

DCVA Coach Handbook

2023-2024 Season

Introduction

Duke city Volleyball Athletics (DCVA) is non-profit entity created in 2023 as a transition from the 505 Volleyball Academy / Duke City Volleyball Academy non-profit organization. This new non-profit entity guides the operational and financial interests of the DCVA Volleyball Club. The Duke City Volleyball Athletics Board of Directors selects and authorizes individuals to function in leadership roles for the DCVA club, sets guidelines of authority for those individuals, and provides financial oversight for the club. The DCVA board members and club leadership roles are listed in the list of individuals at the end of this document.

This document is owned and managed by the DCVA Board of Directors. This document covers information pertinent to the United States Association for Volleyball (USAV) 2023-2024 junior club volleyball season. Parents and players should read this document in full prior to the commencement of the 2023-2024 season. Acknowledgement of this document is a club requirement and will be recorded through parent or guardian signatures. Club and coaching philosophy, payment schedules, club and parent expectations, travel and tournament play, and safety considerations are covered in this document.

Additional club documents provide guidance for coaches (DCVA Coach Handbook) and facility and court-space operating procedures (DCVA Standard Operating Procedures).

The DCVA club is registered under the Sun Country (SU) Region of USAV. The Sun Country Region supplies further, more localized guidance and support for our organization and its members. Our club is known locally as Duke City Volleyball Academy, or simply DCVA.

All USAV memberships are implemented by SportsEngine, a third-party application used by the USAV to manage membership to USAV, the Sun Country Region, and to the DCVA club itself.

All financial activity is managed by a third-party software application used by DCVA to manage payments and credits, as well as for some club communication.

All documents are posted on the club website, www.dcvanm.com.

A Word on Coaching at DCVA

As a coach at DCVA you must first and foremost buy into our club and coaching philosophy. These ideas are repeated here from our Club Handbook as a reminder.

Club Philosophy

Our club philosophy is simple. Success is a result of confidence, drive, and breadth of knowledge, as well as using a little patience. Success does not result from a focus on winning. However, winning is a result of a focus on success. We focus on success at DCVA. To accomplish this, we focus on the players themselves and on their confidence, drive, and breadth... and we always emphasize a little patience.

We strive to teach through example, perspectives on leadership, confidence, and humility, and

how breadth of skill balanced with life's other priorities is key to success. We stress the use of creativity and how to accept failure as lessons for success. Coaches should always allow room for creativity and experimentation with guidance on effectiveness. There is no such thing as "failure", only successes, and lessons learned.

We strive to teach others and to learn ourselves, which is why we call ourselves The Volleyball Academy.

Coaching Philosophy

Our coaching philosophy is one of "balance". Life is not black-and-white, nor is volleyball. It is a balance. We strive towards a goal of perfect execution of skills, balanced with the creativity to experiment and make mistakes along the way. We encourage drive and dedication, balanced with room for fun and freedom. We encourage our coaches to challenge themselves and strike a balance between the success of each player and the success of each team as a whole. We strive to teach, balanced with our desire to learn.

The Ins and Outs of Coaching

Our fundamental driver for coaching should be, "it's about the players, not me". We truly must check our egos at the door. For coaches, like the athletes we teach, we must focus on our own confidence, drive, breadth of knowledge, and patience. We strive to strike a balance in every situation, we learn from our failures, and we lead by example. The path is not really any different for enabling growth in players and growth in coaches – it is our experience and expertise as adults, and our ability to lead, that set coaches apart from players – all people.

Coaches all have their own style – as it is in the world around us. We are people, just like our athletes. We must practice what we preach, and players will follow us. There is no other way. We must be willing and able to make decisions, right or wrong, and accept the consequences. We must not blame. A win is always the team's win, and a loss is always the coach's loss – we must be OK with this. Yes, we must be martyrs, or at least appear to be.

We avoid comparatives such as "you're not as good as her". We avoid the word "lazy", always. We as coaches must remain positive and encouraging in the face of despair. We must avoid statements like, "you are a bad seed", "you are un-coachable".

Our challenge is to coach the un-coachable. Anything else is simply training. We should embrace the difficult players as challenges, integrate them into our team, and lead them to success. We can never give up on a player or a team.

