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## **I. PURPOSE OF THE YOUTH VOLLEYBALL PROGRAM**

We believe that through good leadership our program will ensure successful experiences for all participants. It should encompass all of the benefits listed below:

1. Participation should develop and keep a healthy mind in a healthy body. Certain physical results are considered desirable and can be attained, subject to the differences in individual ability. These are: speed, strength, endurance, coordination, flexibility and agility.
2. Self-reliance and emotional stability can be developed through athletics.
  - A. Making decisions and accepting responsibilities.
  - B. Developing and exercising leadership.
3. Social growth is enhanced by athletics.
  - A. Appreciating what other people are really like.
  - B. Learning to get along with people - a living laboratory of democracy in action.
  - C. Learning to cooperate—"Team Work".
  - D. Learning to compete— self-discipline, emotional balance.
  - E. Making new friends.
  - F. Learning respect for rights of others.
4. Sportsmanship is an immediate and long-range goal.
  - A. Being responsible to law (rules) and order.
  - B. Observing fairness and custom.
  - C. Treating others with consideration.
  - D. Recognizing and applauding fine play and sportsmanlike acts of opponents.
5. There are other goals and values:
  - A. To develop initiative, willingness to try new things
  - B. To encourage intelligent use of leisure.
  - C. To have a fun and satisfying experience.
  - D. To participate in a wide variety of activities.
  - E. To obtain recognition, respect in the community.
  - F. To promote mental alertness.

Together, these will help make our children become better all-around citizens.

## **II. BILL OF RIGHTS FOR YOUNG ATHLETES**

1. Right of the opportunity to participate in sports regardless of ability level.
2. Right to participate at a level that is compatible with each child's developmental level.
3. Right to have qualified adult leadership.
4. Right to participate in safe and healthy environments.
5. Right of each child to share in the leadership and decision making of the sport in which he/she is participating.
6. Right to play as a child and not as an adult.
7. Right to proper preparation for participation in the sport.
8. Right to an equal opportunity to strive for success.
9. Right to be treated with dignity by all involved.
10. Right to have fun through sport.<sup>1</sup>

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<sup>1</sup> Youth Sports Guide for Coach and Parents AAHPER Publication, 1201 16<sup>th</sup> St., N.W. Washington, D.C. 20036

### **III. ROLE OF THE VOLUNTEER COACH**

The Tallahassee Parks, Recreation and Neighborhood Affairs Department (PRNA) would like to thank you for accepting the responsibility of coaching one of our youth football teams. No program can be a success without good leadership.

The hours will be long and you are serving without pay, but your job is most important. You will be building the moral fiber, mental health, and physical strength of young boys and girls who will be the citizens of tomorrow.

These athletes are at a most impressionable age and the training you give them, good or bad, will have a lasting effect on their young lives.

For some, playing on your team may be their only contact with organized sports. We know you will want them to remember it as a pleasurable and meaningful experience.

Without your help, this program would not be possible. For the players, parents, and the Tallahassee PRNA, THANKS!

### **IV. RESPONSIBILITIES OF THE VOLUNTEER COACH**

#### Background Check

All head coaches and primary assistant coaches must complete a National Background Screening Consent/Release Form. Coaches must be cleared before coaching any Tallahassee PRNA program, this includes practices. Any team assistants or team parents are encouraged to complete a Tallahassee PRNA Volunteer Information Sheet.

#### Parents Meeting

All coaches must have a preseason meeting with team parents to discuss the purpose and scope of the program, code of conduct, rules and regulations, and other necessary information.

#### Player Supervision

In order to insure the safety of all players, Tallahassee PRNA is asking each coach to stay with their players after practices and games until all players have been picked up. If the same parent(s) are consistently late, please let your park supervisor know. The park supervisor will talk to the parent(s) regarding the issue. If the issue continues, a player may be dismissed from the league. Under no circumstance shall a coach leave a player unattended.

