

COACHING CONTRACT – RESPONSIBILITIES AND REQUIREMENTS

(Place the following information in 3-Ring binder to be kept with you during all club activities)

- 1) Review Player Agreement and Code of Conduct with your team. Director of Operations will have Player Agreement and Code of Conduct forms signed by parent and player. In the event of a parent/player meeting you will be required to produce all forms.
- 2) Coaches will be provided a copy of the emergency medical form and liability form for each player
- 3) Coaches will have a player information sheet for each of your players. Each sheet will have the following information: Players name, phone number, and parents name. Keep for your reference. Each time a player misses practice you are to note the date and reason. All other important information regarding attitude and performance should also be noted and dated. A sheet on each girls is to be turned in at the end of the season.
- 4) Establish phone tree for practices, or practice/tournament cancelation. Have a copy with you at all times. Give each player a copy of your phone number AND email address. You will be responsible to contact your team in the event of any changes to club events.
- 5) Please let players know that their parents are welcomed to attend practices but are not allowed to coach them from the side. If this happens then coach or Club Union staff will give a warning, 2nd warning they will be asked to leave practice that day with their child/player.
- 6) Coaches and athletes should dress appropriately for practices and tournaments.
- 7) Coaches and parents are not allowed to order "team" warm-ups, shirts, jerseys or gear unless approved by Club Union Director. In some situations the club will approve ordering T-shirts following the request made by the coach to the club director (Ex. National shirts, out of state tournaments, extra practice shirts, extra jersey).
- 8) Coaches may have an assistant coach that is approved by Club Union. We only pay Head Coaches for each team not assistants.
- 9) Coaches are to turn in all folders and equipment at the end of the volleyball season and are not to keep or make copies of any athlete personal information.

Practices:

*NO other volleyball club apparel should be worn to Club Union practices or tournaments. Club Union practice shirts will be provided and should always be worn to practices.

*No athlete may participate in any practices or tournaments until they are registered with Club Union Volleyball and AAU. No other athletes from any other club may participate in any Club Union practices unless they are approved by Club Union director.

1) Establish a practice starting routine. Practice starts at the designated time. Net and practice site is prepared and ready prior to scheduled starting time. Practices are planned in advance with room for flexibility. Each practice is a "complete" session.

2) Team meetings should be before practice or after and no longer than 10 minutes. Each session should start on time and end at the designated finish time. Sitting and talking with team or parents during this time is not allowed. You are to be actively engaged with your team during the complete session. Talking with individuals not on your team (coaches or parents) during practice takes away from your instruction time.

3) You are not to transport any player to or from any practice or competition. Our insurance policy only covers you while you are in the gym at practice and competition. No coach is to be a chaperone for any players at any time.

4) Players should leave the gym after practice feeling they have experienced a healthy and positive session. They should be tired and look forward to returning for the next scheduled practice. It should involve the following: fun, hard work, rewarding, and the desire to repeat the process. Finish on a positive note.

5) Technique training is required and drilled in practice. Game like situations that emphasizes correct technique is encouraged. Goal oriented (with or without points earned) should be utilized as much as possible.

Club Discipline Policy:

1st offense- Warning. Player/coach meeting. Parents and club director notified.

2nd offense- Player / coach / parent / club director meeting. Agree on a consequence

3rd offense- Parent / club director meeting. Suspension from Club Union Volleyball

If a problem arises during practice, please remove the player from the court. Do not permit them to leave the building unless with a parent. Make sure you speak with the player after practice and discuss the problem. Contact the club director immediately after practice is over.

Parent role:

1) Parents, siblings, relatives are not to be on the gym floor at any time during practice or competition. Their participation is limited to that of a spectator. They are not to help set up gym or handle any equipment. This is the responsibility of your players. If they distract from your practice or competition please ask the player to leave with their parent and contact the club director. Make sure you read and are familiar with the club player/parent guidelines.

Gyms: (training facility and all other training sites that Club Union uses)

1) No soft drinks or food in any of the gyms at any time.

2) All teams should help with set up, take down of nets, and clean up of facility. Facility should be left better than we found it.

3) Do not extent your practice beyond designated finish time. Gyms are rented for those specific times. Going beyond practice time could jeopardize our use of facility.

4) Do not leave the facility until all players have been picked up. No player is to be left alone inside or outside the gym.

5) Be cautious when putting up the net systems at all facilities we use. The crank can be easily over tightened.

Coaching:

1) No coach is to meet alone with a player behind closed doors. If you need to speak with a player be sure to have the conversation in an open public area (with Club Union staff, another coach or team parent with you if possible). Coaches hotel rooms are off-limits to all players at all times.

2) Open container policy (re: alcohol) - All drinking by coaches (21 or older) will take place in a restaurant or bar during all club events (not with parents). Social drinking in the presence of players is not allowed. Drinking with parents in the evenings during a tournament is not allowed.

