

# CENTRAL JERSEY HEAT VBC

## Policies and Procedures

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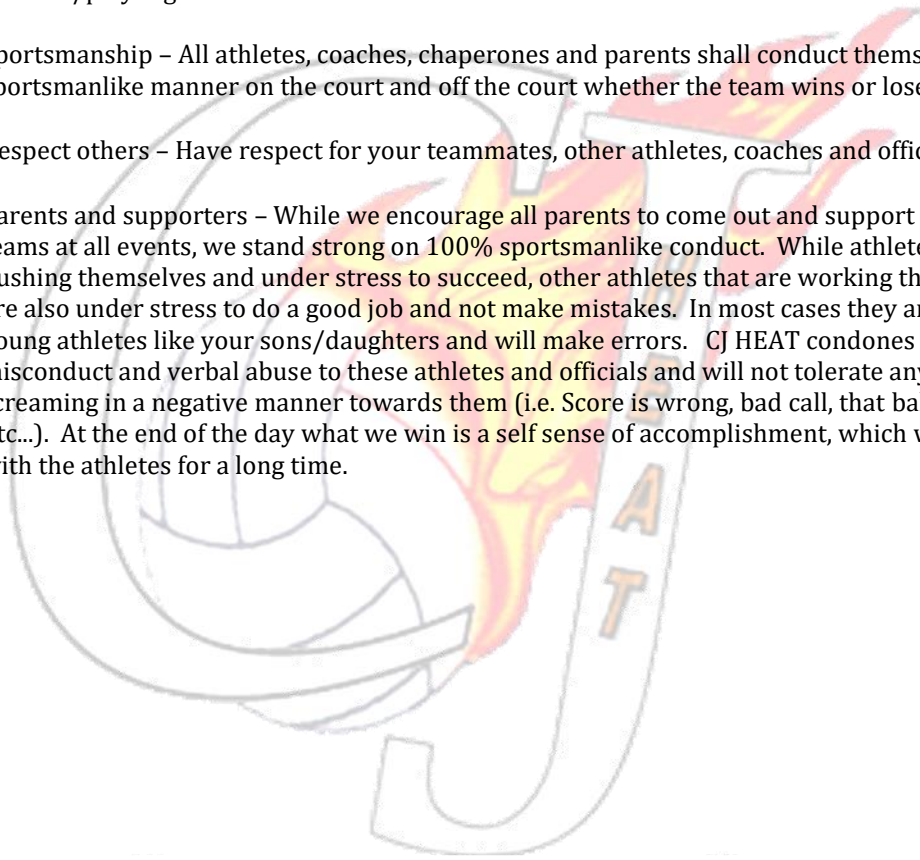
## Policies and Procedures

### CLUB PHILOSOPHY

Club volleyball is a competitive sport where teams compete at high levels to be the best that they can. It is a team sport where all athletes on the court rely on each other to achieve their goals. Our goal as a club is to provide these athletes with the tools and understanding of the game so that they can continually improve while having a positive volleyball experience.

To achieve this, we expect the following from all members:

- Commitment to team – All athletes are expected to make every practice and tournament unless an emergency arises. This is a team sport! In order to play as a team, the team must practice/play together.
- Sportsmanship – All athletes, coaches, chaperones and parents shall conduct themselves in a sportsmanlike manner on the court and off the court whether the team wins or loses.
- Respect others – Have respect for your teammates, other athletes, coaches and officials.
- Parents and supporters – While we encourage all parents to come out and support your teams at all events, we stand strong on 100% sportsmanlike conduct. While athletes are pushing themselves and under stress to succeed, other athletes that are working the event are also under stress to do a good job and not make mistakes. In most cases they are only young athletes like your sons/daughters and will make errors. CJ HEAT condones any misconduct and verbal abuse to these athletes and officials and will not tolerate any screaming in a negative manner towards them (i.e. Score is wrong, bad call, that ball was out! Etc...). At the end of the day what we win is a self sense of accomplishment, which will stay with the athletes for a long time.



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### CLUB POLICIES

#### Coaching & Parents responsibility for your athlete:

- Coaches are responsible for the athletes during practices and tournament play.
- Decisions during practices and or tournaments made by the coach are final.
- Parents are responsible for their child while the athlete is off the court.

#### Representation

All CJ HEAT athletes and coaches should remember that at all times you represent first yourselves and the club. Unsportsmanlike conduct will not be tolerated. While volleyball can be competitive and players can get caught up in the moment, please remember that poor behavior will be seen by other clubs, recruiters and USA volleyball members and therefore will reflect on you as well as the club.

