

DAWSON CREEK
VOLLEYBALL

CLUB HANDBOOK



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Welcome to our Club & DCVC Board of Directors

At the Dawson Creek Volleyball Club, we believe that volleyball is more than just a sport. We believe that this sport can provide an avenue for growth and empowerment through team dynamics and leadership. At DCVC, our mission is to foster a passion for volleyball through skill development, teamwork, and sportsmanship. We strive to create an inclusive environment that empowers players of all ages an ability to reach their full potential.

The Dawson Creek Volleyball Club is formed every year to play in the Alberta Volleyball Association with a season typically running from January to April. The Club's goal is to allow enthusiastic volleyball players to remain involved in the sport throughout the year by offering the ongoing opportunities to participate in clinics, team practices, and tournaments. Through club play we can develop volleyball in our community and enhance the skills of volleyball athletes. We also enjoy providing fun, social interactions for our members.

The purpose of this handbook is to provide parents, players, and coaches with a comprehensive guide that outlines the expectations, fees, policies, strategies, and best practices involved in being part of the Dawson Creek Volleyball Club.

Our Mission Statement

The Dawson Creek Volleyball Club provides a vehicle to help identify, encourage, and develop young athletes in the sport of volleyball through competitive and recreational play.

DCVC Executive

- President – Levi Wilson
- Vice President – Myles Longphee
- Treasurer – Erin Clease
- Secretary – Steph Bijl
- Director of Registration- Kristen Hicks
- Director at Large – Carolyn Scott
- Director of Equipment- Breanna Mcleod
- Director of Special Events- Lydia Linley
- Director of Policy- Kelsey Johnston
- Director at Large- Kahla Bassett

To contact members of the Executive please email dcballclub@gmail.com and you will be directed to the appropriate person.

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Age Categories

Age category regulations are set by the Alberta Volleyball Association and follow Volleyball Canada guidelines. DCVC adopted a “Player Movement” Policy in 2019 to set criteria and a process for evaluating players who wish to tryout for a team above their age group. Please see the DCVC website for more information. At this time any requests for player movement must be submitted to the Board of Directors.

- U12 Girls (Athletes born between Sep 1, 2012 to Dec 31, 2013)
- U13 Girls (Athletes born between Sept 1, 2011 and Dec 31, 2012)
- U14 Girls (Athletes born between Sept. 1, 2010 and Dec. 31, 2011)
- U15 Girls (Athletes born between Sept. 1, 2009 and Dec. 31, 2010)
- U16 Girls (Athletes born between Sept. 1, 2008 and Dec. 31, 2009)
- U17/18/19 Girls (Athletes born between Jan. 1, 2006 and Dec. 31, 2008)
- Boys (U13 to U18)

Proof of age may be required for each player. (Birth Certificates/Photo). U18 Rosters may include up to two U19 players born between January 1, 2004 and August 31, 2004. There is no roster limit for players born between September 1, 2004 and December 31, 2004. See [Alberta Volleyball](#) for more information on age classifications for 2023.

Volleyball Alberta and DCVC supports the recommendations outlined in *Creating Inclusive Environments for Trans Participants in Canadian Sport* with our [Transgender Policy](#).

Tournaments

Coaches for each team have full discretion to determine which tournaments their teams will attend. Players who are unable to attend a tournament due to another commitment should speak to their coaches as soon as possible so they can plan accordingly.

Teams can attend Alberta Volleyball premiers and provincial tournaments. Some teams may also attend National level tournaments. Schedules for AVA tournaments can be found on their website <https://www.volleyballalberta.ca/>.

DCVC will make all efforts to host home tournaments for the U12-U18 age groups.

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Parent Expectations Related to Tournaments

1. Attending a Tournament (home or away)

- **Scorekeeping**

- each team is required to provide a scorekeeper for each game.
- all parents are required to take turns scorekeeping (either flipping the scorecards or the paper scoresheet)

- **Livestreaming**

- Most teams livestream their matches so those who cannot attend are able to watch them and so coaches can review the match afterwards
- Cameras should be located behind the back right corner of the court on the same side that your team is on.
- If the team switches sides between sets, the camera should also switch sides if there is enough room to do so.
- Always select “Never Delete” or “Save Forever” when ending the livestream on Facebook

- **Healthy food & snacks**

- During tournament weekends (and during regular practice season as well) ensure your athlete is provided with healthy food and snack options.

