

# Diablo Valley Volleyball Club By-Laws – 2011-2012

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## **ARTICLE I            MISSION STATEMENT**

- Section 1**            The mission of *Diablo Valley Volleyball Club (DVVC)*, hereinafter referred to as the *Club* is to provide a constructive environment for youth to learn and develop techniques that will allow them to become better volleyball players. This goal will be obtained by teaching and stressing basic fundamentals as well as "how" the game is played. Success is measured to the degree a player masters the fundamentals and successfully plays the game of volleyball.
- Section 2**            The *Club* actively participates in the USA Volleyball Junior program for girls and boys in all age groups, depending on player availability in each age group.

## **ARTICLE II            CLUB ADMINISTRATION**

- Section 1**            The *Club* will be administered by a Board of Directors, hereinafter referred to as the Board. The role of the Board is to perform the administrative functions of the *Club* and to establish the guidelines under which the *Club* will operate. The Board will consist of a Club President, Vice President- Recruiting and Player Development, Vice President – Staff Development, and a Club Director
- Section 2**            The day to day management of the *Club* will be provided by the President and Club Director. The duties of the President and Club Director are outlined in Article XIII, Section 1 and 2.
- Section 3**            The *Club* coaching staff will consist of a Club Director, one Coach for each team and Assistant Coaches as necessary. Assistant Coaches may assist a specific team or various *Club* teams, specialize in a given skill area, and fill in as Coach when a Coach is unable to attend a practice or tournament, at the direction of the Club Director. The Coaching Staff will be hired by the Club Director.
- Section 4**            The term "participant" includes all players, with parent/guardians approval if a player is under 18 years of age; Club President, Club Director, coaching staff, and any person volunteering assistance to the *Club*.
- Section 5**            A player/parent welcome meeting will be held at tryouts each year to explain the *Club's* operations, to review the rules of player participation, and to answer any parent questions.
- Section 6**            The *Club* will comply with all USA and NCVA Volleyball requirements. Each participant is required to read and sign all applicable Diablo, NCVA and USA Volleyball forms before taking part in any training, competition, practice/warm up sessions, or testing sessions.

**ARTICLE III CLUB FINANCES**

- Section 1** Financing for the *Club* will be provided by participant fees, specially assessed fees, fundraisers, sponsorships and donations.
- Section 2** The *Club's* fiscal year is November through October.
- Section 3** Receipts are required backing all purchases. Returned checks (NSF) will be assessed a \$25.00 charge.
- Section 4** A proposed budget will be presented by the Club Director and approved by the Club President at the beginning of each season. Annual *Club* participation fees, Club President, Club Director, coach's compensation, and *Club* expenses will be established at the start of each season.
- Section 5** Funds left over at the end of each season will be carried over to the following season.
- Section 6** This organization is organized exclusively for charitable purposes within the meaning of section 501(3) (c) of the Internal Revenue Code.
- Section 7** Notwithstanding any other provisions of these Articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax as an organization described in section 501(3) (c) of the Internal Revenue Code (or corresponding section of any future federal tax code).
- Section 8** Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation organized and operated exclusively for the purposes specified in section 501 (3) (c) of the Internal Revenue Code and which has established its tax-exempt status under that section.
- Section 9** Coaches and Assistant Coaches will be paid a salary for a season, or the portion of the season worked, paid on a monthly basis. Determination of each coaches salary for the month will be the responsibility of the Club Director. The Club President and Club Director salaries will be paid on a twelve month basis. The Vice Presidents will be paid on an eleven month basis (No July). The *Club* will deduct appropriate payroll taxes as ruled by the Employment Development Department and the Internal Revenue Service. All compensated staff will be required to complete a W-4 form, I9, copy of a Driver's license and social security card.
- Section 11** Applicable tax reporting forms will be signed and filed annually by the President. A tax accountant knowledgeable in non-profit organization tax accounting will file the *Club's* annual applicable tax forms.