We must strike a balance between "individual" with "team" – probably the most difficult, yet effective skill any coach can exhibit.

We cannot expect every player or parent to resonate with our personalities. This does not make them a problem player (or parent). We learn how to leverage each player's strengths and shore up their weaknesses, not force them to change to our own personality and style. This is good leadership and thus good coaching.

Occasionally, we encounter exceptionally difficult players or parents. When this happens, it is the responsibility of the club leadership to help a coach to resolve issues. The club will do everything in its power to attempt to resolve player or parent disruption to the point of expulsion from the club if necessary. However, we expect the coach to work with the club to make every attempt to resolve player or parent issues through non-disciplinary means first. In the end we recognize that bad behavior does not warrant sacrifice from the team in their expectation for an enjoyable, competitive experience.

DCVA will stand up for its coaches. In return, we expect our coaches to stand for their club. You must first and foremost agree with our philosophies on leadership. No one is perfect, but we can at least strive for betterment. We must all take ownership in this club. We do not want employees, we want family. We want to share in the ownership of our success, and we want to share it with our coaches.

Consider parents as players, and coach them in the same way. Coach with your head, play with your heart.

Self-Improvement

DCVA offers several options for self-improvement. We may send select, senior coaching staff to USAV coach training and certification. We will provide coaching clinics throughout the season. We will offer offensive and defensive strategy discussions. We are always open to creative, functional and operational suggestions.

General Requirements

The game of volleyball can be both physically and emotionally taxing. Each player must be in good physical health in order to participate in club activities. DCVA requires a current USAV medical release form and current registration with USAV as a member in good standing. We also require that any pre-existing medical conditions for any player be communicated to our Club Administrator/Director prior to any physical activity associated with our club.

All coaches must complete USAV Impact training (or Coaches Accreditation Program) and USAV SafeSport training and pass the associated exams prior to working with any player. These certifications require a national criminal background check carried out by USAV. All chaperones and volunteers must complete USAV SafeSport training and pass the associated exam. These completions are registered with USAV and the Sun Country Region, and the certification period for each is available on their website when logged in as a member.

On occasion, a team will be scheduled to play at an American Athletics Union (AAU) or Junior Volleyball Association (JVA) venue. AAU and JVA are loosely associated with USAV, and each participating coach, chaperone and player must be registered with the appropriate organization prior to competing in an AAU/JVA event. As well, all coaches and chaperones must complete the background check and training required for these events.

As we describe in our “system” in the Club Handbook, DCVA wants to ensure we are all teaching the same fundamentals, the same techniques, the same movements. However, there is not simply one correct team-play strategy. We as coaches must take our players and develop the offensive and defensive strategies that fit our teams. This will change from team to team and from age group to age group. This is where our experience, technical expertise, and breadth of knowledge as coaches and/or players gives us an advantage. Seek advice. Use it however you choose.

We expect a level of leadership and professionalism from each coach that is warranted by this position of “coach”. This doesn’t mean we can’t let loose. We just should not do it with players present. Befriending parents is perfectly okay. However, we DO NOT discuss play time, other players or parents, or tactical strategy with parents during off hours. This requirement will be relayed to all players and parents as well.

We expect open communications with players and parents. DCVA staff are here to support our coaches. Coaches shall have a team meeting after tryouts and team selection but prior to the first practice to cover rules and philosophies and to work out any logistics for the season. A DCVA club representative must be at this meeting. A boiler-plate outline will be provided to each coach for this meeting, but it is expected that each coach will add their own topics and philosophies for their specific team.

Practice

Every coach is expected to conduct practices in a professional, effective manner. Remember, players like to be challenged, and in general, it is how they learn most effectively. Keep them engaged and busy, don’t let their minds wander, and by all means work them hard – lots of movement, little talking. Utilize your assistant coaches.

As part of DCVA, you are expected to be mindful of other teams practicing in our gym. Please be off the floor by the specified practice time end, and don’t be on the floor before your specified practice time starts. If your practice time is the last practice of the day, please sweep the floor and loosen the nets – this is a good job for a player. If you are designated as the facility closing party, please follow the procedures in the DCVA Standard Operating Procedures.