- **Hosting the HOME Tournament – each team is responsible for:**

- Organizing and running the concession (if teams choose to operate one)
- Seeking sponsorships & donations
- Ordering supplies if needed
- Cleaning (taking out garbage, cleaning up bleachers, etc.)
- Set-up and tear-down

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Registration Fees

Registration & Season Fees – Initial payment for registration fees **must be** paid by credit card or etransfer – second and third payments can be made by credit card, etransfer or player account money.

PAYMENT DUE DATE	U12 & U13 (Two AVA premiers & AVA provincials)	U14 - U18 (Three AVA Premiers & AVA Provincials)
Due by Dec 31 - paid through teamsnap	\$350	\$395
Due by Jan 31 - paid by EFT	\$110	\$150
Due by Feb 28 - paid by EFT	\$110	\$150
Total Cost:	\$595	\$695

FEES PAYABLE DIRECTLY TO ALBERTA VOLLEYBALL

Alberta Volleyball Association (AVA) Fee through Sportlomo:

- **Prior to tryouts**, athletes must register with AVA and pay the \$21.81 fee for a youth development player “tryout” membership.
- **Upon being accepted as a competitive/travel team player**, athletes will be required to upgrade their membership to a youth competitive player and pay the upgrade fee of \$94.40
 - If your player is a practice player only, they do not need to upgrade their membership.



FEES INVOICED THROUGHOUT THE SEASON

Coach Travel Expenses

These fees must be paid within 14 days of receipt of invoice from DCVC to cover fees for:

- The travel costs (accommodation, mileage & food) for a minimum of one coach and to a maximum of two coaches will evenly divided between each player of the team and will be invoiced to players after attendance at each tournament.
- **Accommodation, Mileage and Food will be paid at the following rates:**
 - Mileage at \$0.35/km
 - Breakfast (if not free at hotel) = \$15
 - Lunch = \$15
 - Dinner = \$25
 - Hotel = at cost with receipt
- **Team Building:**
 - Team building activities must be mutually agreed upon by all players and parents of the team. Any fees related to Team Building activities will be the responsibility of the team.
- **Nationals Expenses:**
 - If a team decides to attend nationals, the cost of the tournament registration fee will be invoiced to players when the cost is incurred.
 - Coach travel expenses and other expenses (e.g., team photos) will be estimated and invoiced two weeks prior to Nationals.



Team Apparel

Teams may seek sponsorship from businesses for team apparel. Each sponsorship **must** be approved by the Board of Directors. Teams may choose mutually as a team to purchase club wear with their own money. Each player at the beginning of the season will be provided with a warmup t-shirt.

Additional Costs

Players will be responsible for their own travel, accommodation and meals for tournaments. If player is travelling and/or staying with someone other than their own family, it is expected that they will contribute to the expenses of fuel, extra insurance for the driver and accommodations.

Financial Assistance

For athletes that may need financial assistance, please contact the following programs:

- **Jumpstart** www.jumpstart.canadiantire.ca or 1-877-616-6600 or visit the local Canadian Tire store for more information;
- **Kidsport** www.kidsport.bc.ca or 250-782-3604
- **Athletics for Kids** a4k.ca or 604-838-7529

Athletes that qualify for one of these programs may also qualify for additional financial aid through the ENCANA Sponsorship Fund. For more information, please contact DCVC at dcbballclub@gmail.com



Fundraising & Sponsorships

Fundraiser Expectations:

1. **All teams and their members** (players AND parents/guardians) are responsible for participating in fundraising activities as some of our events require adult supervision
 2. There may be fundraisers for the general club account for overhead costs (e.g., balls, jerseys, etc.) and for individual team fundraising.
 3. The Treasurer will keep all fundraising money in the DCVC Bank Account
 4. Each fundraiser that your athlete participates in will be documented with date, time and contribution for fundraiser
 5. 5% of the revenue generated from team sponsorships will go to DCVC to assist with operational costs (e.g., equipment, coach training)
 6. Money from team fundraisers will be divided amongst fundraisers in a fair manner
 7. Money will be used for player expenses associated with DCVC (travel, tournament fees, etc)
 8. At the end of the year excess money raised in each individual account can be either:
 - Applied to next season fees/expenses
 - Applied to registration fees for camps or clinics
 - Applied for, by player, to go towards post secondary school or other club volleyball – apply to executive committee in writing
 - After 2 years unused money will be donated to Club Volleyball General Account, if not asked to hold in trust for post secondary school.
- All members can suggest fundraiser ideas
 - ALL fundraiser ideas must be approved by the Board of Directors



Sponsorships & Donations:

1. Teams may seek corporate sponsorships to assist with the costs of attending tournaments, apparel, draw prizes etc.
2. Prior to seeking any sponsorship or donation, team managers must contact the Director of Fundraising for approval.

