

NW JUNIORS
VOLLEYBALL CLUB

nwjrselite
VOLLEYBALL CLUB

2010
TEAM FOCAL &
CHAPERONE HANDBOOK

Welcome to the 2010 **Northwest Juniors Volleyball Club** season. This handbook includes valuable information and forms to assist you as a Parent Focal for your team.

Your role as a **Team Focal** will relieve your coaches of some of the administrative tasks encountered throughout the club season. You will be the primary communication link between the players, coach, and Club Administration.

Communications:

The best method of communication is through email. Create a team group email list as you will be providing a lot of team information throughout the season. You may want to create a team "newsletter" for communicating regular updates. Information may include: travel arrangements, practice information, changes to schedules, team functions, fundraising, tournament highlights and other club information.

At the beginning of the season, create a Team List to include Coach/Player/Parent names, email addresses, telephone/cell numbers and distribute to the team. Focals may also create a smaller laminated list of names and cell phone numbers. This is recommended when teams travel to out of town tournaments.

You will be attending Club Coach/Focals meetings as scheduled. (primarily for travel information) You will be notified via email from Tony Miranda, Kim Werkau or Cindy Crank.

Other miscellaneous coordination may include: carpooling, "cooler food", snacks and team events.

Fund Raising:

The Team Focal or another parent will be responsible for overseeing the fund raising coordination for the team. The Club Director must approve all fundraising events. Money earned from fundraising events must be turned over to Club Administration to put into club/team account.

Northwest Juniors Yearbook fund raiser:

You will find complete information on the club website regarding our yearbook fundraiser. http://www.nwjuniors.com/Yearbook/YB_home.htm Please be sure your teams have completed Advertising Order forms into the Northwest Volleyball office by January 15th, 2010.

Party Lite Candle Fundraiser

Here is the link for information regarding the Partylite fundraiser program:
<http://partylite.biz/sites/ALamb/fundraisers> .

Puget Sound Carwash Association fund raiser:

Here is the link to the *Puget Sound Carwash Association* Fundraiser page:
<http://www.charitycarwash.org/>

You purchase the tickets for \$2.00 each and sell them for \$6.00 to \$8.00 each. Tickets are purchased in blocks of 50 to 500, 8 tickets per sheet

Travel:

You will be assisting the Travel Coordinator with distributing and obtaining critical travel information. As a Team Focal you will need to ensure your team receives all information in a timely manner and responds to the deadlines given by the Club. It is also helpful to frequently access the Travel page located in the Club's website. www.nwjuniors.com/travel

Included in this handbook:

- *Northwest Juniors Travel Rules and Standard of Conduct:* Please be sure all players and their parents review the Travel Rules and Standard of Conduct prior to travel.
- *Team Rooming List and Travel information:* Focals will need to fill out and return to the Travel Coordinator on all overnight tournaments. This excel spreadsheet will be emailed to you at the beginning of the year.

Chaperones:

During the season we ask that parents attend as many tournaments as possible. For out of region or overnight traveling tournaments, we will have one designated adult female chaperone per team per event. The chaperone is a selected parent of a player on your team. As a focal you do not always need to be the chaperone for all tournaments and the chaperone does not need to be the same person for all events. The Team Focal will always work closely with the chaperone. ALL chaperones MUST register with USA Volleyball and submit to a Background Screening as a part of their membership. This membership is paid for by the club. ONLINE REGISTRATION MUST BE COMPLETED AT LEAST 30 DAYS PRIOR TO TRAVEL. As a Focal, you must ensure this important step is completed and the information sent to the Club Director. The club reserves the right to use other coaches/assistants as chaperones instead of a parent. It is also important that you e-mail the club at info@volleyballnw.com who is the designated chaperone and who is registering as a chaperone so that we can know who to pay for with the region office.

The chaperone must be willing to room with another chaperone if attending a tournament with other Northwest Juniors teams. If the chaperone would prefer a room of their own, they must submit a request to the Travel Coordinator at least 60 days prior to the event. If space permits, the chaperone will then need to pay for ½ of the room and tax to the club prior to departure. They must also be willing to room with their daughter and other players if necessary. Chaperones are not able to have other family members stay with them in the room. The Chaperone needs to be available and accessible to the players during all off-court time.

Chaperone Responsibilities:

- Chaperones must be able to travel and stay with the team during the entire event.
- Chaperones must communicate with the coaches to help determine team functions and meeting times (the coach is the first authority in these matters).
- Chaperones must make sure players and other traveling parents know when to meet for team functions.
- Chaperones must make sure the players are adhering to the club travel rules that pertain to off-court time (see attached).
- General welfare of the players whose parents are not with them.
- Assists Team Focal in miscellaneous coordination of carpooling, snacks/food, room assignments etc.

Chaperone helpful hints:

- Be sure to have all cell phone numbers of coaches/players/parents.
- Carpool to tournaments whenever possible.
- During the long tournament days the players will need lots of energy. You will arrange for “cooler food” during this time the players and coaches. Healthy snacks and plenty of water/sports drink are a must. This may include: vegetables, fruit, cheese, crackers and lunch meat other than turkey. Ensure the players have water bottles with them during matches.
- Bring homework, playing cards, etc. for in between games at tournaments.
- Enlist help from other parents who may be attending the tournament.
- Plan in advance of travel tournaments by locating local restaurants, laundry services, etc.