Any unscheduled court change or addition should be scheduled through the Club Administrator or Director. If you cancel practice for some reason (for example, the day after a tournament) or if you would like to schedule an additional practice or private lesson, please schedule this as far in advance as possible. This will allow other teams to have options for a modified time slot that day and will ensure there are no conflicts with other activities scheduled in the gym.

You should give your players a break, especially after a long tournament. If you have a practice time scheduled for the day after a 3-day tournament, you should cancel practice – give your players time to mentally recharge, physically heal, and catch up on schoolwork. For 2-day tournaments, you should decide case by case, based on your team “read” – it is your decision, not theirs. Some will be for it, and some will be against it. You should make this practice “light”, not a punishment for performing poorly in the tournament.

Chronic player absence should be brought to the attention of the Club Director. Don’t simply bench a player for not being at one practice. However, if a player misses critical practice time that affects team play/strategy, this is a valid reason for limiting playtime for upcoming tournaments. If you (or a player) would like to have that player make up a missed practice, you are free to ask another coach if the player can join one of their practices. If this becomes a regular occurrence, you should speak to the player’s parent(s).

Team/Parent Grievances

About mid-season, you will start to get questions from parents about play time and coaching tactics. We will make it clear to all parents via the pre-season parent meeting and acknowledgement of having read the Club Handbook that there is a hierarchy of addressing concerns over these issues: 1) players will be encouraged to speak to coaches directly; 2) if this does not satisfy the player, parents will be asked to set up a meeting with the coach; 3) if there is still no resolution, the player, parent AND the coach may set up a meeting with the Club Director. 4) In extreme cases, the parent may file a formal complaint with the Sun Country Region and/or USAV without the Club’s endorsement. These steps must be followed in order. We will also stress the importance of the 24-hour rule and the effect of violating this rule.

Occasionally, a parent will approach the Club Director directly, or worse, another club representative or parent. This is not condoned. Contact between parents and the Club Directors to air grievances, in all but the most egregious situations (physical or verbal threats), is not tolerated.

Occasionally, a team will decide they need a “team meeting”. We consider this a “mutiny tactic” in some regards and do not condone team meetings for the purpose of airing grievances. This situation is usually brought on by the unhappiness of one or two parents or players “working the crowd” to garner support for their cause. If the Club Director agrees to a team meeting, the coach MUST be invited – there will be no secrets. If you do not elect to attend, be sure, your director will support you.

If you, as a coach perceive that a parent is out-of-hand at a tournament or at practice, or is in any way attempting to undermine the coach or the cohesiveness of the team, please engage

the Club Director for help. Do not find other coaches to get on your side, as this will be perceived as an “us against them” battle and will tend to exacerbate the situation.

The club has a specific policy for incremental violation by parents/players of club policy. Depending on the severity of parent/player violation, the club will notify parents with a written warning that the parent must acknowledge. If, in the opinion of the club director, the offense is severe enough, immediate disciplinary action will be levied. In the event of a second offense, the player will be disciplined through suspension of practice or tournament play. Again, a warning will be given to the parent, and acknowledgement of the consequences of this second offense, as well as the consequence of any further offense will be required by the parent. There will be no third warning. Severe disciplinary action for a third offense will be enforced, up to expulsion from the club of the player and/or parent.

Severe violations are considered drug or alcohol use by a player, violence by a player or parent, disruption of any kind that violates the law, damage to the facility or property of the club, etc. As well, any activity that directly results in significant damage to the reputation or operation of the club as a whole may be considered a severe violation. These violations may occur during practice or play, or through any public forum such as posting on social media. We will not however accept hearsay from a player or a parent as a valid reason to investigate another player.

Coach Pay

Coach pay will be negotiated with each coach before signing a coaching contract with the club. While there is a standard for pay at DCVA, we will offer increases and reductions based on variations in workload or extra duties. The 2023-24 pay period starts on the 1st of each month, and coaches will receive a check for that pay period before the 15th of the following month. As an example, for the period of November 1, 2023 through November 30, 2023, coaches will be paid before December 15, 2023. This schedule will be maintained throughout the regular season – through May, 2024.