#### Parent/Spectator Control

A team is responsible for its parents and spectators. Officials may penalize a team for the behavior of its parents and spectators. Please read through the Code of Conduct and the definition and penalty for unsportsmanlike conduct.

#### Reporting Injuries

During games, park supervisors are responsible for filling out the Accident Report Form for any injury that requires medical attention, or for any injury that may potentially require medical attention. During warm-ups or practices, coaches are responsible for filling out the Accident Report Form. A copy of the report should be turned into Tallahassee PRNA within 24 hours.

## V. CODE OF CONDUCT

### THIS COPY IS FOR YOUR REFERENCE – SIGNED COPY SUBMITTED

Tallahassee PRNA directs many youth athletic recreational programs. We are committed to creating opportunities and experiences that will foster the development of positive moral and ethical values, and we strive to promote good sportsmanship among all participants. As a volunteer coach, I hereby pledge to live up to the following code of conduct:

1. I will abstain from using any tobacco or alcohol products in or around the playing field, or the sports complex in which the field is located. I will also refrain from participating in any practice or game activity when it is apparent that I have consumed alcohol prior to arriving. \_\_\_\_ Initials
2. I will refrain from using abusive or profane language in or around the playing field or the sports complex in which the field is located. \_\_\_\_ Initials
3. I will refrain from permitting a player to participate in a practice or game when in doubt as to the player's health or physical condition, and I will abide by a doctor's decision in all matters relating to a player's health or physical condition. \_\_\_\_ Initials
4. I will provide equal opportunities for all players regardless of race, color, ethnicity, religion, age, or otherwise qualified characteristic. \_\_\_\_ Initials
5. I will refrain from accepting any gift, gratuity, or favor that might influence my judgment. I will refrain from offering any gift, gratuity, or favor with the intent of obtaining special privileges, and will not exploit any relationship with a player for personal gain or other advantage. \_\_\_\_ Initials
6. I will strive to promote good mental and physical health in all aspects of participation and refrain from any type of verbal or physical abuse of any players. I will make any criticism "constructive" in nature and reserve it for private moments. \_\_\_\_ Initials
7. I will consistently display and demand good sportsmanship in practice and in games, including but not limited to accepting decisions of the officials in a professional manner; refraining from criticizing opposing coaches, players, and spectators; refraining from "running up the score" and congratulating opposing teams following a game. \_\_\_\_ Initials
8. I will conduct myself in accordance with all rules, regulations, and determinations of the particular league or program in which I am volunteering. \_\_\_\_ Initials
9. I will hold a pre-season parents' meeting, and maintain open communication with parents relating to all aspects of participation, including conduct of both spectators and players. \_\_\_\_ Initials
10. I will consistently act in the best interest of all players and the particular program in which I am volunteering, so as to provide a positive experience for all players and to promote a positive image of the program. \_\_\_\_ Initials

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park

\_\_\_\_\_  
League (Age)

\_\_\_\_\_  
Team

## **VI. EMERGENCY PROCEDURES**

We want to emphasize the importance of conducting yourselves properly in dealing with medical emergencies at your facilities. Realizing we are not empowered or trained to "treat" victims, we still have the responsibility to render front line aid and supervise the situation. This may involve discussing the situation with the victim, coach, or parent, or to call in the Ambulance Service. Listed below are some guidelines to follow, which should always be coupled with good common sense.

In the event of an accident or emergency:

1. Try to determine the extent of the injury. If in doubt as to the seriousness of the accident, do not move the patient. Keep him comfortable and reassured and call an ambulance. If the situation calls for it, apply ice or keep the patient warm and comfortable.
2. Front line care of an accident would include use of ice, stoppage of bleeding, restoring breathing, and treatment for shock, heat exhaustion or stroke.
3. Be sure victim is as comfortable as possible. If it's cold, cover them. If it's hot, loosen equipment, etc. **USE GOOD COMMON SENSE!**
4. Call for additional support. Use other adults to secure necessary materials and never leave the patient alone with other players.
5. If an ambulance is called, be sure you have someone to direct it to the site. Assist paramedics in any way you can.
6. Always prepare an accident report that will be turned in to the supervisor who will then get the information to the Parks and Recreation Dept.
7. Be sure you have access to a phone within a short period of time.
8. Submit a follow up report of the injured person. Call to find out the extent of the injury and how he is doing.