#### Play Time

Club volleyball is **not** a low-cost recreational sport. It promotes a competitive environment where athletes join to improve and raise their game for their own personal reasons or with the goal to be recruited and play volleyball at the collegiate level. Athletes that join our club, pay to improve their skills and to practice. While your coach will try to find the immediate skills that each athlete can add to the team and to get them court play time, it is not always immediately possible. While we would all like to think that the athletes all have the same skill set, this is not accurate, but we would like to think that after being a part of the club/team for a short time the coach will teach and/or enhance the skill level in each and every player that regularly attends practices and therefore eventually leading to increased play time. Club volleyball is pay for practice and not pay for play time. ***Play time is earned.***

#### Work Assignments

All athletes on the team will share in the work responsibilities when competing at tournaments (i.e. score keeping, lines, R2 etc...) All athletes are also expected to attend an R-2 and score-keeping clinic that is provided in person or online. They should also make every effort to excel and pass a minimum of two work assignments and the online tests to be certified by USAV.

#### Attendance and commitment policy

Attendance at practice is crucial for a team to become a cohesive unit and play well together. Practices missed can result in disruption to the team while in competition and delays in learning. Therefore, it is our club policy that all practices are mandatory unless a valid excuse is given prior to the practice and the head coach's acceptance given. Failure to attend practice(s) may result in reduced play time at tournaments. Failure to attend a tournament without the head coach's prior knowledge and acceptance may potentially result in no play at the following tournament. Poor attendance is not fair to other team members and can cause undue resentment in the team.

#### Parental Support:

At all times parents are to be supportive of the whole team and respect the coaches' decisions. We recognize that the parent's main concern is their athlete, however keep in mind that the coaches have to consider all of the athletes on the team.

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### Notifications:

The most common method for providing you with information from CJ Heat is through email. All members should provide us with a valid email address so that we can send information. In addition, your email will be provided to our coach so that they can also contact you. In addition, almost all the information related to tournaments, practice schedule, venue and much more can be found on our website.

### TRAVEL

The purpose of this article is to define the roles and responsibilities of the Parents, Athletes and Coaches when traveling to a one-day or multi-day tournament.

#### Parent Responsibilities

- It is the parent's responsibility to provide or arrange hotel rooming for their athlete(s) at all multi-day tournaments. While CJ Heat will block out rooms for the parents when possible at "stay to play" it is the parents sole responsibility to complete the reservation and pay for it. For events not requiring the "stay to play", then the parents are responsible to secure hotels on their own.
- Parents are responsible for their athletes "at all times" during tournament events.
- It is the parent's responsibility to provide or arrange transportation for their athlete(s) to get to and from every tournament within the arrival window provided by the coach.
- Provide the athlete with enough nutritious food and drinks or money to last the entire tournament.
- If your daughter will be traveling with another parent or athlete, you must notify the team coach, so that they are aware of this arrangement.
- Provide the coach with the athletes' cell number (if any), Parent or guardian's cell numbers, and an emergency contact numbers. If the athlete is traveling with someone else you must also provide the contact information of who the athlete is traveling with.
- If you need to take your athlete away from the team please notify the coach in case the play schedule changes and they are needed.

#### Player Responsibilities

- Athletes should **NEVER** go anywhere alone when at the venue. You must always travel with at least two other athletes. You should always have your parents permission to leave the team area (i.e. restroom, water machine, getting taped, buying souvenirs, leaving with your parent or anything else that takes you away from the rest of the team).
- Follow the instruction provided by the coach and your parents.
- Go to sleep early. The days are long and hard and the only way to play your best is when you are well rested. ***This is about VOLLEYBALL and learning to become a team athlete and sportsperson, it is not a slumber party.***
- Make good, healthy food choices. It does make a difference.
- Double check your bags for all items you might need for the full day: extra jersey, warm-ups, Knee-pads, sneakers, socks, whistle, timer, money, WATER, etc.
- There is no smoking or alcohol permitted while attending any tournament or CJ HEAT practice or events.

Be helpful and cooperative – both of these make for a much more pleasant day for all.

When attending any tournament, it is encouraged that players spend their time off the court as a team. When attending multi-day tournaments athletes and parents should participate in activities and meals as a team.

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### Coach Responsibilities

- Communicate via email or verbally to the team parents the expected time to arrive at the tournament site. Usually all athletes should plan to arrive 45 minutes to 1 hour prior to the start of the tournament.
- Communicate work schedule ahead of time or during the tournament.
- For multi-day tournaments, meet with the team to review or decide on the events of the day or the schedule for the next day or ask a parent to volunteer to assist with this co-ordination of events for the team.
- Conduct yourself in a professional manner providing an example to your athletes as well as their parents.
- When decisions are needed pertaining to the team, the tournament, the Coach's decision is final.

### Chaperone Responsibilities

Beginning with the 2017-2018 club season, CJ Heat will no longer have the need for chaperones as all athletes will be required to stay with their family while attending multi-day tournaments. As a result parents will be responsible for their own children at all times.

