



OPERATING MANUAL

This handbook is for our players and guardians to have access to information about the club and to help answer questions that may arise throughout the season. If at any time you need additional information or have questions, please contact one of the board members that represent your respective team, if your question is not answered then contact the club directors at frostvbc@gmail.com.

MISSION

The mission of the FBVC is to support and encourage our athletes and coaches in their pursuit for excellence in volleyball. By bringing high level technical training to the Western Maryland area, FBVC strives to teach each player the value of teamwork, responsibility, self-discipline, and leadership giving every athlete the opportunity to be the best they can be on and off the volleyball court.

GOALS

Focus on developing players for their high school and possible college careers.

Provide a high level of technical training for players on three levels: Body, Mind & Heart.

Ensure all players understand and are capable of all aspects of volleyball.

Expose athletes to other area volleyball so they can recognize their growth and accomplishments.

Expose all athletes to the collegiate volleyball opportunities through recruiting efforts.

PHILOSOPHY

The Directors, Board Members and Coaches of the FBVC emphasize development of the long-term athlete therefore we work individually, and in groups with each athlete, to determine and help develop their long-term goals.

FBVC focuses on making each athlete the best volleyball player they can be. Players have increased practice opportunities through extra training sessions. In practice coaches concentrate on maximum number of touches of the ball using game-like situations.

The FBVC will always challenge the athlete to be coachable and encourage them to have a teachable spirit. The FBVC will remind their athletes that growing and developing the game is not easy. The FBVC will be a part of the athlete's volleyball journey as long as they continue to be committed.

OPERATING PROCEDURES

Frostburg Bobcat Volleyball Club "FBVC" operates with 3 managerial positions 2 Directors (President/Treasurer) and a secretary and then a board of elected individuals that represent each travel volleyball team. We use a private Facebook page, email, and additional platforms to communicate with those that want to participate in our training opportunities and Travel teams.

The FBVC is an AAU/ JVA sanctioned club.

The Directors are responsible for but not limited to the below items:

- Creating and presenting operating budget each season.
- Paying all required bills.
- Purchasing of equipment (Jerseys, Volleyballs, First Aid Kits, etc.) Develop practice and playing schedules.
- Locate, and pay gym facilities for practice.
- Schedule travel tournaments.
- Hire and develop coaching staff.
- Any other duties that present themselves.

Once decisions are made the Directors present items to the Board to vote. From there information is released to the members of the club.

Board Members are responsible for:

- Represent their team age group at board meetings and share team concerns and feedback.
- Communicate board meeting decisions with respective teams.
- Manage team store and gear purchases.
- Negotiate and Book housing for all travel tournaments.
- Assist with any other duties asked by Directors (Fundraising, Donation request)

The board meets once a month virtually or in person during regular season (Nov – May). They discuss the needs of the FBVC and how the FBVC can continue to evolve.

Meeting minutes are submitted via email to everyone on the board and can be distributed to any person of the club upon request.

FINANCIAL COMMITMENT & REFUNDS

All payments should be made out to Frostburg Bobcat Volleyball Club. Payments are due by the due dates listed on the payment contract. If payments are not received within 10 days of due date (without prior communication) the player will not be allowed to participate in practices and/or tournaments until the account is brought current. A returned check fee of \$50 will be charged for any returned check.

Any athlete that travels and competes with the FBVC will need to be registered with AAU under the extended coverage plan.

The decision to attend an additional tournament outside those already scheduled for a team is the decision of FBVC and the financial cost will be distributed equally to all members of the team attending. Teams seeking to attend additional tournaments, i.e., qualifiers, or AAU Nationals must meet with the Club Directors for approval. FBVC will accept Checks/Money Order (made payable to Frostburg Bobcat Volleyball Club) or online payments through WIX, or VENMO online invoicing.

Mailing address to send payment:
Frostburg Bobcat Volleyball Club
P.O. Box 343
Frostburg MD 21532

Payment plans will be available to select from. If a need arises, and special payment arrangements become necessary, FBVC will do everything possible to assist in such arrangements. If a special payment arrangement is needed, please send a request, in writing, to the Club Director explaining the specific installment amounts and dates of payments desired. The Club Director will send a written response with an addendum to be signed by the applicant if such payment structure request is approved.