You will receive additional information at the Coach/Focals meeting regarding travel specifics.

Northwest Juniors Travel Rules (this is on the website’s Travel Page)

The following travel details are for informative purposes and will hopefully answer all questions and/or concerns about the club’s upcoming trips to participate in out of region or out of state tournaments.

Both parents and players need to review the following information and discuss it among themselves to ensure that they are in complete understanding of the policies and expectations that come with traveling as a member of NW Juniors VBC.

NW Juniors VBC and its staff take the responsibility of traveling with a group of young ladies extremely seriously. We will have a zero tolerance policy for all players who violate any rule or code of conduct throughout the duration of the trip! From the moment that a player arrives at the airport to the moment that they leave it, each player will be under strict supervision by NW Juniors VBC’s staff members & designated team focals and chaperones. All members of the staff will have the authority to reprimand any player and all incidents of misconduct will be brought to Tony's immediate attention.

Players and parents need to understand that the overall purpose of this trip is to participate in a volleyball tournament. Team social activities will come second to tournament requirements. Coaches will ensure that players have the opportunities to receive at least eight hours of sleep per night and are eating three meals a day. Social plans will be made around each team’s playing schedule and sleeping and eating requirements.

Players must be in complete understanding that while they are under the supervision of NW Juniors VBC’s staff members, they will act in a first class manner. Everyone wants to have an enjoyable trip and in efforts to do this, everyone must be in accordance with some very basic policies.

The following expectations are those that NW Juniors VBC has for all players and teams when traveling to an out of town tournament. The club and its staff are working hard to maintain a first class reputation; therefore, its expectations are high and those who fail to meet them will suffer harsh consequences.

1. Players will act in an appropriate manner at all times. This includes volume of voices, choice of words, course of actions, choice of dress, respect to property (i.e., hotel and airline items), etc.

- At any out-of-town tournament, all players are under the direct authority of the NW Juniors VBC coaches, chaperones, and club representatives.
 - Even if your parents come to the tournament, players are still expected to adhere to club & team rules as well as attend all team functions.
2. Each player is expected to treat all other players, teammates, coaches, referees, and fans with courtesy and respect.
 3. Players must be on time for all team commitments. Please read the tournament agenda so you know where and when to be at scheduled times.
 4. Each player will keep their coach, chaperone, or team focal informed of their presence at all times. This rule also applies for all local and regional tournaments.
 - At out-of-town tournaments, players may only be dismissed from team functions (playing site areas, hotel, team dinners, etc.) if their parent is present at that tournament.
 - Player/parent must ask permission from coach and/or chaperone before being dismissed from team functions.
 - Player/parent must inform coach and/or chaperone where they will be and their approximate return time if they are dismissed from the team function.
 5. Curfew will be set on a nightly basis depending on the team's playing schedule. Player(s) in violation of curfew will be reprimanded by the staff member who discovers the violation and/or by her coach.
 6. Players will not disturb other hotel guests/airline passengers or hotel/airline staff. If the hotel/airline staff has to contact the coaches/chaperones in efforts to curtail disturbances, her coach and/or club director will reprimand all players involved in the incident.
 7. At the airport (waiting at gate, walking around or at the baggage claim), players must always be in groups of three (3) or more.
 8. Within the hotel, players must always be in groups of two (2) or more.
 9. Outside of the hotel, players must have an adult NW Juniors VBC member (staff, parent, or chaperone) accompany them. NO Player (even if they are 18 years old) is allowed to leave the hotel property without an adult with them.
 10. Players are not allowed in hotel rooms occupied by non-NW Juniors VBC members or persons of the opposite sex. Non-NW Juniors VBC members are not allowed in players' hotel rooms. NW Juniors VBC parents are considered members.
 - Players should never give any stranger the name of the hotel the team is staying at or the room number of any NW Juniors VBC player.
 11. While in the hotel rooms, players must not leave doors open or prop doors open with latches or other items.
 12. NW Junior VBC's, and USAV's Alcohol, Drug, and Tobacco Policy will be strictly enforced.
 13. Any additional costs incurred while traveling will be charged to the player's account statement. This includes the replacement costs of misused or stolen hotel items.
 14. When riding/driving in team vehicles, all players MUST buckle their seat-belts. This rule applies to any player riding/carpooling with other families/adults.
 15. Teams will clean up their areas prior to leaving any tournament site.
 16. *Severe violations of the travel rules will result in the player being sent home immediately at the parent's expense.*

Any player who does not meet the above expectations will be reprimanded. Punishment may range from suspension from that specific tournament to suspension or expulsion from the club (may not be released from club to play elsewhere). Minor punishments will range from

spending free time with the coach or chaperone instead of teammates to being assigned to sleep in the girls coach's room rather than her originally assigned room.

Each rule infraction and misbehavior will be brought to the Director or Administrator's immediate attention. Player's must remember that they are not only representing their team, but also NW Juniors VBC. We want to be able to return to these tournaments, hotels and fly the airlines for future tournaments so please act and think responsibly.