Prior to conducting any fundraising or obtaining any sponsors please review the DCVC Fundraising Policy at <http://dcvc.ca/>

General Duties

General duties of the Executive:

- To operate the club in a fair manner
- To ensure financial money is collected, recorded and accounted for
- To ensure code of conduct is followed for executive, coaches, managers, players and parents
- To maintain a development program
- To make decisions for the organization
- To communicate with team managers and coaches about DCVC events and deadlines
- To maintain relationships and partnerships within community

General duties of the Team Manager

- To communicate with team members & parents; newsletters, messages, etc
- To act as a liaison with coach & executive
- To oversee travel arrangements
- To assist the executive in collection of members' fees/funds owed to the club
- Delegate parents as scorekeepers and other duties as required
- Oversee team benches are cleaned up after game/tournament

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General duties of the Coach

- To select the team
- To develop the team
- To set out a plan for tournaments for team at beginning of season
- To work with the manager and executive to ensure clear communication for team
- Responsible for team when they are on the court, travelling, to/from DCVC events

Duties of team players and families

- To ensure they have all required documentation submitted on time
- All money is paid in full within the deadlines
- Notify the coaches of any tournaments/games in advance, that player will not be attending
- Assist in fundraising activities
- Assist with score keeping at tournaments
- Assist with food if needed during travel and tournaments
- Ensure the family is reading communication set out by executive, coaches and managers in a timely manner
- Ensure both your child and you follow the code of conduct
- Assist with organization and running of tournaments

Expectations & Codes of Conduct

Athlete Expectations

DCVC is committed to providing a sport environment which is athlete-driven and characterized by open, clear communication and honesty, fairness, and mutual respect. Being a member of the DCVC has many benefits and privileges. At the same time, athletes, coaches and parents are expected to fulfill certain responsibilities and obligations including complying with DCVC's and Alberta Volleyball Association's policies, rules and regulations.

Athlete Behaviour

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DCVC athletes have a responsibility to demonstrate a high level of behaviour on the court and off the court with their behavior towards team-mates, coaches, and tournament officials. Athletes are expected to listen to and respect coaches' rules and expectations. Common sense and good judgment should be always followed. If a team rule is broken,

such as not staying with your team, missing curfew, smoking or drinking and/or visiting a room of an athlete of the opposite sex, the athlete's coach will decide on the consequences at the tournament which could include benching or sending them home at the parent's expense. All misconducts will be brought to the executive and a committee will be developed to decide the outcome as stated later in disciplinary actions. If any misconduct occurs all fees are non-refundable, and any expenses incurred will be the responsibility of the player and the family.

Athlete Code of Conduct

The following Code of Conduct identifies the standard of behaviour, which is expected of all DCVC athletes. Any athlete who fails to meet this standard will be subject to disciplinary actions. Athletes are expected to reasonably comply with the following:

- Attend all practices and games regularly and punctually.
- Cooperate fully with coaches and designated parents.
- Refrain from consumption or possession of any alcoholic beverages, illegal drugs, or tobacco products (no smoking).
- Respect the property associated with the DCVC including club equipment, other athletes' property and tournament venues
- No theft or vandalism is tolerated.
- Avoid acts of rowdy, abusive conduct or language in relations with other athletes, coaches, parents or game officials.
- Avoid any action or conduct that would disrupt or interfere with the DCVC operations.
- Avoid any activities or jokes that may endanger the safety of others.

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- Do not leave designated areas during tournaments or practices unless previous arrangements have been made.
- Athletes must travel to and from out-of-town tournaments with an adult/parent/guardian.
- No travelling to DCVC activities outside of Dawson Creek in a vehicle driven by another player, or in a vehicle driven by you, as a player.

Coach Expectations

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channelled. Thus, how an athlete regards his/her sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour which will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings.