FBVC's cost structure is NOT variable. This means that if a player chooses to no longer participate, the operation costs do not decrease: The coach receives the same salary, the facility rental fees stay the same and the team's tournament entry fees do not decrease. Therefore, there are NO REFUNDS. Refunds will not be given for players or guardians discharged from the club for disciplinary reasons.

Should for any reason the FBVC not be able to provide a travel season after payments have been received, the FBVC will do its best to issue a fair refund based on services provided and expenses already used. This would be the only exception to the refund clause.

EXPECTATIONS

We expect a high level of commitment from our athletes, their families, coaches, and staff.

PLAYING TIME

WE DO NOT GUARANTEE EQUAL PLAYING TIME ON ANY TEAM OR AT ANY EVENT.

The purpose of Frostburg Bobcat Volleyball Club's playing time policy is to document and communicate the club-wide guidelines in advance to ensure that those who commit to the club understand what factors will be used to determine playing time over the course of the season. Whereas "house"-level sports programs advocate "equal playing time", our Club does not, rather "earned playing time." However, the Club does believe that all players should receive equal training opportunities at practice. In volleyball, there are four (4)

types of games – scrimmages, pool-play, playoffs/medal-brackets, and qualifiers. All players will receive some playing time during scrimmages and pool play at the discretion of the coach. However, in playoffs/medal-brackets and playoffs or qualifiers, the factors below will be used to determine playing time:

1. Ability to execute during competition
2. Ability to perform specific skills needed or play specific position during competition
3. Performance in practice (including skills, attitude and dedication.
4. Attendance/level of commitment to the team
5. Overall contribution, in whatever capacity, to the success of the team

Athletic propensity dictates what position a person plays, her performance in practice dictates how and when she will be used in tournaments. Another factor that may influence court time is how she adds to or distracts from the team's performance as compared to a teammate who plays the same position.

During a tournament (i.e. game-day), coaches are constantly adjusting and evaluating line-ups, which means that some players will receive more court time than others. Players are expected to understand and accept their role as defined by the coach, and concede that the collective performance of the collective team has priority – over the individual player.

Under **no circumstances** is it permissible for a parent or player to approach a coach during competition or at a tournament site to discuss playing time. Players and parents are required to wait 48 hours after a tournament before initiating any type of communication with a coach regarding playing time issues. If a player is concerned or unclear about her role on the team, she should initiate a meeting with her coach to discuss the matter either before or after practice.

CHAIN OF COMMAND

FBVC promotes healthy player/coach relationships. We feel it is important for players to be able to interact in a positive manner with their coaches. The club encourages our players to address grievances first before involving any guardian. This will help them find their voices on, and off, the court. Guardians are encouraged to support this character-building process, and should the guardian feel it is necessary to speak to a club representative they should follow the chain of command and reach out to their respective board member. They should NOT approach a coach or director.

1st Communication: Player and Coach

2nd Communication: Player, Parent, Coach, Board Member

3rd Communication: Player, Parent, Coach and Club Director

Most concerns are dealt with at the player/coach level. Only if a resolution cannot be reached does the communication move to the next level. It is up to the coach's discretion to address parent concerns which are not shared by the player. Allow your daughter the opportunity for personal growth by handling the situation as independently as possible and appropriate for their respective age-group. This also serves to strengthen her relationship and dialogue with her respective coach(es).

COACHING STAFF

One of our goals at FBVC is to provide experienced, quality coaches for our program. We will strive to match coaches with teams based on experience, knowledge, abilities, and personality. All coaches will be background checked and registered with AAU.