3) Volleyballs/bags are ultimately the coaches responsibility. If you send them with a player and they are lost, the replacement cost belongs to you, not the player (\$250 to replace equipment)

4) Weather Conditions: In the event we have to cancel practice or participation in a tournament we will contact the coach to activate his/her phone tree. We will also leave a message on the club website. Coaches should contact the club director to discuss options prior to canceling a practice or tournament competition.

5) Coaches do not cancel practice or tournament participation. If you can not make a practice or tournament you are to call the club director. Arrangements must be made by you to have one of our coaches cover for you. (two weeks in advance for tournaments).

6) Coaches are not paid for practices that they are absent from. Each team has 2 practices a week, 2 hours long. Any extra practices scheduled are coaches responsibility and Club Union does not pay for those hours. Only Club Union Volleyball coaches may substitute or fill in for coaches who are unable to meet their club responsibilities. Teams may not combine practices unless approved by coaches, Director of Coaches and Club Director.

7) All Club Union teams will participate in 5 AAU tournaments or approved tournaments. ONLY Elite/Power teams will receive an extra 2 day tournament which is determined at the beginning of the season by Director of Coaches and Club Director. Coaches that want to participate in any 2 day tournament that was not approved will need to pay for the entry fee as a team or by the coach and will not be reimbursed by Club Union Volleyball.

8) Elite/Power teams will be determined by Director of Coaches and Club Director at the beginning of the Club Volleyball season.

9) Teams that want to move up a division will need to be approved by Director of Coaches and Club Director but does not qualify for the extra 2 day tournament.

10) Any out of state tournaments are team responsibility not Club Union Volleyball, this includes: Coach stipend, hotel and food, tournament entry fee, team accommodations etc.

11) All extra tournaments that Coaches decide to pay themselves, is not reimbursed by Club Union Volleyball.

12) Tournaments that Club Union pays for and Coach decides that team will not participate in will be taken out of coaches stipend. (Coaches, please be aware that tournaments are paid in advance and are non-refundable or non-transferable).

13) Go over tournament working assignments with your players in advance. Each player is to equally share officiating responsibilities. If necessary make a rotating schedule. Do not let a player keep the scorebook during any tournament who is not knowledgeable and qualified to do so. Take your own whistle for down officiating and report-in to the up official before warm-ups.

14) Do not take club fees from players. Each year money or checks are misplaced or lost when this occurs. All fees are to be given to Club Director or paid by Venmo to Club Union Volleyball.

15) All coaches and players are prohibited from using any form of profane language during any and all club activities. This would include any and all demeaning comments.

16) Player club fees are due monthly. Coaches will be notified of players who's fees are unpaid. No participation will be allowed until fees are paid. Parents/Players will be informed of this in advance. Coaches will use discretion with notifying players of unpaid fees. In some cases the player will not be aware of the situation and/or family financial circumstances have caused the delinquent payment to exist.

17) Remember! You are the coach. Earn their respect and return it. Be positive as much as possible. Be demanding within reason. Never use inappropriate language (this includes profanity or inappropriate names). Treat players the same way you would want to be treated if the role was reversed. Set your expectation high and then work to get there. Success is measured in many ways.

Sexual Harassment Policy

Sexual harassment is counterproductive to maintaining a safe, productive and enjoyable work environment. **Club Union Volleyball** is devoted to preserving an atmosphere of equality, respect and safety, and will take stringent measures against any personnel who pollute that atmosphere with hostility, offensiveness or intimidation towards coworkers or athletes.

What Constitutes Harassment?

Sexual harassment is defined as any unwelcome sexual advances that occur within the workplace. Some examples of sexual harassment are:

- Derogatory or degrading jokes, comments or slurs
- Physical intimidation, unwanted touching or threatening behavior.
- Obscene expressions, gestures or noises.
- Threatening negative employment consequences if the sexual advances are refused (e.g. firing, demotion, etc.)
- Promising positive employment consequences if the sexual advances are accepted (e.g. playing time, promotion, benefits, assignment, etc.)

If you feel that you have been sexually harassed within the workplace, please report the incident to a supervisor or member of management as soon as possible. Reports of sexual harassment will be held in the strictest confidence and the allegations will be investigated immediately.

The dismissal of sexual harassment reports without investigations, or retaliation against coaches, athletes who report incidents of sexual harassment is strictly prohibited

CLUB UNION VOLLEYBALL: COACHING CONTRACT – RESPONSIBILITIES AND REQUIREMENTS

PLEASE PRINT AND SIGN YOUR NAME IF YOU AGREE TO THE TERMS AND GUIDELINES PROVIDED ABOVE.

PRINT NAME _____

SIGNATURE _____ DATE _____