

Diablo Valley Volleyball Club By-Laws – 2022-2023

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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. The teams may also participate in AAU tournaments, as well.

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 Head 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 Head Coach when a Head Coach is unable to attend a practice or tournament, at the direction of the Club President or Club Director. The Coaching Staff will be hired by the Club President and/or 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 with another meeting at commitment night, 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 \$29.00 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 President and/or Club Director. The Club President and Club Director salaries will be paid on a twelve month basis. 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, and supply a 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* requires an initial deposit of club fees due to the *Club* at commitment night. The balance can be paid in full at commitment night or in installments (exact amounts and dates shown on the website for each individual team at DiabloVolleyball.org) and the final balance due on or before the 15th of March for the Girl's Division, and the 15th of November for the Boy's Division. If the total club fees are not paid by the due dates, the player will not be allowed to participate in

any practices, games or tournaments until the total club fees are paid, unless other arrangements have been made with the Club President.

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.diablovolleyball.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 The Club President, the Vice President's, the Club Director, the Head Coaches, the Assistant Coaches, and all volunteers must register and get a background check with the NCVA/USAV and these membership and background check fees will be paid by the *Club*.

Section 5 The Club President, the Vice Presidents, the Club Director, the Head Coaches, the Assistant Coaches, and all volunteers must be up-to-date and complete any required certifications brought forth by NCVA/USAV; Safe Sport, IMPACT, CPR/FIRST AID, concussion and these fees will be paid by the *Club*. These trainings help certify coaches to protect them and the athletes due to various sports related concerns.

Section 6 Each player trying out for the *Club* will be charged a \$30.00 fee that will pay for coaches, gym fees and other expenses associated with the *Club* tryouts. Each player must sign and turn in an NCVA Medical Form to the *Club* prior to trying out. Through the NCVA/USAV **prior to tryouts** each player must have completed a tryout pass or full membership and supply their current year membership number at tryouts – cost for this is determined and paid directly to the NCVA/USAV.

Section 7 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 Club President and/or Club Director 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 *Club* 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 President and Club Director, and in compliance with the *Club* By-laws. Players and parents are expected to respect the coach's 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 President and Club Director.

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 7-10 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 President and/or Club Director.

Section 9 A player may be moved up to a more advanced team or division upon approval of the Club President and/or Club Director and the player's parent/guardian. The player cannot then be moved back to their original team.

Section 10 At the beginning of the season, each coach will set objectives for their team. The Club President may assist in setting these objectives and will approve them.

Section 11 When a Head Coach is not able to be present at a practice or a tournament, they must notify the Club Director and/or the Club 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 President and/or Club Director.

Section 12 Each coach is continually evaluated and given feedback by the Club President.

Section 13 The Club President and 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.

Section 14 The Coach's responsibility is to coach the teams. Parents of players are expected to provide positive support to their team.

Section 15 Playing time will be the sole decision of the coaching staff – playing time is not equal. Remember the Chain of Communication.

COACHES COACH - PLAYERS PLAY - PARENTS CHEER!

ARTICLE VII TOURNAMENT PLAY

Section 1 The *Club* will participate in NCVA, USAV, and (sometimes) AAU sponsored tournaments throughout the *Club* season. The Club President and 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 Junior National Qualifiers). 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 tournaments not included in the Club President/Club Directors published schedule of tournaments.

Section 3 For overnight tournaments the *Club* does not provide chaperones each player's parent is responsible for his/her athlete.

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, Head 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, Head Coaches and Assistant Coaches.

ARTICLE X MEDICAL

- Section 1** Each player's parent/guardian will be required to sign a USAV/NCVA Volleyball Player Medical History and Release Form at the start of each season before the player can begin the first official practice. The *Club* strongly suggests that each athlete get a physical from their family health provider prior to participating with the *Club*.
- 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 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, the *Club* will look at the by-laws 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

- Oversees all *Club* activities
- 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
- Selects team Head 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.
- 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

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
- 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 – Willie Marchesano

- 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
- Will hold an end of the season individual meeting with each head coach.