

Pegasus Volleyball Club

2009-2010

Philosophy and Guidelines Kingston Ontario

Pegasus Volleyball Club (The Club) is a community-based organization that provides developmental and competitive volleyball opportunities for youth in the Kingston area. The Club strives to provide high level opportunities for qualified boys and girls, ages 13 to 18 to further develop, train and compete in the Ontario Volleyball system.

The Club operates in an athlete-centered environment, where the long term development and needs of the athlete are balanced against the competitive requirements of the OVA.

As such, the club will focus on physical literacy and skill development at the younger ages. The priority is to provide the athletes with the physical, technical and tactical tools to compete to the best of their ability as they move to the older ages. In addition, the club will foster a 'high performance' mentality, in support of those players aspiring to Regional, Provincial, Post-Secondary and National Teams.

Further, it is a goal of the club to create a passion and appreciation for volleyball in every participant, leading to life-long participation in the sport.

As part of the delivery of the program the Club shall:

- Provide certified coaching expertise to all teams
- Provide regular practice and competition to all teams
- Provide a safe, healthy, harassment-free and well supervised training environment
- Offer regular communication through the: www.pegasusvolleyball.com website
- Include open and transparent financial operations
- Provide opportunities for parents to become involved
- Alumni re-engagement into the coaching ranks

Membership

Open try-outs for all positions will be conducted for teams in age divisions for boys and girls. The coaching staff for each team chooses its members. 9-12 players per team is recommended. Players, coaches and parents are members. Parents of children who are chosen as players on a team are considered members of the Club and are eligible for election to the Board of Directors in which duties of these positions are described here. Only members who have reached the age of majority may vote. This means that at general meetings/elections a family has votes equal to the members fully registered with OVA.

Termination of Membership

Any member may resign from the Club for any reason provided dues and expenses are completely paid in full. If any expenses or dues have not been paid in full, they are considered immediately due, in full, upon receipt of resignation. Such resignation will be in writing to the club Secretary or President. The executive will determine if funds are to be returned to the member.

Any member who is behind in payments may be suspended from membership. The member may be reinstated to the club upon payment of arrears at the discretion of the executive.

Any member charged with conduct unbecoming a club member or any offence not in the best interest of the Club and the OVA (Ontario Volleyball Association), and against whom such charges are sustained after the opportunity to appear in person before the executive in his or her defence, may be expelled from membership. Notification of such expulsion will be immediate and in written form of said action.

In cases of the resignation or expulsion of any member, the secretary through the president will immediately notify the head coach and team-mates of the member's status.

Any member who is expelled from the Club will forfeit and /or be responsible for the payment of all membership dues and expenses. The Club reserves the right to collect all monies due to the Club at the time the member was expelled.

Above clauses will be subject to OVA transfer policies.

The club expects/requires coaches, players, and parents to always encourage good sportsmanship and always act with high personal integrity. The club will adhere to the OVA Coaches Code of Conduct (VC coach's manual level #1 Chapter 1 written by the Coaches Assoc. of Canada and the Canadian Professional Coaches Assoc.) and the Volleyball Canada Code of Conduct for Participants as printed in the VC Rule book.

The club will attempt to communicate and cooperate with local school athletic programs and other athletic organizations in order to maintain an open, friendly, cooperative relationship.

In that respect the Pegasus Volleyball Club will have no special affiliation with any single elementary or secondary or post secondary school nor will it be a part of or encourage the building of a team or the development of individuals for one particular elementary or secondary school program. This means that all try-outs must be held equally and fairly with the selection of the team based on the needs of the coach to create a balanced competitive team irrespective of the athlete's school.

However, if a local school wishes to register a team comprised wholly of students from one school and abide by all the rules and regulations of the Pegasus VC, OVA and VC the coach/team may make application to the executive who will then vote on whether the application is accepted. Otherwise they will need to form their own club under the OVA.

Written agreements

The coach and his/her assistants will make very clear, in writing, the expectations and objectives of that team for the up coming season before a player commits to the team. These expectations will involve the approximate number of tournaments and their dates, the practice times required along with the expected attendance at the aforementioned. All players are required to make these commitments clear to their parents and other programs and activities they are involved with.