Above all, supervisors and coaches are to take charge during these incidents and must coordinate aid rendered.

Please advise all your coaches of the importance of being sure all aspects of an accident are handled properly and expeditiously.

## VII. INCLEMENT WEATHER & LIGHTNING SAFETY

Tallahassee PRNA currently uses the AccuWeather SkyGuard System. This system provides staff with lightning advisories and warnings via text or email message based on a given park or facility location. Full-time athletic supervisors will receive an email and/or text with information regarding a potential storm. The athletic supervisors will alert park supervisors of one of two messages received: **Lightning Advisory** and **Lightning Warning**. During games onsite park supervisors will inform their coaches of any advisories or warnings. This system will be used to determine whether play should be suspended and able to resume activity.

**Lightning Advisory** = Lightning conditions exist within 15 miles of the park or facility location. Play may continue until a warning is received.

**Lightning Warning** = Lightning conditions exist within 8 miles of the park or facility location. All players, coaches and officials must clear the playing field. Anyone onsite at the park or facility location is encouraged to seek appropriate shelter. Play will resume when the warning expires.

During practices or when a park supervisor is not onsite, coaches will be responsible for determining whether play should be suspended. Please be aware of weather conditions. Use common sense and good judgment, and make safety a priority! Lack of rainfall is not an adequate indicator for suspending play.

**If you see it (lightning), flee it! If you hear it (thunder), clear it!**

Ultimately, players, coaches and spectators are responsible for their safety. If participants feel they are in danger from inclement weather or impending lightning, they have the right to leave the park or facility location in order to seek shelter, without fear of repercussion or penalty.

## VIII. MEDICAL ISSUES/CARE

### Heat Related Emergencies

Heat related emergencies usually result from loss of fluids and electrolytes (salts) from heavy sweating. As a person continues to lose fluids through sweat, the blood volume is decreased. Blood flow to the skin increases, reducing blood flow to the vital organs. The circulatory system is affected; therefore the person goes into mild shock. If treated immediately, heat cramps and heat exhaustion can usually be reversed with prompt care.

**Heat Cramps** – Loss of fluids and electrolytes can begin to produce painful spasms of skeletal muscles, generally in the legs and abdomen. Skin is moist. Body temperature is usually normal.

**Treatment** – Have person drink cool water and rest in a cool place.

**Heat Exhaustion** – Cool, moist, pale, clammy or ashen, headache, nausea, dizziness, weakness, exhaustion.

**Treatment** –Have person drink cool water and rest in a cool place.

**Heat Stroke** – Red, hot, dry. Body temperature continues to climb. Person may vomit and begin to show changes in level of consciousness. Sweating may stop because body fluid levels are low. When sweating stops, the body cannot cool itself effectively and body temperature rapidly rises. Soon the brain and other vital organs, such as the heart and kidneys begin to fail. Convulsions, coma and death will result. TREATMENT ON NEXT PAGE

## Concussions

After recent discussion of concussions, our program has adopted recommendations each coach will follow for the season. The following guidelines were established by the CDC.

1. Every coach will receive "A Fact Sheet for Coaches" provided by the CDC at the beginning of the season at a coaches meeting. We will also explain signs and symptoms a coach will look for at the coaches meeting.
2. Every coach will also receive a couple copies of "A Fact Sheet for Parents" that will be distributed to a parent of a child that shows signs and symptoms of a concussion.
3. Review the four steps in an action plan with each coach if they suspect a child has a concussion:
  - a. Remove athlete from play.
  - b. Ensure that the athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
  - c. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
  - d. Keep the athlete out of play the day of the injury and until an appropriate health care professional says they are symptom-free and it OK to return to play. A player must bring a written clearance to the main office before the player can start back playing. League supervisor will notify the coach when a player is cleared to play.