Coaching positions at DCVA are not salaried positions, nor are they hourly. Coaches are seasonal contract employees, meaning coaches are paid for the service they provide. There is an expectation of reasonable attendance by coaches. Missing a season tournament for a compelling reason, or missing an occasional practice is a reasonable expectation. Chronic absence or a cyclic conflict for practices (e.g., “I can’t make Wednesdays”) will result in a reduction in pay.

Alternately, we will consider additional pay for extra duties covered by coaches. Covering a tournament or practices for absent coaches could result in additional pay if the primary coach’s pay has been reduced for the same instance. However, we will NOT pay two coaches for the same service. If a coach cannot make a tournament, and another coach fills in, we will not pay the fill-in coach unless we deduct that same amount from the absent coach – these agreements need to be made in advance between the coaches and the club leadership. The same logic

applies to practices. Most of these interactions will not involve pay redistribution, as most coaches tend to be very volunteer-oriented. However, a clear mechanism is in place to accommodate covering for chronic absences.

Our practice expectation is dependent on your particular team schedule, and our tournament frequency is in general, two per month. If a coach's service is divided equally between tournaments and practices, then a clear calculation can be made for pay distribution. In reality, implementing a pay deduction for a coach will be considered on a case-by-case basis and will be approved by club leadership.

Coaches will be asked to sign a contract binding them to the above terms for the entire season, through the SURVA tournament for their age group. Any post season pay will be negotiated with the coach and the team outside the contract period above.

Often, coaches will be responsible for more than one team. It is our policy that only one of the two coaches for a team can be responsible for coaching a second team. This logic limits the situation where both coaches for a team have a conflict with their other team. An exception to this rule may be considered for short-season teams, or teams with no overlapping tournaments and/or practices. The 18U team for instance travels to National Qualifiers not allowed for other age groups.

While it is unlawful for a contract employee to be paid twice for a single service, the club will be flexible when there is an overlap with dual-team responsibilities. If a head coach is also acting as an assistant coach for another team, and those teams practice or play tournaments at the same time, a deduction in pay will not be made so long as the coach demonstrates an attempt to take responsibility for both teams.

Travel and Reimbursement

DCVA will obtain lodging for all coaches. If you would like to consider alternate lodging, you should make this desire known to the club administrator early enough for the club to make modifications to our lodging structure. The reimbursement rate will be equivalent to what the club has sourced at its primary lodging venue. DCVA will make lodging arrangements for all stay-to-play venues. We would like all coaches to adhere to our lodging arrangements for these tournaments. DCVA will pay for lodging expenses. We ask that coaches share rooms whenever possible. Occasionally we will pay for individual rooms at our discretion. If a coach specifically asks to be housed separately, DCVA will pay for half of the lodging expense.

DCVA will pay each coach for transit to out-of-town venues. We will pay 25 cents per mile (city to city) if a coach drives his/her own vehicle, and an out-of-town "kicker" for travel-related expenses such as Uber or parking fees. We will arrange combined travel (van or bus) when possible to ease the strain of driving and reduce the cost to the club when we can. We encourage combined transit. Other options are available and can be discussed on an individual basis. The club will not pay for traffic tickets.

DCVA will pay \$50 per day for meals and incidentals. We will pay a half-day for travel and full days for tournament days. For example, for a 2-day out-of-town tournament, a coach will be paid \$50 x 2.5 days, or \$125 for meals and incidentals.

Occasionally, DCVA will pay for airfare for tournaments where driving is prohibitive (greater than 8 hours). If this airfare is associated with an off-schedule tournament that parents have chosen to attend, the costs will be passed on to the team as an extra expense. Occasionally, coach airfare must be cancelled or modified. Because of the method for acquiring airline travel, these tickets are non-refundable and non-transferrable and most often only changeable through additional expense. Therefore, in the instance where airline travel to a tournament is cancelled or modified because personal reasons, the coach is expected to reimburse the club for the ticket amount, which then allows the ticket amount to be applied to personal travel by the coach off-season. Almost always however, these funds can be reapplied for future coaching travel, and reimbursement is not necessary. Please try to avoid cancellations of flights.