Standards of Conduct (ALSO IN PLAYER/PARENT HANDBOOK)

There is a lot more expected of our players other than their volleyball skills. Players are expected to participate in all scrimmages/practices as scheduled. Failure to do so may result in less playing time in the next tournament. It is the player's responsibility to notify the coach of their team if they cannot attend. If a player needs to miss several practices because of extra-curricular commitments, they are required to provide their coach with a schedule to allow for proper practice planning. Players are expected to sign up for the full season and to make all tournaments. All players will be given maximum playing time in tournaments – especially during pool play, however, during a tournament play where the objective is to advance as far into the playoffs as possible (and for improved region seeding) players will be played at the discretion of the coach based on skill level and team needs.

Players are expected to consistently work on their own to raise the levels of their physical condition and skill. All players will sign a code of conduct form as part of their membership with USA Volleyball. The following standards must be observed for one to continue as an active member of Northwest Juniors Volleyball Club; violation of standards marked with (*) mean suspension or dismissal from Northwest Juniors:

1. *Alcohol and drugs including marijuana are prohibited at all times.
2. *Smoking is prohibited.
3. *Excellence in academic performance is required. All players must meet the requirements of the public school system No Pass/No Play policy.
4. *As a representative of Northwest Juniors Volleyball Club, no actions that will hinder the player's performance, game, or scholastics will be tolerated. The player's actions and behavior should always be such as to reflect positively on the player, their team, and Northwest Juniors Volleyball Club.
5. Players must be on time for all team commitments. Early is best.
6. Players must call their team coach when they are going to be late or absent from a practice or tournament.
7. All players are required to pursue all physical conditioning activities and drills unless excused by a doctor or the coach.
8. Players must report all physical injuries or illness to their head coach immediately.
9. Players prohibited from supervised practice are expected to actively pursue physical conditioning and skill improvement on their own.
10. Equipment and uniforms issued to each player must be cared for properly.
11. All other equipment must be properly cared for. Players are expected to help set up and take down equipment at each practice. Players are to also assist in accounting for volleyballs.
12. Players are required to take proper care of practice equipment, keeping in mind that the equipment is the property of the host school.

13. All players must abide by the rules established for scrimmage and tournament facilities, both locally and in other cities.
14. Players are expected to help as requested during Northwest Juniors Volleyball Club hosted tournaments and are not excused after any tournament until released by the tournament director.
15. Each player will keep their coach informed of their presence at tournaments.
16. Each player is expected to treat all other players, teammates, coaches, referees, and fans with courtesy and respect.
17. If players are involved in a dispute, they must immediately work out problems between them. If they are unable to resolve their problem immediately, they must meet with the coaches until their problems are resolved. Problems between players must never be left unresolved.
18. During any overnight travel, curfew will be 11pm on all nights prior to a match unless amended by your coach (for example, Volleyball Festival, afternoon pool).



USA Volleyball

CHAPERONE RESPONSIBILITIES

Thank you very much for volunteering to be a junior team chaperone. As a chaperone you are assuming certain responsibilities for the welfare of the players under your care, custody and control. To assist you in knowing what your responsibilities are we have created this information sheet for you. Please read and discuss these responsibilities with the team coach or manager. If you understand and accept these responsibilities please sign and date the bottom of the form and return the form to the coach or manager.

As a Chaperone, I understand and take responsibility for the following:

1. As an assigned driver transporting players to and from an event, I will obey all traffic laws and will not take any driving risks that will place the players or me in a harmful situation. All players as well as myself will wear seatbelts while in the automobile.
2. If using my personal automobile for transporting players, I understand that I am responsible for any accidents or injuries to my automobile, myself or to the players. I agree to have automobile liability insurance in the amount of \$300,000 or more covering the automobile I will use to transport players. I agree not to transport more players than my automobile has seatbelts for.
3. I will have a meeting with the players I am chaperoning to discuss the following:
 - a. Room accommodations - player responsibilities and conduct
 - b. Curfew
 - c. Check-in requirements with you if the players are going to leave the hotel.
 - d. Review of departure times and team activity agenda times.
 - e. Alcohol, tobacco and illegal drug restrictions.
 - f. Team meals.
4. I will refrain from using alcoholic beverages while conducting my chaperone responsibilities. I will absolutely not drink and drive myself or any players while acting as a chaperone. If for any reason I feel impaired to chaperone, drive, or carry out any of my responsibilities I will personally contact the team coach or manager and advise him/her of my impairment.
5. I will do everything that is reasonable and prudent to insure the safety of myself and the players while performing any chaperone duties.
6. As a chaperone, I understand that I am working under the direction of the Club, Regional Volleyball Association, or USA Volleyball Association. Any General Liability insurance available to the Club, Regional Association or USA Volleyball Association (excluding auto insurance) is also made available to me while working on behalf of or at the direction of the Club, Regional Association or USA Volleyball. I understand that I may be personally responsible and liable for any of my actions that fall outside the scope of authority granted to me by the Club, Regional Association, or USA Volleyball.

Signature

Date

Printed Name

Revised 11/01/07