A seasonal budget will be developed for each individual team. This budget will involve the cost of:

- gym rental for practice,
- basic uniform and warm-up,
- OVA and club membership/registrations,
- equipment (balls),
- tournament registrations,
- basic medical supplies.
- expenses such as coaching registrations, required clinics, mileage, accommodations and CPIC's.
- Included in all team budgets will be a \$500.00 coaching honourarium that is to be used by the coach as his/her discretion.

Please note: That transportation to and from events and accommodation expenses are not calculated into this budget. (See the team managers section.)

This budget will be communicated with each team member and their family with the understanding that these costs will be shared equally. Both of the above documents will be sent home in duplicate with one copy signed by the parent/guardian and returned to the coach.

Periodically, during the playing season, a balance sheet will be issued to the players/parents. Unfortunately no refund can be given, if a player withdraws from the team, as the initial budget was based on the number of players on the team. If the player can be replaced then a prorated fee refund will be determined by the coaching staff and executive. Any funds remaining at the end of the season will be shared equally with the team members.

Fund-raising

Opportunities may become available during the year. These could come in many forms such as hosting provincial tournaments, score-keeping, etc. These funds can be used by the individual teams as they see fit to reduce the team operating expenses.

Sponsorships:

Coaching staff's are free to find and negotiate age appropriate sponsorships for their individual teams. The team may place a sponsor's banner on the individual team's web page, display the sponsor's logo on their uniforms as long as it conforms to the VC rule book. The team may display the sponsor's logo/name at events as long as they have approval of the host organization and the operator of the facilities. The amount of the sponsorship must appear on the year-end balance sheet.

(The Vice President of Operations **MUST** be informed of any sponsorship agreements in order to avoid duplications or conflicts)

A team may not enter into any agreement on behalf of the club or the OVA.

Financial Assistance

The executive will assess possible financial assistance to club members on an individual basis. Information submitted by or through the coaches and/or family of players requiring assistance will/must remain confidential.

Conflict Resolution:

Where there is a dispute/grievance involving members of the Pegasus Club, the coaching staff, their parents/guardians, OVA, VC or the managers/operators/owners of facilities used by the Pegasus Club the situation will be referred to the Conflict Resolution Committee* for resolution.

*The CR Committee will consist of club the President and both Vice-Presidents (if the grievance involves any of the committee that member will be excused and be replaced by (in the following order) Past-Pres. Secretary, Treasure)

Executive Responsibilities:

President:

The president is ultimately responsible for all operations of the Pegasus VC and as such will be a member of all committees of the club. He/she will act as the liaison to both the Ontario Volleyball Association and Volleyball Canada.

He/she will be responsible for communications* with all members of the club including, players, parents, coaches in addition to the media when required.

(* may involve news letters, press releases, email distribution and the club website)

He/she will coordinate executive and general meeting including annual elections of the executive. Chair the Pegasus VC Conflict Resolution Committee.

Past President: (If still active)

Member of the Board of Directors in an advisory position supporting both the President and Vice Presidents'.

Vice President of Operations:

Chairs Parents Committee and liaison with committees for the Banquet, Fund-raising. Sit on the Pegasus VC Conflict Resolution Committee.

Vice President of Competitions:

Coordinate all competitive situations including: regular practice gym times and locations, Successful and unsuccessful applications for hosting of provincial competitions. Liaison for coaching in-service opportunities offered both locally and provincially. Sit on the Pegasus VC Conflict Resolution Committee.

Treasurer:

Maintain the financial records of the club paying bills on a timely bases as directed by the executive. Assure that the OVA bond is fully registered with OVA and registered in his/her name as the representative of the Pegasus VC. Secure copies of the year-end financial statements for each club team. Supervise any investments of the club. With the assistance of the executive develop an annual club budget and establish the club player fees in order to cover the operations of the club for the competitive season.