PLAYER CODE OF CONDUCT

1. Be honest with your coaches and your teammates.
2. Arrive to practice at least 20 minutes prior to start time. Scheduled practice time is START time, NOT arrival time. You are to be dressed and on the court by the start of practice. If for any reason you are late, you must stretch, warm up and join in. Then, speak to your coach at the end of practice.
3. Make the team one of your top priorities. Plan to attend all practices, team meetings and games unless there is an emergency. Please have a ride to and from practice.
4. If you should have to miss a practice/game/meeting, notify the coach in advance. Athletes missing practice are missing valuable information and training, which may affect their playing time. It is the responsibility of the player to contact the coach. This provides an opportunity for them to take responsibility. We do not want parents to call on behalf of their child.
5. Be a team ambassador. Do not “bad mouth” a teammate, the coach, or the club.
6. Do not finger point or assign blame... We Win, We Lose and We Work as a Team!
7. NO CURSING... period. Always show good sportsmanship, to your teammates, coaches, and opponents.
8. Be a student of the game...you can never know too much.
9. If an athlete damages equipment owned by FBVC, or any facility used by the club during practices, tournaments or other functions, the athlete will be required to reimburse FBVC and/or facility for the damages before continuing in the club season. In some cases, the athlete may be dismissed from the team.
10. No cell phone use during practice.
11. To promote team unity, all athletes are required to wear FBVC club gear when at tournaments.
12. When at tournaments everyone will leave together. No one will be excused from working. You are released when your coaches say so.

GUARDIAN CODE OF CONDUCT

1. Focus on supporting your child's mastery of volleyball skills, strategy, and self-development. Competitive ranking focuses on winning and losing, which is outside of an individual athlete's control. Volleyball is a TEAM sport and allows your athlete to develop life-long values and self-respect.
2. Try to stay positive and keep negative emotions away. No one wants to perform poorly. If you react negatively, it can add to the pressure and make it harder for the athlete to shake off mistakes.
3. I understand that paying for the FBVC does not guarantee my athlete equal playing time. My fees provide quality coaching, the travel experience, and an opportunity to play and travel outside of a traditional school season.
4. Avoid negative talks after a bad practice or tournament. Athletes are typically hard enough on themselves, without parents adding to their thoughts. If you wish to discuss their performance, wait 24-48 hours, when the emotion is gone.
5. Show respect for other players, parents, opponents, officials, and the program.
6. Good sportsmanship does not only apply to your child on the court, parents should be setting an example. Refrain from arguing or questioning an official, or coach. It is their job to use their best judgment when making a call. You are representing your daughter and our club at these events, and we will not tolerate any kind of disrespect.
7. Understand and respect the differences in roles between parents and coaches. When you decide to join the Frostburg Bobcat Volleyball Club, you trust that we have provided you with a coach that has your daughter's best interest in mind. Please avoid coaching "over the shoulder" of the coach and publicly questioning coaching decisions.
8. If a problem arises, please have your athlete notify the Head Coach first! Do not go to the Club Director first. Please wait a minimum of 24 hours after an incident before contacting the coach to express any concerns. Under NO circumstances shall a parent approach a coach or director during competition or when other players or parents are present. The parent, player, and coach will often resolve the conflict and learn from the experience. If the parent and coach cannot resolve the issue, then contact one of the Club Directors.
9. Parents are invited to participate in officiating/score keeping clinics and assist with team activities. Each team will need at least 1-2 team representatives for the board. Board members will help with group travel arrangements, team dinners, team shirts, any extra-curricular activity as a team, and may help coach with team correspondence.
10. Last, but NOT least...please assure your player arrives/picked up on time for practice and tournaments. If there is an emergency, please contact your coach and the Club Director.

I WILL NOT

1. I will NOT criticize my child's coach or his/her teammates.
2. I will NOT coach my child from the bleachers and/or sidelines.
3. I will NOT harass or intimidate the players, coaches, tournament staff and officials.
4. I will NOT criticize the opposing team or its coaches.

MULTIPLE SPORT ATHLETE

FBVC expects our players to make a commitment to their team for the season. We are aware that many of our athletes may also play other competitive sports during the club volleyball season. We believe that being a well-rounded athlete is vital to your development. However, any athlete that chooses to play in a school or other club sport during our club season are expected to discuss and determine the following factors:

Identify which sport has priority when there is a conflict.

Assess how their other extracurricular activities will affect their contribution to the team as a whole and how it may affect their playing time.