If a coach elects to fly to a venue that is designated as a “drive-to” location, the coach must make his/her own flight arrangements. The club will reimburse the amount of driving to that venue (25 cents per mile, round trip), or the cost of the flight, whichever is less.

Receipts are appreciated, but not necessary for gas, meals and incidentals. However, any receipts obtained for hotel or air travel should be provided to the DCVA administrator within one week of travel. Although rare, any receipt for non-standard purchase (tape, bandages, etc.) of equipment or necessities for the team should be provided to the DCVA administrator for reimbursement.

Coach reimbursement and per diem will be paid upon return from a tournament venue after any club requirements have been met. Pre-travel checks may be made for coaches traveling out of town. However, we will not ask our coaches to travel without adequate funds for gas and food. If club travel presents a critical monetary situation, we ask that a coach request a loan from petty cash for travel, which will then be deducted from post-tournament reimbursement.

Tournament Venues

At some tournaments, DCVA will arrange lodging blocks for teams and coaches at the same hotel. At other tournaments, we will make coaching arrangements separately, and likely at a location where all the coaches can stay together, not with a team.

Check-in for a tournament is the responsibility of the head coach. Another coach, club director, or chaperone may check in a team when allowed, but the DCVA director or administrator must be notified. If a coach cannot manage the team check-in, the club director should be notified so that other arrangements can be made. Often times, electronic check-in is available – the club will handle any available electronic pre-check-in.

Coaches must have in-hand at every tournament venue, or available electronically at check-in, required photo identification and uploaded photo on the official roster (or, a Sun Country coach identification badge for Regional tournaments), and an official roster for that event. These items are required to be shown at every USAV or AAU/JVA sanctioned event. In addition, each coach should be current in USAV certification for R-2, Line Judge, Libero Tracking, and Scoring Basics. These certifications will be noted on the official roster for that event if required. Coaches should also be competent in the rules of play, including variations from season to season.

Coaches should assign competent players for line judging and scorekeeping at every tournament. This should not be left for the players to decide. Coaches should perform the duty of R-2 whenever possible (or whenever the Region requires), and only leave this task to a player if she is appropriately trained and/or monitored. At most venues a coach is required to act as R-2 for bracket play. For younger age groups, a coach is also required to be at the scoring table during matches where their team is designated as the work-team.

Official venue rosters will be provided for each team by the DCVA Club Administrator or Director as soon as possible prior to the tournament. The source for these rosters and their specific format varies with each tournament. It is a head coach's responsibility to double-check rosters for correctness (name spelling and jersey number) before the tournament check-in process. There have been several instances where a roster has been randomly changed in the system, and players have been prevented from playing, or teams are forced to forfeit games.

Tournament ball bags (with 6 balls per bag) will be supplied to each team prior to the first tournament. This bag is to stay with the team/coach for the entire season. While some coaches assign the responsibility to players, it is ultimately the coach's responsibility to keep track of and return balls at the end of the season. A coach should not mandate this responsibility to a player or parent but should ask if a player and/or parent will take this responsibility for transporting balls to a tournament venue. Often times, practice balls are available at tournament venues – the Club Administrator or Director will notify coaches if this is the case.

Team dinners and/or lunches are encouraged and are the responsibility of the team coach to arrange – usually through the team parent. Team bonding activities are encouraged as well. Occasionally, a team parent will host this event – the coaching staff should make every attempt to be present at these events.

Coaches are responsible for their team at all venues. Coaches must ensure a USAV certified chaperone or a coach is on site at all competitive events. Every chaperone must be USAV SafeSport certified and verifiable through the Sports Engine website or tournament roster. The Club Administrator will access these systems and will notify coaches of their compliance status.

Coaches should ensure that each player has a responsible adult present during all tournament play. Leave no one at the gym without knowing who is in charge and responsible for players.

During tournaments that are not AES-facilitated, coaches should keep track of the teams played and the results of each game. For out-of-Region tournaments, this includes keeping track of team codes for opponents. Results from these games will be entered into the Advanced Event Systems (AES) team-standings statistics. Results, including scores, should be reported to the Club Director to be entered into the AES system. For any AES-facilitated event, scores and results will be entered automatically (most National Qualifiers). These results will help in seeding for future tournaments and for the USAV Juniors Girls National Championships (GJNC).