Coach Responsibilities

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Complete a Criminal Record Check including Screening Disclosure Form, as requested from DCVC and Alberta Volleyball Association.
3. Direct comments or criticism at the performance rather than the athlete.
4. Consistently display high personal standards and project a favourable image of their sport and of coaching.
5. Refrain from public criticism of fellow coaches, especially when speaking to the media or recruiting athletes.
6. Abstain from the use of tobacco/cannabis products while in the presence of her/his athletes and discourage use by athletes.

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7. Abstain from drinking alcoholic beverages when working with and/or travelling with athletes.
8. Discourage the use of alcohol in conjunction with any athletic events
9. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
10. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
11. Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
12. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
13. Regularly seek ways of increasing professional development and self-awareness.
14. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
15. In the case of minors, communicate and co-operate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
16. In an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.
17. Follow the Coaches Code of Conduct as outlined by DCVC and Alberta Volleyball Association.
18. Ensure that each athlete/parent are given either a physical or electronic copy of the tournament schedule once posted by the hosting club.



Coach Code of Conduct

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/ or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable (definition of harassment is attached).
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide under age athletes with alcohol or drugs.
6. Harassment takes many forms but can generally be defined as behaviour including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, or group of individuals, or which creates an uncomfortable environment.

Harassment may include:

- written or verbal abuse or threats.
- sexually oriented comments.
- racial or ethnic slurs unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.
- displaying of sexually explicit, racist or other offensive or derogatory material
- sexual, racial, ethnic or religious graffiti.
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation.
- leering (suggestive staring), or other obscene or offensive gestures.
- condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions.

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- physical conduct such as touching, kissing, patting, pinching, etc.
- vandalism
- physical assault.

Parent Code of Conduct

All people involved in Dawson Creek Volleyball Club are responsible for ensuring that all parents/spectators within our club agree and adhere to the club's Parent Code of Conduct.

Parents are expected to:

1. encourage good sportsmanship by being a positive role model.
2. try to make athletics a positive experience for everyone involved, i.e., participants, coaches, officials, and spectators.
3. not coach their child from the bleachers and/or sidelines
4. insist their player treats other players, coaches, officials, and fans with respect.
5. show a positive attitude toward the game and all its participants.
6. respect the club's drug and alcohol-free policies and refrain from the use alcohol and other drugs before or during DCVC game and/or events.
7. encourage their child to play by the rules.
8. will encourage fair play and applaud outstanding play by either team.
9. help their child learn that success is measured by the development of skills, not winning or losing.
10. recognize the importance of volunteer coaches and others - they are very important to the development of their child and the sport. Parents will communicate with them, as required, and support them.
11. talk to the coach and/or team manager about concerns at the appropriate time and place, i.e., never before, during, or immediately after a contest.

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12. support the policies and guidelines of the team/club that they represent.
13. recognize the value of the volunteer Board of Executives - they are very important to the organization and operation of the club. Parents will communicate with them, as required, and support them.
14. address my concerns about the Executive in writing to the Executive and allow for a reasonable response time; i.e., three to five days.
15. understand the fees associated with playing club volleyball and will pay all fees incurred in a timely manner. All membership and Alberta Volleyball Association fees must be paid prior to my child starting the club volleyball season. Parents are responsible to pay any fees incurred by their child during the current season prior to the conclusion of the season (May 31st). If their child has outstanding fees at the end of the season, they understand he/she may be prohibited from joining club volleyball until any outstanding debts are paid in full.



DCVC Policies

The Dawson Creek Volleyball Club has adopted the following policies:

1. Expense Reimbursement Policy
2. Club, Team and Athlete Fundraising Policy
3. Player Movement Policy
4. Scholarship Policy
5. Social Media Policy
6. Athlete Driving Policy

All policies can be viewed on the DCVC website at <http://dcvc.ca/>

Safe Driving Guidelines

Living in northern BC and Alberta, athletes, parents and coaches often have to travel in inclement weather to attend tournaments. While Alberta Volleyball Association will not cancel premier or provincial tournaments due to driving conditions, DCVC families will need to decide for themselves whether they will drive in inclement weather. It is important to understand that for AVA events, refunds will not be issued by AVA if a team chooses not to attend due to weather conditions – other local tournaments may have other policies.

If a family chooses to not attend a tournament due to inclement weather, they must discuss this decision with the team's coach. The coach will need to determine if there will be enough players to attend a tournament. Players shall not be disciplined if their families choose not to attend a tournament, however, if a team cannot attend due to not having enough players willing or able to travel to the tournament, all players may be charged for the tournament registration fee if it cannot be refunded.