**ARTICLE IV FEES**

- Section 1** Players who are accepted and assigned to a *Club* team will be required to pay a *Club* participation fee. Payment of the *Club* participation fee secures the players spot on the assigned team.
- The *Club* participation fee can be paid in installments with the initial payment of ½ club fees due upon notification of acceptance to the *Club*, and the balance due on or before the 15<sup>th</sup> of February for the Girl's Division, and the 1<sup>st</sup> of November for the Boy's Division. If the total fees are not paid by the due dates, the player will not be allowed to participate in any practices, games or tournaments until the

fee is paid, unless other arrangements have been made with the Club Director.

**Section 2** The *Club* participation fee covers the *Club* season, from the first practice through Regionals for the Girl's Division, and first practice through Regionals for the Boy's Division, including all practices and tournaments as published by the Club Director (check the individual team schedule for any optional tournaments at [www.diablovbc.org](http://www.diablovbc.org))

**Section 3** The *Club* may offer volleyball skill clinics throughout the year or *Club* season for those interested players. The cost for the clinics will be shared by the participating players, and are in addition to the *Club* participation fees.

**Section 4** All players, the Club President, the Vice President's, the Club Director, the Coaches, Chaperones and Assistant Coaches must register with the NCVA. The *Club* recommends all parents, guardians or friends of the team who volunteer or assist in any way, must always register with the NCVA. NCVA membership fees for the Club President, the Vice President's, Club Director, and coaching staff, will be paid by the *Club*.

**Section 5** Each player trying out for the *Club* will be charged a \$30.00 fee. Each player must sign a NCVA Membership Form, with \$8.00 of the \$30.00 fee going to the NCVA. The remaining \$22.00 will be credited to DVVC to pay for coaches, gym fees and other expenses associated with the *Club* tryouts.

**Section 6** All fees paid to the NCVA or the *Club* are non-refundable. Partial refund of fees due to involuntary resignations will be decided by the Board upon written request.

**ARTICLE V** **PLAYER PARTICIPATION AND CLUB PRACTICE POLICY**

**Section 1** Participation is open to all players without regard to race, creed, or national origin.

**Section 2** The *Club* reserves the right to refuse participation in the *Club* to players who previously quit the *Club*, were asked to leave the *Club*, or who had a difficult time fitting into the team system (attitude, attendance problems or behavior not in compliance with USA Volleyball, or Diablo standards).

**Section 3** Each player must have at least one parent or guardian present at all parent meetings.

**Section 4** Participating player's parents will be expected to provide transportation to and from practices and tournaments, and to provide a qualified chaperone for overnight tournaments.

**Section 5** A player that misses three practices without legitimate reasons, and without notifying their coach, may be restricted from playing for the *Club*. While school activities take precedence over *Club* play, the player is still expected to notify their coach of ANY conflicts in advance.

**Section 6** A player's signature on the By-Laws Acknowledgement form will be his/her written agreement to comply with the teams practice and tournament schedules. Failure to comply with the agreement will result in dismissal from the *Club*. The ultimate decision rests with the team Coach, and the Club President and the Club

Director.

**ARTICLE VI**

**TEAM ADMINISTRATION**

- Section 1** Each team's Coach will have sole authority and responsibility for their team subject to review or directive of the Club Director, and in compliance with the *Club* By-laws. Players and parents are expected to respect the coaches decisions and requests.
- Section 2** The number of teams formed each season will be based on the availability of qualified players, coaches and court facilities. Ideally, an average of 10-12 players per team.
- Section 3** All new and returning players will be required to attend tryouts at the beginning of each season.
- Section 4** Placement of players on each team will be determined by the coaches under the supervision of the Club Director. The Club Director has the final word.
- Section 5** Players will be selected based on skill level and attitude. Once a player is selected, and the initial *Club* participation fee is paid, the player cannot play for another club during the current season.
- Section 6** Placement of the players within an age division shall be determined, within 7 days after the completion of the tryouts. The final placement of players on teams will be completed by the end of the first two weeks of practice.
- Section 7** In the event that there are more qualified players than can be accommodated by the *Club*, the extra players will be placed on a waiting list to fill spots as they become available or new teams are formed.
- Section 8** Players wishing to join the *Club* after tryouts will be considered on a space available basis and subject to the approval of the Club Director.
- Section 9** A player may be moved up to a more advanced team or division upon approval of the Club Director and the player's parent/guardian. The player cannot be moved back to their original team.
- Section 10** At the beginning of the season, each coach will set objectives for their team. The President may assist in setting these objectives and will approve them.
- Section 11** When a Coach is not able to be present at a practice or a tournament, they must notify the Club Director and/or the President as soon as possible so that a substitute coach can be found. Practices will be canceled only as a last resort and only with the approval of the Club Director.
- Section 12** Each coach will be evaluated by the Vice President – Staff Development at mid-season (verbally) and at the season's end (written).
- Section 14** The Club Director and team coaches will be certified as referees. All players will receive referee training and be expected to assist in refereeing when asked by coaches or the tournament director or referees.
- The Coach's responsibility is to coach the teams. Parents of players are expected to provide positive support to their team.