Recruiting and Post-season Play

In-season recruiting is forbidden by USAV and the Sun Country Region. Recruiting is defined as, “conversations or innuendo to a player or parent of a player registered with another club”, that they should come and play at our club. The definition of “in season” is from September 1 through the time they have completed play in their last scheduled tournament (the SURVA tournament, post-season festivals, or the GJNC, if invited). In the period between tryouts and November 14, a player may opt out of a club (even if they have already accepted through USAV). This does not release them from their financial commitments.

The Sun Country Region asks further that, even after a player’s season is complete, a coach should only approach a player registered to another club for post-season play with our club after the issue has been discussed with the director of the player’s current club. This should be accomplished through director-to-director conversations, not coach-to-coach. Violations of this policy can result in Region and USAV sanctions on the club and coach. Players cannot play in any USAV or AAU tournament for our club if they are not registered with our club. Only the Sun Country Region registrar can formally release that player from their club.

Post-season play at one of the available venues is encouraged. Discussions with players, as well as coaches of other inter-club coaches (if teams are to be formed across multiple inter-club teams) should occur well prior to the end of the season. These decisions should be made 30 days prior to the end of the season and communicated to the club director.

Personally Identifiable Information

As a coach and club representative, you must protect your player and guardian’s personal information. Email addresses, phone numbers, and other personal information should be protected appropriately. For example, you should not share a group of email addresses with anyone outside your team. Indeed, you should ask each parent (at the pre-season team meeting) the best method for group communication for them. It is good practice when explicit approval is not given to release information to copy all email participants as Blind-Carbon-Copy (BCC), so that email addresses are not “blasted” to the entire group.

Be cognizant of leaving rosters and club/coach derived information at tournament and practice venues. Protect this information – it is private.

Medical information, school attendance information, even player statistics should not be published or shared without the express consent of the player's legal guardian. DCVA will garner approval to share limited information within limited venues by guardian acknowledgement of the DCVA Club Handbook.

It is only a Health Insurance Privacy Act (HIPA) violation for you to pass on medical information if you are associated with a Health Care Provider. The club or coach may pass on health information to others with a need to know. For example, you can tell your team, "...hey, Janie has tested positive for COVID – we need to discuss how to move forward with practices...". This is not a HIPA violation, but it should be considered carefully in the vein of PPI.

Social Media

Social media is a powerful tool for communicating club and team activities. Coaches should set up a group chat with their team that includes the team parent or another adult, so that they may communicate information effectively and transparently. However, you must be cognizant of the fact that things can be easily taken out of context when communicating in this manner. Any controversial subject should be communicated in-person and appropriately.

Your players will undoubtedly set up their own group chat. You should make them aware that anything they say in a social media venue will likely get back to the coaches and parents. "Two people can keep a secret only if one of them is dead". You should not communicate directly and solely to a player or subset of your players unless they initiate the conversation, and then you should keep it short and sterile.

The Club will have its own social media, including its websites and Facebook pages, Instagram, etc. Many coaches, players and parents have separate, personal accounts with these applications. Please be aware that we are all under the microscope, even in our personal lives. It may not be fair or appropriate, but it is the pervasiveness of social media that makes it powerful and invasive at the same time. Even message boards to LinkedIn groups will be viewed by someone in the volleyball community. It is likely that each of you has been Google-searched by someone from another club, and not for positive reasons.

It is NEVER appropriate to connect (or "Friend") a player to your personal social media account. Indeed, this action is a violation of Sun Country Region rules. As well, we discourage connecting with player parents, as this can be construed as favoritism by others.

The volleyball community is small. Even discussions at a non-volleyball party will likely get around somehow, some way. "Two people can keep a secret only if one of them is dead"! Negative discussions in any venue need to be kept between you and your dead friend!

Safety

All coaches must have completed USAV Impact training or Coach Accreditation Program (CAP) and USAV SafeSport training and have passed the associated exams. These certifications require a national criminal background check.

Players who are dropped off at the club by a parent, must be picked up by that parent or guardian unless otherwise communicated to a club administrator or coach.

Per the US Center for Safesport, club staff may not give rides to minor athletes unless another player or adult is present in the vehicle, and the player(s) guardian(s) has/have provided written permission to the club director.