Athlete Drivers:

Due to the challenging winter driving conditions that exist for most of the club season and the fact that athletes become fatigued after playing a match or in a tournament, the risk of an accident increases substantially for new drivers.

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Therefore:

1. Athletes, with a valid driver's license, MUST not drive themselves or their teammates to or from a match or tournament unless they are accompanied by their parent or legal guardian in the vehicle that they are driving.
2. Athletes to have been found to have driven themselves or their teammates to or from matches or tournaments may be suspended or cut from their team.

To view the Athlete Driving Policy please check the DCVC website at <http://dcvc.ca/>

Carpooling or Transporting Athletes:

It is the responsibility of the driver and the parents of the passengers to ensure that the driver and vehicle meet all provincial requirements (driver's license, winter tires, driving records) when carpooling or transporting athletes. DCVC takes no responsibility for injuries or losses as a result of an accident that occurs to or from a tournament or match.

Safe Driving Guidelines:

1. When possible follow the "buddy system" where two or more vehicles convoy to and from their destination.
2. Bring warm winter clothes and blankets in case of emergency.
3. Bring a winter vehicle emergency kit.
4. Use Team Snap for Check-ins
 1. Check-in on TeamSnap when leaving for your destination and check-in regularly along the way.
 2. Check-in upon arrival at your destination.
 3. When safe to do so share driving updates on weather and road conditions.
 4. If a family fails to check-in upon arrival the Team Manager should reach out to the family to see if they arrived safely at their destination.

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Discipline & Concern Procedures

Disciplinary Actions – Minor Infractions

Procedures for dealing with minor infractions shall be informal and determined by the coaching staff. The athlete being disciplined must be told the nature of the infraction and must have an opportunity to provide information concerning the incident. Discipline could include benching and/or performing extra team duties (i.e. responsible for ball bags and first aid kits). Parents/guardians will be made aware of infractions and consequences by coach and player.

Examples of Minor Infractions

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed toward others (peers, opponents, athletes, coaches, officials, spectators, etc.).
- Conduct that is unsportsmanlike, such as angry outbursts or arguing.
- A single incident of being late or absent from events or activities, at which attendance is required, without reason.
- A single incident of curfew violation.

Disciplinary Actions – Major Infractions

Disciplinary actions, for major infractions, are determined by the Club's executive, with input from the coaching staff. Written documentation of the infraction and subsequent recommended disciplinary actions must be supplied to the executive and the athlete by the accuser. The athlete has the opportunity to provide written information concerning the incident to the executive. Discipline could include actions such as benching, to the permanent removal of the athlete from the DCVC program. All fees are non-refundable.

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Examples of Major Infractions

- Repeated incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others (peers, opponents, athletes, coaches, officials, spectators, etc.)
- Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- Repeated incidents of being late or absent from events or activities at which attendance is required.
- Repeated curfew violations.
- Activities or behaviour which interferes with a competition or with any athlete's preparation for a competition.
- Pranks, jokes, fighting, or other activities that endanger the safety of others.
- Consumption of alcohol, illicit drugs or use of narcotics.
- Any act of vandalism or theft.

At tournaments outside of Dawson Creek, if any athlete is involved in an illegal activity (for example, shoplifting, vandalism, or the use of drugs or alcohol), they will be sent home immediately at their parent's expense.

Concern Procedure

If you have a concern with a coach, player, parent or the executive, please follow the protocol below:

- Not at a competition
- Respect the 24 hour rule (must wait 24 hours from when it became an issue and asking to meet with the coach)
- 1st and 2nd step must be face to face; email/text only used to request a meeting
- It is preferred that those receiving the concern be given an opportunity to reflect on the issue before they are asked to respond

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DCVC encourages athletes to try to address concerns and questions about coaching decisions directly first with their coaches.

Issue with a coach

Please address your concern:

- 1st - Coach
- 2nd - Team Manager
- 3rd – Director of Coaching in writing

Issue with a player

Please address your concern:

- 1st - Coach
- 2nd - Team Manager
- 3rd – Director of Coaching in writing

Issue with a parent

Please address your concern:

- 1st - Directly with the parent
- 2nd - Coach
- 3rd - Team Manager
- 4th - Club President in writing

Issue with fees

Please address the Club President in writing

All other issues please address the Club President. For any issues that are brought to the executive, if needed, a committee will be set up to address the concern.