**COACHES COACH - PLAYERS PLAY - PARENTS CHEER!**

**ARTICLE VII TOURNAMENT PLAY**

- Section 1** The *Club* will participate in NCVA Volleyball and USA sponsored tournaments throughout the *Club* season. The Club Director will publish a Tournament

Schedule at the beginning of each season. Participants are reminded that tournaments are played on Saturdays and/or Sundays (and non-school Fridays or Mondays except Far Westerns). Players must be available to play on all tournament days.

**Section 2** Some *Club* teams may elect to participate in tournaments that are in addition to the basic *Club* schedule. These tournaments are "optional", subject to team election, and at their own additional expense. A separate team budget and applicable tournament fees will be established for teams electing to attend the SCVA January Boy's Classic, Boy's or Girl's Junior Nationals, the Girl's Volleyball Festival, the Bay View Classic, or other tournaments not included in the Club Directors published schedule of tournaments.

**Section 3** No team shall travel to an overnight tournament without at least one appointed chaperone (a designated parent), other than the Coach.

#### **ARTICLE VIII WAIVER AND RELEASE OF LIABILITY**

**Section 1** Each participant will be required to read and sign an NCVA Membership Form and a USA Volleyball Waiver and Release of Liability Form before beginning the regular season.

**Section 2** Each player and parent/guardian, Coach, Assistant Coach, the Club President and the Club Director must sign an agreement accepting the provisions of the Diablo Valley Volleyball Club By Laws.

#### **ARTICLE IX INSURANCE**

**Section 1** It is recommended that anyone who volunteers to assist the *Club* by providing transportation for any player, other than their own daughter or son, carry a minimum of \$300,000 Bodily Injury Liability Insurance. Responsibility for any automobile accident **always** rests with the owner of the vehicle.

**Section 2** The NCVA Liability Policy does provide some excess Liability Coverage over most volunteers Automobile Bodily Injury Coverage. The Coverage is subject to any limitations in either applicable policy, and the NCVA policy applies only to a USA Volleyball and NCVA sponsored event, and **only** if the vehicle providing transportation for *Club* players proceeds directly to and from the sponsored event. A decision to take in other activities would nullify the coverage.

**Section 3** The *Club* does not provide a General Liability Policy for the *Club*. A Certificate of Insurance may be requested from the NCVA to add a practice or tournament location as an additional insured to the NCVA Liability policy.

**Section 4** The *Club* will provide Workmen's Compensation Insurance for the Club President, Club Director, Coaches and Assistant Coaches.

## **ARTICLE X                    MEDICAL**

- Section 1**                    Each player's parent/guardian will be required to sign a USA/NCVA Volleyball Player Medical History and Release Form at the start of each season before the player can begin the first official practice.
- Section 2**                    Players are responsible for notifying their Coach of any physical ailment or injury that may affect their ability to play. If a player suffers an injury or illness which requires more than one visit to their physician, then, a signed permission note from the physician or parent/guardian will be required before the player may return to *Club* practices or tournament play.
- Section 3**                    Should a player suffer a medical/dental injury during *Club* volleyball activities, the coaching staff will care for, or obtain emergency medical/dental care for the player, as authorized by the parent/guardian. The costs of such care will be the sole responsibility of the parent/guardian.
- Section 4**                    A Medical Claim Form must be completed and submitted to NCVA by the participant filing a medical claim with the NCVA's medical insurance carrier as a result of an accident incurred at a NCVA or USA Volleyball sanctioned event, or *Club* practice.