Secretary:

Carefully record and file the minutes of all club meetings including those of the executive and committees of the executive. (The secretary is not required to attend all committee meeting but the chairperson is requested to send a copy of the committee meeting to the secretary)

Maintain a chronological record of correspondence as supplied to him/her by the executive and to do with the daily operation of the Pegasus VC.

Board of Director Members:

Consisting of interested knowledgeable parties appointed by the executive in order to assist in the successful operation of the Pegasus Volleyball Club as well as all head coaches from the club teams and house league conveners. Their individual role will be as designated by the executive.

Coaching

Coaching assignments will be determined by the executive and coaches selection committee (to be appointed by the executive) at the start of each season. Every attempt will be made to accommodate requests due to work and family schedules.

Head coaches must be certified (NCCP) and follow guidelines provided in the Coaching Code of Conduct – Ontario Volleyball Association (OVA) Manual. Coaches and assistant coaches of youth teams must undergo a police check prior to coaching a team (CPIC). The club, through the player registration fees, will pay the costs associated with police checks as well as the coach's OVA registration fee. Assistant coaches will be encouraged to become certified.

The Vice-President of Competitions along with the President will insure that all documentation pertaining to the coaching staff is in order.

Team Managers

Every team will have a parent representative (manager) who will assist the coach and his/her assistants with the administrative duties of the individual team. They will cooperatively assist the coaching staff with all financial responsibilities which may include budgeting, collecting of fees, banking, bill payment, online registrations and the publishing of a financial statement to the executive and players/parents.

The parent manager along with the coaching staff will assist teams and players in making arrangements for transportation to and from events and assist in the coordination of accommodations at OVA/VC events.

This parent/manager will be a member of the Parent Committee that will work with the Vice President of Operations.

Insurance

The club, as members of OVA, will endeavour to insure that all activities undertaken by the club are within the coverage of the OVA (AllSport) insurance program. The executive will make available to all coaches, players, parents/guardians and the operators of facilities used for club functions the details of the OVA (AllSport) policy.

The executive does not recommend, approve or take any responsibility for individual players or teams who participate in events or activities not covered by the club insurance program. Where and when a team is participating in an event that is not covered by the OVA insurance policy proof of additional coverage must be shown to the Vice President of Competitions

Alcohol and illegal substances:

At no time will any member of the Pegasus Youth Volleyball Programs use or be under the influence of alcohol, illegal substances or restricted performance enhancing substances at or during a club event.

Rules for Athletes

Volleyball Canada Code of Conduct for Participants as printed in the VC Rule book will be the guide for all Pegasus VC members.

All fees and forms will be submitted on time or the player in question must sit out both practices and matches until these responsibilities are completed.

Athletes will arrive at practice and tournaments on time, ready to play with the required equipment and uniforms. If, for some reason, the player can not follow through on their commitment it is their responsibility to contact the coach ASAP.

Report any injuries and ailments immediately to your coach who will note these on the practice or game sheet.

The athletes will show respect for all facilities used by the club.

Health, Home, School, Team

A set of priorities established to assist the youth player in their commitment to volleyball.

Health:

The health of a young athlete is paramount. Although everyone understands there are inherent risks in any athletic endeavour it is the responsibility of the athlete, their teammates, their coach and family to insure a minimal risk of injury. There is a fine line between pain and strain. The young athlete must be encouraged to understand these limitations. A sick or injured player should not put himself/herself in a position to make an injury or illness worse, neither should the coach, Injured and ill athletes cannot practice. Players that do not practice cannot play. It is a cruel circle that must be controlled so a young athlete can continue to progress.

Home:

Family comes first. The coach will have given you a schedule of the important events during the season. This should be shared with your family early on. If there is a conflict in dates tell the coach as soon as possible, long before entry fees etc. have been paid. Family emergencies, no problem, but please call the coach and let him/her know what is happening so he or she isn't left wondering what has happened. Boyfriends, girlfriends are not family nor are social events. You have made a substantial commitment to the entire team. Don't let them down.