### Single day Tournaments

Registration for USAV tournaments open in the month of December. CJ HEAT will do its best to select single day tournaments within the tristate area. Travel time to these tournaments will be approximately 1 hour to 1 hour and 30 minutes from our facility. Single day tournaments normally run from 8:00 am to about 5:00 pm.

### Multi-day Tournaments

Muti-day tournaments are events requiring an overnight stay. These tournaments normally occur during a holiday weekend. Bigger events take place over a 3 day weekend normally beginning on Saturday and playing through to and including Monday. There are smaller events (2-day) running on Saturday and Sunday. These events may also require an overnight stay. CJ HEAT may attend up to 5 multi-day tournaments in one season. The dates for these multi-day tournaments are normally known at the beginning of the seasons.

### HOTEL POLICY

CJ HEAT's policy is that athletes stay with their parents during any multi-day tournament 2 or 3 day event. Parents are responsible for the cost of their hotel rooms while attending multi-day tournaments, as well as transportation and meals for them and their athletes. **Travel costs are not included in any of our fees.**

The club works very hard to keep Hotel costs as low as possible. It will continue to do its best to select, contract and provide hotels that are safe, reputable, clean, and affordable. Some tournaments we are not in control of the Hotel selection and must reserve rooms through a tournament agency. In "Stay and Play" tournaments, CJ Heat will reserve enough rooms to offer (1) room for each family attending. It is the responsibility of the family to complete the reservation within the given guidelines provided in order to complete the reservation

### Stay and Play:

Most 3 day tournaments are considered Stay and Play. This means that the teams attending these types of tournaments are required to stay in the Hotels designated by the Tournament sponsor.

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Failure to meet the minimum number of rooms per team at these Hotels can result in the team being disqualified and dropped from the tournament by the tournament director.

For all Stay and Play tournaments, CJ HEAT is required to reserve rooms for each team at Hotels designated by the Tournament Sponsor. CJ HEAT will book as many rooms as possible/available at these hotels in hopes of keeping the teams together as much as possible. These rooms will be made available to all parents on a first come basis. **If the team fails to meet the minimum number of rooms because rooms were not reserved by the deadline, CJ HEAT will purchase the rooms needed to meet the minimum. Team parents not reserving a room at the designated Hotel will share in the cost incurred by CJ HEAT for the number of rooms needed to meet the minimum. In the event this occurs all payments will be used to satisfy the requirements of the tournament and does not guarantee any additional rooms.** This is required so that the teams can compete at these qualifiers or major events.

For tournaments that are not “Stay and Play” each family is responsible to locate and reserve their own hotel rooms at the hotel of their choice.

### Coach’s Room

For multi-day tournaments the following items are included in your club fess:

- Coach’s room, whenever possible, rooms will be shared by two coaches providing they are of the same gender.

### Athlete NOT Attending a Multi-day Tournament

If an athlete is unable to attend a Multi-day tournament, the athlete forfeits all monies paid toward coaches lodging and travel fees that are included in the club fee.

### TOURNAMENTS

The quantity of tournaments the athletes receive each season can be found in the “CJ HEAT Brochure” These are some of the potential tournaments the athletes may attend for multi-day tournaments

TOURNAMENTS	LOCATIONS	Time Frame/ # of Days
Martin Luther King (MLK)	Lancaster PA	January / (Three day)
Capitol Hill Classic	Washington DC	February / (Three day)
NorthEast Qualifier (2&3)	Philadelphia, PA/Baltimore, MD	March/April / (Three day)
Irish Rumble	Lancaster, PA	March (Two day)
Boardwalk Block Party	Atlantic City`	May (Two day)

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### CLUB FEES (WHAT IS INCLUDED)

Every year CJ Heat works very hard in making our club fees as low as possible while providing an enhanced club package. Our goal is to make club volleyball available to as many girls as possible that want to play. Based on research of other area clubs, we feel that our fees are the lowest in the area for the amount of practices, tournaments and equipment the athletes receive. Our costs are spread equally among all athletes placed on a team.

Included in the club fees are:

- Tournament entrance fees in GEVA and AAU
- Insurance
- New uniforms every season
- Equipment for training and play
- Backpacks\*
- Coach/Assistant Coaches fees,
- Score-Keeping/Officiating training
- Facility rentals
- Does not include travel to and from tournaments
- Does not include food or lodging when at multi-day tournaments

(See CJ HEAT brochure for fees.)

\*BackPacks effective 2023-2024 season

- Athletes returning to CJ Heat will continue to use their existing backpack.
- New Athletes to CJ Heat will receive a new backpack as part of their uniform package.

### Payments Schedule

Club fees are based on a minimum number of athletes per team. Our cost is spread equally among all athletes on a team. To help our members, CJ Heat provides a payment program. For the exact percentage and amounts to be paid towards your club fees refer to the most current (*CJ HEAT Girls Payment Schedule*) located on our website. CJ Heat will also provide billing statements.