## **ARTICLE XI                    CODE OF CONDUCT**

- Section 1**                    The *Club* adopts the USA Volleyball Participant Code of Conduct as the *Club* Participant Code of Conduct. All *Club* participants, and a parent/guardian if the player is under the age of 18, must sign the Participant Code of Conduct and the NCVA Letter of Commitment prior to participating in any *Club* activities.
- Section 2**                    Coaches will be responsible for maintaining discipline on their respective teams. If the Coach needs assistance, they will contact the Club President. If the problem cannot be resolved, the Club Director will assist in resolving the problem.  
All incidents shall be reported in writing and filed with the *Club* President. It is the intent of the *Club* to have player issues handled at the Coach's level. The first line of communication by players, and their respective parent/guardian, regarding player and team issues is with the team Coach. If the issue cannot be resolved at this level, the next level of responsibility (Club President) shall become involved, when requested by either party (team Coach or player). As a last resort, the Club Director and/or Vice President's may also assist in resolving the issue.
- Section 3**                    Player, parents and any person representing the *Club*, are to exercise proper conduct in a sportsman like manner during all *Club* activities including practices, travel to and from tournaments, and any activity on or off the court in which the *Club* chooses to participate. Any persons whose conduct is deemed improper may be asked to leave practice, the tournament, or in severe cases, the *Club*.
- Section 4**                    Possession and/or use of drugs, tobacco or alcohol by all *Club* participants is strictly prohibited at all *Club* activities. Violation of this rule can result in suspension/expulsion from a tournament, practice, and the *Club*.

## **ARTICLE XII                    AMENDING THE BY-LAWS**

Amending the By-Laws will be looked at once a year in June. Amendment must be approved by  $\frac{3}{4}$  of the Board members.

## **ARTICLE XIII      BOARD MEMBER DUTIES**

### **Section 1**

#### **President, Sean Stratton**

- Evaluates Coach's performance, includes a written survey at season's end
- Coordinates and monitors all coaching activities to assure continuity and that *Club* objectives are being met
- Arranges travel and lodging for away tournaments
- Provides an Annual Report at the end of the season
- Selects team Coaches and Assistant Coaches
- Selects, orders and distributes all uniforms and equipment
- Maintains contact with the *Club's* players by routine visits to practices
- Assists Coaches in obtaining substitutes, or may fill in directly
- Communicates information to coaches
- Resolves player/Coach disputes when required
- Assists Coaches in developing players
- Supervises tryouts each year
- Coordinates preparation of required tax filings.

### **Section 2**

#### **Club Director/Secretary/Treasurer, Teresa Stratton**

- Oversees all *Club* activities
- Handles all *Club* Finances and maintains all financial records for the *Club*.
- Registers the *Club* with USA Volleyball the NCVA
- Obtains practice sites for *Club* and publishes practice schedules for the teams
- Selects all tournaments and publishes the *Club* Tournament Schedule
- Maintains contact with the *Club's* players by routine emails
- Assists Coaches in obtaining substitutes, or may fill in directly
- Communicates information to coaches
- Supervises tryouts each year, including set-up structure, tryout procedures, and standards of testing
- Evaluates and assigns late-comers and new players to teams
- Approves all player moves
- Organizes clinics and mini-clinics for *Club* players
- Maintains awareness of local talent; actively recruits talent for the *Club*
- Actively promotes the *Club* to the volleyball community
- Assists Coaches in developing players
- Maintains all non-financial records for the *Club*
- Coordinates all *Club* correspondence

### **Section 3**

#### **Vice President – Recruiting and Player Development – Steve Siegmann**

- Supervises tryouts each year
- Maintains awareness of local talent; actively recruits talent for the *Club*
- Actively promotes the *Club* to the volleyball community
- Assists Coaches in developing players
- Hands out fliers to boys and girls at high school tournaments and matches
- Hands out fliers to Junior high school programs and schools
- Maintains open line of communication with Director/President

### **Section 4**

#### **Vice President – Staff Development – Brian Fujinaga**

- Interfaces with Coaches in evaluating team members and team objectives
- Supervises tryouts each year
- Assists Coaches in developing players
- Maintains open line of communication with Director/President
- Assists in head and assistant coach development
- Sets and maintain communication by attending at least one practice per month
- Hold a end of the season individual meetings with coaches