

## 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](mailto: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 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 the 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 individuals. We use a 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 sanctioned club.

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

- Creating and presenting operating budgets 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 information is released to the members of the club.

Team Parents are responsible for:

- Representing their team age group at meetings and sharing 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 parents may meet 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.

### **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. We try to stay away from cash but will make exceptions.

Mailing address to send payment:

Frostburg Bobcat Volleyball Club  
131 Washing Street  
Frostburg MD 21532

The \$50 roster is required to accept a roster spot on a team.

The remaining tuition of \$900 will be paid in monthly installments which can be found on your invoices or in full any time prior to the end of the tournament season.

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 even though 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.

### **PLAYING TIME**

**WE DO NOT GUARANTEE EQUAL PLAYING TIME ON ANY TEAM OR AT ANY EVENT.** Playing time for athletes is determined by attendance, attitude, effort, and performance. Playing time is left solely to the discretion of the coach. Playing time will be equal during practices.

### **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 team parent. They should **NOT** approach a coach or director.

### **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 EXPECTATIONS

- ✓ Be honest with your coaches and your teammates.
- ✓ Arrive to practice at least 30 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.
- ✓ 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.
- ✓ 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 guardians to call on behalf of their child.
- ✓ Be a team ambassador. Do not "bad mouth" a teammate, the coach, or the club. - Do not finger point or assign blame... We Win, We Lose, and We Work as a Team!
- ✓ Always show good sportsmanship, to your teammates, coaches, and opponents. If you are seen or heard being disrespectful at any point in time you may be asked to leave the club.
- ✓ Be a student of the game...you can never know too much.
- ✓ 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.
- ✓ No cell phone use during practice.
- ✓ To promote team unity, all athletes are required to wear FBVC club gear when at tournaments. - When at tournaments everyone will leave together. No one will be excused from working. You are released when your coaches say so.

## GUARDIAN EXPECTATIONS

- ✓ 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.
- ✓ 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.
- ✓ I understand that paying for travel volleyball does not guarantee my athlete equal playing time. The fees provide quality coaching, the travel experience, and an opportunity to play and travel outside of a traditional school season.
- ✓ Avoid negative talks after a bad practice or tournament. Athletes are hard enough on themselves, without guardians adding to their thoughts. If you wish to discuss their performance, wait 24-48 hours, when the emotion is gone.
- ✓ Show respect for other players, guardians, opponents, officials, and the program. If you are found disrespecting other players, coaches, board members or directors you may be

removed from the FBVC.

- √ Good sportsmanship does not only apply to your child on the court, but guardians should also be setting an example as well. Please refrain from arguing or questioning an official. 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.
- √ Understand and respect the differences in roles between guardians 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.
- √ 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 guardian approach a coach during competition or when other players or guardians are present. The guardian, player, and coach will often resolve the conflict and learn from the experience. If the guardian and coach cannot resolve the issue, then contact your board member and last resort one of the Club Directors.
- √ Guardians 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 season. Team representatives will help with group travel arrangements, team dinners, team shirts, any extra-curricular activity as a team, and may help coach with team correspondence.
- √ 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/or the Club Director.

## **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 multisport athletes onto their roster.

## **TRAVEL POLICY**

Travel will be a standard aspect of our competitive season and Frostburg Bobcat Volleyball Club has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the

competitive experience while keeping travel is a fun and enjoyable experience.

Local travel occurs when FBVC does not sponsor, coordinate, or arrange for travel. Athletes, or their guardians (for minor athletes) are responsible for making all travel arrangements. In these instances, it is the responsibility of the athlete 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 is required 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**

For all Stay-to- Play tournaments, the FBVC board will present hotel options. You will be required to stay at one of those options and may be required to submit a final receipt. This is to adhere to required tournament policies. (In these cases, it is not a FBVC rule but a tournament rule)

### **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 will host a minimum of two team stores in a 12-month calendar year. The team store will include sneakers, and other team apparel.

The FBVC will provide 2 uniform tops and a pair of spandex each year.

## **FINANCIAL AGREEMENT FROSTBURG BOBCAT VOLLEYBALL CLUB**

### **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. 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/FEES PROVIDES THE PLAYER A “**SPOT**” ON A TEAM, PARTICIPATION DURING PRACTICES, TWO UNIFORMS AND A PAIR OF SPANDEXES. NO REPRESENTATION OR GUARANTEE 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  
131 Washington Street  
Frostburg, MD 21532

Online payment and invoice options.

VENMO @FrostburgBVC CASHAPP \$FrostburgBVC Cash is NOT the preferred.

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.

#### FBVC MANUAL ACKNOWLEDGEMENT

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

- ✓ I have read the Frostburg Bobcat Manual that was online.
- ✓ I (the Athlete) and I (the Guardian) understand we may need to purchase additional team apparel items to ensure we uphold the FBVC appearance
- ✓ 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.