### Binding Contract

It is important to note that when committing to a club team, the athlete and the parent(s) agree to a binding contract and are accountable for the full amount of the club fees. If an athlete/parent(s) decide to break apart from the club for whatever reason, or the athlete incurs and injury, they remain contractually obligated to pay the remaining balance owed so as not to incur additional cost to the club or its remaining team members. If in the event a club fee is not paid in full by the end of the season, the athlete is reported to GEVA and the athlete will not be permitted to play or join any team in USAVB until the amount due has been satisfied in full.

### Refund/Credit Policy:

Due to the nature and major expenses involved in our programs, our policy must be strict. There are no refunds or credit given at any time or for any reason once you have paid for any team or CJ heat program. Even if prolonged athletic seasons, injuries, illness (to player or extended family). In conjunction, there will be no credits and/or refunds provided under any unforeseen conditions or circumstances not stated above.

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### TRYOUTS

Athletes wishing to make a CJ Heat team must attend at least one tryout. Tryouts are normally held in August-September for boys and girls. Dates are always posted on our website prior to the start of each club season. If an athlete cannot attend a tryout session they must make an effort to contact the club directors and make alternate plans. We do not and can not guarantee that all athletes ages 12 and up will make a team.

**IMPORTANT:** All athletes trying-out for a CJ Heat team may need to register with GEVA/USAVB prior to attending the try-out (If the tryout date is within the sanctioned tryout date period). You may be asked to provide proof of your membership.

### Athlete Selection Process

All athletes will be selected for a team based on the following:

1. Skill level
2. Ability to play a position and the need for a certain qty of players for that position
3. Ability to adjust to and follow instructions provided by a court coach.
4. Athlete will **NOT** be selected based on previous history with the coaches or the club, but strictly on their skills and team needs
5. While we do not want to cut players who tryout, we will not exceed or fall short on the amount of players per team necessary to compete effectively, which will depend on the age group but may be between a minimum of 9 to a maximum of 14. Refer to our brochures for the team's min and max.

### Acceptance Process

If a decision is made by CJ Heat to offer a position on a team to an athlete, CJ Heat will place the athletes tryout number and the tryout results page on our website as well as contact that athlete via email with an offer email. Pursuant to GEVA guidelines that athlete has 72 hours to provide an initial respond, this time begins with the placement of the tryout number on our website or the email being sent, whichever is done first.

To accept the position offered to the athlete, the athlete's guardian must;

- \*Respond to the email indicating that you are accepting the position offered
- Complete the instruction provided in the acceptance offer.
- Print and have a legal guardian sign and return the acceptance offer to us along with a acceptance deposit which will be applied to your club fees.

All follow-up/upgrade offers are based on the original offer date and deadline. The athlete does not have an additional 72 hours to accept any new offer.

\*Note that the offer is considered accepted and contractually binding once the parents responds to the offer email with an acceptance.

### ESCALATION PROCEDURE:

#### Parent and Athlete

If a player has a complaint or concern, they are expected to speak directly with their team captain first. The team captain will approach the coach when appropriate. **Generally, concerns are not to be brought up to the attention of coach until play is completed for that particular day.** If, after failing to resolve an issue, a player or parent would like further consideration, they should then contact the coach. If the issue is still not satisfactorily resolved, they may take it before the Review Board. The decision of the Review Board is final. The board consists of the club Co-Directors.



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Issues or complaints about "Playing time" will **NOT** be considered by the Review Board.

### Coaches and Chaperones

If any coach or chaperone has a complaint or concern, they are expected to speak directly with either Club Director as appropriate.

### COVID 19 PROCEDURE:

Our hope is that everyone is following NJ and CDC safety practices to remain safe and healthy as these are very uncertain and difficult times. With this said we are doing our best in establishing a club volleyball season and other CJ Heat programs you have all come accustomed to. All this while following closely all NJ safety guidelines. CJ HEAT will do its best to anticipate and respond to the ever-changing environment and requirements as they present themselves.

### CJ Heat Covid Safety Precautionary Guidelines

While we cannot control what others do, please follow these simple safety guidelines when attending practices.

- If the athlete feels more comfortable, they may continue to wear their mask during practice.
- Athletes and staff should carry hand sanitizer for use whenever possible and wash their hands upon entering the practice area and prior to leaving it.

### Covid-19 Quarantine Procedures for returning to practice

Follow these procedures when attempting to return to practice after one of these situations.

SITUATION	QUARANTINE PROCESS
If the athlete has tested positive for Covid-19	The athlete must Quarantine for a period, based on the CDC's recommendations before returning to any club event.

\*Note - If the state of NJ/CDC implements mandatory Covid-19 guidelines, then they will supersede these CJ Heat guidelines and CJ Heat will implement additional precautionary measures and procedures