All athletes must disclose intended extracurricular activities to the coaches during the selection process and prove that their club volleyball team will be a high priority. The coach/director will then have discretion as to whether or not to accept the multi-sport athlete onto their roster.

TRAVEL POLICY

Travel will be a standard aspect of our season whether it be regionally or out of state. Understanding the travel guidelines will ensure the athletes safety and that the competitive experience is fun and enjoyable.

Athletes, and/or their guardians (for minors) are responsible for making all their own transportation arrangements. In these instances, it is the responsibility of the athlete and/or their guardians to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver's license, proper insurance, well maintained vehicle, and compliance with all state laws. To minimize one-on-one interactions, the FBVC staff members, and coaches will travel together. In any case where a staff member and/or volunteer is involved in an athlete's travel, a parental release should be obtained in advance. Efforts must be made to ensure that staff and/or volunteers are not alone with an athlete or participant, by, e.g., picking the athletes up in groups.

STAY TO PLAY

Travel teams will be competing against many of the top clubs in the country, this will provide athletes with a super competitive atmosphere. Most competitive events for travel teams involve travel outside of Maryland. The actual tournament schedule and location of events varies each year but is determined in advance of the season. Travel costs are in addition to the required club fee and player pack options. We recommend that before you commit to any FBVC team that you ensure you can commit not only the time but financial requirement as well.

Stay-to- Play tournaments are normal during our travel season. Stay to Play means in order for the FBVC to participate any hotels must be booked through a specific travel agent or specific hotels with rates already negotiated. The elected board members will present hotel options to each team. At stay to play tournaments you will be required to stay at the selected hotel and may be asked to submit a final receipt. For any tournament that does not have a stay to play in place the elected board members will work with their team individually to ensure a hotel option is provided for those that want to take advantage of a group discount.

INSURANCE COVERAGE

It is the responsibility of the athlete's guardian to ensure that their athlete is covered by medical insurance. Volleyball is like any other sport - the risk of accidental injuries is inherent. These risks include, but are not limited to, the potential for injury, accidents or illness while traveling to and from competition sites, while participating in the various program activities, and while playing volleyball. We attempt to minimize the existing risks through use of proper sports equipment, proper facilities, and sound safety practices.

FBVC APPAREL

Frostburg Bobcat Volleyball Club is sponsored by Under Armour (UA) and works with BSN SPORTS for all gear and equipment orders. The club will issue 2 UA uniforms and 1 pair of spandex.

Athletes representing FBVC on a travel team will be required to wear all UA gear when stepping on the court. This is a head to ankle sponsorship so any shoe brand is acceptable.

Items that must be Under Armour:

- Spandex
- Knee pads
- Jerseys

FBVC will host a minimum of two team stores in a 12-month calendar year. The Team store will include sneakers, and other UA team apparel required items an athlete needs.

Athletes that participate in training sessions are encouraged to purchase their FBVC Swag through our Team Stores as well.

Under Armour and BSN SPORTS have provided FBVC and their members discounts to purchase products in addition to the required player pack items.

Discounts Include:

- Under Armour Team Apparel
- Under Armour Footwear
- BSN Products
- BSN Catalog Branded Products

Members of the FBVC are encouraged to purchase all items through the team store however should a member need to purchase items outside of team store dates, you can connect with BSN SPORTS contact Mike Criscuoli directly at mcriscuoli@bsnsports.com .

COPY TO KEEP
FINANCIAL AGREEMENT FROSTBURG BOBCAT VOLLEYBALL CLUB ("FBVC")

