required on or before the Signing Meeting as follows:

Payment Plan Options:

At Checkout during the online registration process, the system defaults to a "Pay in Full" dropdown option; please select "Scheduled Payments" from the dropdown to enroll in the payment plan. We are happy to offer the opportunity to pay your player's tuition through installments following the 35% non-refundable deposit. Each girls' team will have three Installments due on the 15th of each month starting in January, and the boys will start on the 15th in December. Your Credit/debit or ETF banking information will be required to be **on file** inside Sports Engine and will be automatically charged each month through the Sports Engine account. If payment does not clear, then your player will not be allowed to practice or play until we receive payment.

- A. 35% due before the Parent Meeting
 - B. Payment #2 due December 15th for boys and January 15th for girls
 - C. Payment #3 due January 15th for boys and February 15th for girls
 - D. Payment #4 due February 15th for boys and March 15th for girls
10. By submitting the registration form online, Player's parent hereby agrees to all terms and conditions contained herein, and the parent further agrees to serve as a personal obligor for all financial obligations related to Player's participation in TPV.