School:

Pegasus VC recognizes that you have an important commitment to your academics and athletics in your school. Your Pegasus coach will give you a list of dates for important tournaments etc. that you are to take to your school coach in the spirit of cooperation. Any conflicts should be noted and priorities set dependent on the importance of the conflicting events well in advance before entry fees, accommodations etc have been paid. Homework and assignments are paramount but it is up to you to balance your time so that conflicts are minimized. If you have put off an assignment until the last minute, then the conflict is not with the school but with your priorities. It is you that has created the conflict not the school and as such you have not accepted your responsibility to the team.

Team:

That's us. We are in fourth place but that is OK. Remember you have made a sizable commitment to your team-mates at Pegasus. If you are not there you have let them down. If you are not there to practice you can not expect to play. What about playing for two Pegasus teams at the same time? Although we do not encourage this, Yes, you can do that BUT you must make it perfectly clear to both coaches and team members which team takes priority when and if there is a conflict. There will be no going back on that commitment. See The Two team player/coach contract.

Rules for Parents

Parents should be parents, players should be players and the coach should coach and be the only one to criticize the players. The game ends when the game ends and practice ends when the practice ends and do not continue in the change room, halls, bleachers or the car ride home. At no time should a player, a coach, a parent or a spectator ever place another individual in a position of humiliation or intimidation. Our basic code of conduct is simple. If it isn't acceptable on the court with a referee then it isn't acceptable in the bleachers.

Parents who have concerns or questions should sit privately with the coach to discuss these items. If required the club president or a member of the club executive will sit in a meeting to assist in resolving any difficulties. (See conflict resolutions)

Meetings

Executive Meetings Will be held at a time and location to best accommodate the members of the executive as established by the club president. Meeting frequency should be a minimum of every six weeks or sooner during the competitive season if required. Any executive member may call a meeting by simply reaching a quorum of the executive. (six members not including the board of directors)

A pre-season meeting date for all coaches will be determined by the President to take place as soon as possible once the new seasons' Competition Manual and Competitive Schedule is published.

Annual General Meetings

Post-Season meeting and elections of the next season executive should take place, if possible, (due to conflicts with the competitive calendar) prior to the year end banquet so the new executive can be introduced at the banquet.

Pre-season coaches managers meeting to bring them up to date with OVA, VC and club rules and regulations, gym/practice schedules, tournament application requests.

Annual Awards and Banquet

The format, location and date of the annual Awards Banquet will be determined by the Vice President of Operations in consultation with the executive. The banquet should be held once all provincial competitions are completed for the season, if possible. The executive will allocate funds for the banquet. If possible no additional cost will be levied to the players or coaching staff in order to attend this banquet.

There will be two awards presented annually to each club team.

Recognition Award: Much like a Sportsmanship Award

Achievement Award: Much like a MVP or MIP award

The Hawk Award: Named for Gord Hawkins (April 2004) and presented for outstanding contributions and support for grassroots volleyball within the Pegasus Volleyball Club. This award does not need to be presented annually.

Coaches Manual

Annually, the executive will produce and supply each team with a copy of the club administrative (coaches) manual. This manual will contain the following items:

1. An Introduction that will include the names and contact information of the Pegasus executive.
2. The club guidelines (this document)
3. Process for registering themselves, players and for tournaments on the OVA website
4. Provincial (OVA) Indoors Competitions Manual (as supplied by the OVA to the team contact)
5. Sample parent letter
6. Sample budget
7. Assumption of risk consent form and Confidential Participant Information Card
8. Sample Practice / Training Record
9. OVA Individual Registration Form
10. OVA insurance program

Pegasus Fees: (revised June, 2006)

Each member team will pay a \$50.00 team fee to the Pegasus Club and every player activity participating on a Pegasus team will pay a \$25.00 membership fee. Team coaches and adult organizers are exempt from these fees.

An exception to this will be permitted ONLY for the adult and 20U teams. These teams will pay \$8.00 individual membership and then an additional \$7.00 per team member who wish to attend the club banquet and receive the club yearbook/individual team picture.

Equipment

All equipment purchased, with funds from team fees, becomes the property of the Pegasus Volleyball Club at the end of that competitive season and are to be distributed to the teams at the start of the next season.

As much as possible the club will assist teams in the purchasing of equipment through bulk ordering and negotiating discount prices.