Dues/Fees

1. Your dues cover FBVC expenses for practices, training development, the facility, equipment, coaches' compensation, tournament entry fees, JVA/AAU volleyball fees, coaches travel expenses, administrative expenses, administrative staff, and any other items needed at the discretion of the Directors and Board Members. Though fees are billed over a span of several months per the payment schedule, EXECUTION OF THIS DOCUMENT OBLIGATES THE GUARDIAN/ATHLETE FOR THE FULL AMOUNT OF THE CLUB FEE.
2. Club Fees are collected in multiple installments and due on the dates shown on the payment schedule. Fees paid to the club are NON-REFUNDABLE.
 - a. An athlete will NOT be allowed to participate in practice, competitions or tournaments until the club fees are caught up and or paid in full (including past due fees & any delinquent charges).
3. PAYMENT OF ALL DUES/FEES PROVIDES THE PLAYER A "SPOT" ON A TEAM, PARTICIPATION DURING PRACTICES, TWO UNIFORMS AND A PAIR OF SPANDEX. NO REPRESENTATION OR GUARENTEE IS MADE BY THE CLUB CONCERNING PLAYING TIME AT TOURNAMENTS, AND/OR A GUARANTEED POSITION, ETC.

Payment Options

1. Check/Money Order - please make checks payable to "FROSTBURG BOBCAT VOLLEYBALL CLUB". Please put the player's name and team in the memo line. Payments that are mailed can be mailed to: Frostburg Bobcat Volleyball Club P.O. Box 343, Frostburg, MD 21532
2. WIX- Website will offer online payment and invoice options.
3. VENMO @FrostburgBVC CASHAPP \$FrostburgBVC 4. No Cash will be accepted.

Failure to Comply.

5. If a Player/Parent's account becomes delinquent (past 10 days without prior communication). An athlete will NOT be allowed to participate in practice, competitions or tournaments until the club fees are caught up and or paid in full
6. A returned check fee of \$50 will be charged for any returned check.
7. Should any Player/Guardian not comply with the terms of this Financial Agreement, FBVC reserves the right to pursue legal proceedings and/or collection services for non-payment of dues or any associated fees owed to FBVC. In addition, the legal fees and collections fees incurred by FBVC will be included and charged to the delinquent customer.

Governance

1. Financial Agreement, together with any attachment(s), will be governed by the laws of the State of Maryland. This Agreement constitutes the entire understanding of the parties regarding the subject matter of this Financial Agreement and may only be modified or amended by WRITTEN SUPPLEMENT signed by both the Guardian and both Directors.
-

By signing this agreement, you are committing to the full payment of all Dues/Fees, Player Pack requirements, and any additional Travel costs charged to you for the season. Further, by signing this agreement, as the Player's Parent (or Guardian), you are confirming that you have read, understand, and agree to all the conditions of this Financial Agreement.

(COPY TO KEEP)
FROSTBURG BOBCAT VOLLEYBALL CLUB MANUAL ACKNOWLEDGE FORM

By signing this form, I acknowledge and give permission for the following:

I have read the Frostburg Bobcat Manual that was provided online through the FBVC website and FBVC Facebook group.

I (the Athlete) and/or I (the Guardian) understand we may need to purchase additional Under Armour (UA) items to ensure we uphold the UA/FBVC gear sponsorship during tournament play.

I as a player and I as a guardian understand and will uphold the Player/Parent expectations outlined in the FBVC Manual.

I give permission for Frostburg Bobcat Volleyball Club to post on the team's roster page site, with player information for Recruiting Purposes. That information may include my (or my daughter's) name, head shot, year in school, height etc.

I (as the guardian) confirm that the athlete participating with the FBVC will be covered by medical insurance, in case of injury.

I (the guardian) acknowledge the deposit and payment schedule below and will ensure all payments are on time unless prior arrangements are made.

Total to participate in the FBVC travel season it is \$900.

The first \$150 installment is required in order to accept a roster spot on a team (November)

All remaining payments will be due based on the schedule below. An invoice will be sent via email at least 7 days prior to due date.

Due Date	Travel Amount
November 26 th 2022	\$150
December 18 th 2022	\$150
January 15 th 2023	\$200
February 12 th 2023	\$200
March 12 th 2023	\$200

FINANCIAL AGREEMENT FROSTBURG BOBCAT VOLLEYBALL CLUB ("FBVC")

Dues/Fees

Your dues cover FBVC expenses for practices, training development, the facility, equipment, coaches' compensation, tournament entry fees, JVA/AAU volleyball fees, coaches travel expenses, administrative expenses, administrative staff, and any other items needed at the discretion of the Directors and Board Members. Though fees are billed over a span of several months per the payment schedule, EXECUTION OF THIS DOCUMENT OBLIGATES THE GUARDIAN/ATHLETE FOR THE FULL AMOUNT OF THE CLUB FEE.