## IX. PREVENTING PROBLEMS

**Develop Policies and Procedures:** *Clearly defined organizational policies and procedures help clarify the rights and responsibilities of parents and how they should behave within the confines of the youth sports environment. Without boundaries and guidelines for behavior it is difficult to hold individuals accountable for their actions later. Often, parents are out of control because no one has ever told them they are not supposed to be out of control!*

**Communication:** Communication is the key to so many things a youth sports administrator is responsible for and dealing with parents is no exception! Policies and procedures will have no effect unless all involved, including the parents, are made aware of them and understand them. This is where communicating with the parents is vital. Parents must be acknowledged for the important role they play.

**Parent Meeting:** A parents' meeting is a vital tool in developing a positive youth sports experience for children. It allows the coach to get to know the parents he/she will be dealing with during the season. A healthy two-way communication process should be encouraged and initiated at the parent meeting. Time should be left at the end of the meeting for questions from parents.

Topics to be discussed at this meeting should include:

- Structure of the league – who should parents contact with concerns or questions.
- Philosophy of the league – equal play, skill development, FUN, etc.
- Program specifics – rules, location, times, etc.
- Season specifics – duration, special events, etc.
- Equipment specifics – what is needed, what is optional, etc.
- Transportation guidelines
- Health & safety guidelines – inclement weather policies, etc.
- How parents can get involved
- The rights & responsibilities of the youth sports parent
- Parent's Code of Ethics

**Get to Know the Parents Informally:** The administrators and coaches of each team should make a point of getting to know the parents of the children. The coach should be aware that all families are different and the motives for children being involved in sports will vary. It may be useful for the coach to have the parents complete a simple questionnaire, asking them specifically what they want their child to get out of

the youth sports experience. This questionnaire can be completed at the time of registration and then given to each coach.

By informing each parent know of the organizational philosophy many problems may be prevented in the future. Also, if the parents feel comfortable, it is more likely that youth sports administrators will have an open, constructive relationship with them. Coaches may make the effort to contact each of his/her players' parents on an individual basis or simply spend time talking to each parent at the orientation meeting. What is important is that during and after practices and games the coaches and administrators acknowledge the parents as a valued part of the youth sports experience. If ignored or shown any disrespect, parents feel less secure and are less likely to be supportive.



## **X. RULES, REGULATIONS, AND GENERAL INFORMATION FOR ALL LEAGUES**

The following are specific rules and regulations of the City of Tallahassee Parks, Recreation and Neighborhood Affairs (PRNA) Junior, Intermediate, & Senior League Volleyball programs. The Official National Federation of State High School Association current Volleyball Rule Book governs all other official rules of this program.

1. **Scoring / Termination of Game**
  - a. 25 points and ahead by 2 points, third game to 15 and ahead by 2 points; rally scoring, point scored on every serve
  - b. Side Out - A side out shall be declared when the serving team violates a rule or when a server has scored 5 consecutive points. **The server can score a maximum of 5 points before side out will be called. (A point will NOT be awarded to opponent when a side out occurs due to the 5 serve rule)**
  - c. Two out of three games or one hour of play constitutes a complete match. If a match ends after the 2nd set, teams may scrimmage without officials if time remains. The court will be cleared 10 minutes prior to the next scheduled match. The match ends when the one-hour time limit expires regardless of whether or not the match has been completed.
2. **Receiving the Serve. Players must return the serve with a legal hit. No two hand slapping at the ball.**
3. **Coin Toss.** Occurs prior to the first game of a match. The winner shall choose either to serve or receive or the side of court for the first and third games. There will be an additional coin toss before the third game.
4. **Out of Bounds.** When the ball touches the floor completely outside the court's boundary lines. The boundary lines are considered in bounds.
5. **Out of Bounds-Roof and Walls.** If the ball touches the back wall of the gym at any point, the ball is dead and the point is awarded to the opposing team. If the ball hits the roof on your side of the court from your team's touch and you still have a legal hit left, you can use that hit when the ball comes back down. If the ball hits the roof on your opponent's side of the court from your team's touch, the point is awarded to the opposing team.
6. **Tournament Rules-** The final week of the season (leading up to the tournament), we will enforce tournament rules. This means we will call foot faults the final week of the season and in the tournament.
7. **Timeouts.** Each team will have 1 time-out per set. (1 minute)
8. **Participation.** The youth volleyball program is designed for participation by all players. While it is reasonable that everyone will not play the same amount of time, coaches will ensure that every player will start 1 of the first 2 games out of the 3 game match.
9. **Substitutions.** Players must substitute into the game, in order, into the middle back position each rotation. This substitution will begin with the first rotation for each team. Once the substitution/rotation order is established, it will not change for the entire set (game). This order can be changed from one game to the next.
10. **Uniform.** Sneakers or gym shoes must be worn. Team jerseys will be supplied by PRNA and must be visibly worn in the game. Other uniform equipment is optional but coaches should not ask players or parents to purchase additional uniforms.