Club staff may not provide massages or have any extended physical contact (wrapping an ankle, for example) with athletes without another adult present.

Coaches should not conduct private lessons or one-on-one meetings with a minor athlete, unless another person (preferably a guardian) is present or gives written permission to the club director.

Coaches should not leave a practice or tournament venue without ensuring each player is accounted for and has a responsible adult present. Never take, “my mom is on the way” as an excuse to leave a player without supervision. A coach may ask another coach or chaperon at the venue to take on this responsibility if they agree.

Coaches should be trained in first-aid and concussion awareness, or a coach should know how to engage a professional for attention to injury at practice and at tournaments. This may include a call to 911 or 242-COPS. DCVA will hold concussion awareness and first-aid training throughout the season. If you are ever unsure about the safety or health of a player, please ask for assistance. Pre-existing medical conditions should be explicitly stated at the team meeting and documentation of these issues clearly understood by coaches and staff. You should never administer medical treatment if you are not trained to do so. Don't wrap a sprained ankle for example, if you aren't competent to do it right.

If there is EVER any concern of discrimination (gender, race, age, religious affiliation, etc.) towards any player, coach, parent, or staff within our club or at any club-attended venue, it is your responsibility as coach to bring these concerns to the attention of the Club Directors immediately. This action should be documented by the Club, regardless of outcome. If there is EVER an accusation levied upon you personally during any Club-related event, you should relay this interaction to your Club Directors.

DCVA ensures that each player and coach is covered for practice and tournament venue injuries through USAV insurance. In addition, each player, coach, and casual (parent) in our practice facility is covered by supplemental, club-purchased insurance for injury or abuse.

Child Abuse: All coaches, directors, administrators, and chaperones must complete SafeSport training before being allowed to participate in USAV events or in the Sun Country volleyball region. Coaches must be trained to be cognizant of the physical, emotional, and sexual

misconduct, including Bullying, Hazing, and Harassment. All coaches must be well versed on the topic of sexual misconduct. LEGALLY, anyone must report any notification of child sexual abuse from a player, a notification from one player about another player, or a notification from anyone about any player, immediately to local authorities. Further, anyone must LEGALLY report any instance where you have strong suspicion of child sexual abuse by an adult OR another minor in any venue. "Boundary" violations (deemed not of a sexual nature) shall be reported to the club director. For legal reporting, you have 24 hours to make a report to the proper authorities. You may report directly to the SafeSport organization at:

<https://uscenterforsafesport.org/report-a-concern/>.

For regulations in any particular state, you may visit:

<https://www.childwelfare.gov/topics/systemwide/laws-policies/state>.

DCVA follows the US Center for Safesport process for Minor Athlete Abuse Prevention Policies (MAAPP) recorded at:

<https://maapp.uscenterforsafesport.org>.

Documents Links and Updates

There are several important documents available for parent/player perusal. Some of these documents coincide with this document (Coach Handbook), and some supersede this document in procedure, due to the COVID-19 pandemic (Standard Operating Procedures). Others are important, informative documents derived by the Sun Country Region and the USAV governing body for club volleyball. All documents listed here are available on our DCVA website or with the DCVA club administrator.

- DCVA Coach Handbook
- DCVA Standard Operating Procedures
- [SURVA Tournament Handbook 9.1.20](#)
- [SafeSport Handbook](#)

Links

- DCVA Website www.dcvanm.com
- Sun Country Region Website www.suncountryvb.org
- USAV Website www.teamusa.org/USA-Volleyball

Club Leadership/Administration

Club Director	Shannon Mick	shannon@dcvanm.com	505-220-5877
Club Director Assistant	Jerry Stofleth	jerry@dcvanm.com	505-350-6534
Director of Operations	Katie Erdman	katie@dcvanm.com	505-220-5910
Master Coach	Gitiak Hong	hongktvb@gmail.com	516-784-7860
Fundraising Coordinator	Chris/Andrea Quintana	fundraising@dcvanm.com	505-321-5353

Duke City Volleyball Athletics Board of Directors

Shannon Mick
Katie Erdman
Patia Storey
Melanie Hagar
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