Club Fees are collected in multiple installments and due on the dates shown on the payment schedule. Fees paid to the club are NON-REFUNDABLE.

- b. An athlete will NOT be allowed to participate in practice, competitions or tournaments until the club fees are caught up and or paid in full (including past due fees & any delinquent charges).

PAYMENT OF ALL DUES/FEEES PROVIDES THE PLAYER A "SPOT" ON A TEAM, PARTICIPATION DURING PRACTICES, TWO UNIFORMS AND A PAIR OF SPANDEX. NO REPRESENTATION OR GUARENTEE IS MADE BY THE CLUB CONCERNING PLAYING TIME AT TOURNAMENTS, AND/OR A GUARANTEED POSITION, ETC.

Payment Options

- Check/Money Order - please make checks payable to "FROSTBURG BOBCAT VOLLEYBALL CLUB". Please put the player's name and team in the memo line. Payments that are mailed can be mailed to: Frostburg Bobcat Volleyball Club P.O. Box 343, Frostburg, MD 21532
- WIX- Website will offer online payment and invoice options.
- VENMO @FrostburgBVC CASHAPP \$FrostburgBVC 4. No Cash will be accepted.

Failure to Comply.

- If a Player/Parent's account becomes delinquent (past 10 days without prior communication). An athlete will NOT be allowed to participate in practice, competitions or tournaments until the club fees are caught up and or paid in full
- A returned check fee of \$50 will be charged for any returned check.
- Should any Player/Guardian not comply with the terms of this Financial Agreement, FBVC reserves the right to pursue legal proceedings and/or collection services for non-payment of dues or any associated fees owed to FBVC. In addition, the legal fees and collections fees incurred by FBVC will be included and charged to the delinquent customer.

Governance

Financial Agreement, together with any attachment(s), will be governed by the laws of the State of Maryland. This Agreement constitutes the entire understanding of the parties regarding the subject matter of this Financial Agreement and may only be modified or amended by WRITTEN SUPPLEMENT signed by both the Guardian and both Directors.

By signing this agreement, you are committing to the full payment of all Dues/Fees, Player Pack requirements, and any additional Travel costs charged to you for the season. Further, by signing this agreement, as the Player's Parent (or Guardian), you are confirming that you have read, understand, and agree to all the conditions of this Financial Agreement.

Athlete Name (Print): _____

Parent Name (Print): _____

Parent Signature: _____

Date: _____

FROSTBURG BOBCAT VOLLEYBALL CLUB ACKNOWLEDGEMENT FORM

By signing this form, I acknowledge and give permission for the following:

I have read the Frostburg Bobcat Manual that was provided online through the FBVC website and FBVC Facebook group.

I (the Athlete) and/or I (the Guardian) understand we may need to purchase additional Under Armour (UA) items to ensure we uphold the UA/FBVC gear sponsorship during tournament play.

I as a player and I as a guardian understand and will uphold the Player/Parent expectations outlined in the FBVC Manual.

I give permission for Frostburg Bobcat Volleyball Club to post on the team's roster page site, with player information for Recruiting Purposes. That information may include my (or my daughter's) name, head shot, year in school, height etc.

I (as the guardian) confirm that the athlete participating with the FBVC will be covered by medical insurance, in case of injury.

I (the guardian) acknowledge the deposit and payment schedule below and will ensure all payments are on time unless prior arrangements are made.

Total to participate in the FBVC travel season is \$900

The first \$150 installment is required in order to accept a roster spot on a team (November)

All remaining payments will be due based on the schedule below. An invoice will be sent via email at least 7 days prior to due date.

Due Date	Travel Amount
November 12 th 2022	\$150
December 18 th 2022	\$150
January 15 th 2023	\$200
February 12 th 2023	\$200
March 12 th 2023	\$200

Athlete Name

Athlete Signature

Date

Guardian Name

Guardian Signature

Date