11. **Equipment.** Balls for practices and games will be provided by PRNA and must be returned at the end of the season.
12. **Participation in Outside Leagues.** A player may play for her middle school or high school team and still participate in the recreation program.
13. **Adding Players. VOLLEYBALL COACHES MAY NOT ADD PLAYERS. ONLY PRNA CAN ASSIGN NEW PLAYERS.** A player may not switch from one team to another. No players may be added the final two weeks of the season. If a player does not participate in at least one match during the last 2 weeks of the season, it will be the coach's discretion whether or not she is eligible for the tournament.
14. **Grace Period** - There will be no grace period. Games will start as scheduled. A team must have at least 4 players to start a match. Players may be borrowed from the opposing team only until additional players arrive.
15. **Foot faults** will not be called during the season. However, they will be called during the end of the year tournament. All coaches should encourage their players to work towards being able to serve behind the service line before the end of the season. To help encourage this process, a service area will be designated and reduced as the season progresses in the Junior and Intermediate Leagues.
16. **Re-Serves.** A re-serve shall be called when the server releases the ball for service, then it drops to the floor. The referee will cancel the serve, and direct a second and last attempt at serve. Each player may have only one re-serve during a team's turn of service. If the server tosses the ball and catches it, this is a side out and the point and service is awarded to the other team.
17. **Serve:** A ball that contacts the net between the antenna's and passes into the opponent's court during a serve is a legal ball. Players will be given 5 seconds to serve the ball from when the official blows the whistle. Failure to serve in 5 seconds will result in a point for the other team and a side out.
18. **Proof of Age:** A player may be asked to show proof of age before being allowed to participate. Proof may be by birth certificate, hospital, or school records, if signed by a school official. A player must be 8 years of age before December 31<sup>st</sup>, 2014 and may not turn 16 before September 1<sup>st</sup>, 2014
19. **Playing Out of Town Teams:** PRNA does not endorse or permit a local team playing out of town teams. The department will not accept the liability involved. Therefore, only league play is permissible.
20. **End of Season Tournament:** This single elimination tournament will be seeded by a blind draw.

#### **XI. Unsportsmanlike Conduct**

#### **THERE IS NO EXCUSE FOR UNSPORTSMANLIKE CONDUCT - FOR EITHER A COACH OR PLAYER.**

1. **Coach.** If a coach is charged with unsportsmanlike conduct during a match, she/he will no longer be allowed to coach that match. She/He must leave the gym and will be suspended for one match. If a coach has to leave the gym on two occasions during the season, she/he will be immediately dismissed as a coach for the remainder of the season. A coach may be dismissed for the season if one (1) unsportsmanlike conduct is called providing the conduct is of an abusive nature.
2. **Player.** If a player is charged with one unsportsmanlike conduct in one match, she will not be allowed to play in the remainder of the match and will be suspended for the next

scheduled match. If a player is removed from a match twice during the season, she will be dismissed from league play. Gym supervisors will keep a record of this.