

**Northern Kentucky Junior Volleyball**  
**PO Box 175852**  
**Covington, KY 41017**  
**(859) 620-6520**  
[www.nkjb.net](http://www.nkjb.net)

**HANDBOOK**

The Northern Kentucky Junior Volleyball program was founded in 1983. Northern Kentucky Junior Volleyball provides a consistent and outstanding program for development of young female athletes. A balance of fundamentals, teamwork, and enjoyment of the game is emphasized throughout practices and competitions. Area student athletes are prepared for collegiate level play through the USAV Program. Our program provides an opportunity for athletes to pursue a sports career by being observed and recruited to play at the college level. Many NKJV athletes have received college athletic scholarships to date and are currently playing or have experienced successful careers. Any player from any school is welcome at NKJV.

**General Information**

USA Volleyball provides the opportunity for girls who want to increase their knowledge, understanding, and skill playing the sport of volleyball. There are 2 levels of USA Volleyball Junior competition:

- 1) A Club Team is for the developing athlete.
- 2) An Open Team is for the advanced athlete.

**Open teams** will attend at least 1 qualifier. If the team does not obtain a Bid to USAV nationals at the Qualifier they will then have a choice of attending the Pioneer Region Bid tourney to try for a Bid to USAV Nationals or attending the JDVA Nationals. Open teams will be required to attend a National tournament. The team decision must be turned in to NKJV within 1 week following the qualifier. .

**Why be a part of Northern Kentucky Junior Volleyball?**

**Our Success:** NKJV is a program that has received national recognition. Our teams have won many local and regional tournaments. Numerous NKJV teams have qualified to participate in the USAV National Tournament. NKJV sends teams to national qualifiers, in various cities throughout the U.S. each year. Participation in many local, regional, and national tournaments by athletes all over Northern Kentucky has proven beneficial in developing skills which have made Northern Kentucky a leading region in the Kentucky High School State Tournament.

**Our Facility:** NKJV is proud to maintain a relationship with Better Bodies Fitness Center. The Better Bodies facility is the home for NKJV, open and club teams practice at least twice per week at the facility. The gymnasium, on the third floor of the health club, has 10,000 square feet and a 24-foot ceiling and state of the art lighting.

**Some Rules and Regulations**

NKJV abides by all USA Volleyball rules and state high school athletic association rules. NOTE: If this is your first experience with Club volleyball, remember that not all U.S.A Volleyball rules are the same as high school rules. **A high school coach cannot coach players from their own school.**

**Before the First Tryout Session**

Before stepping out on the floor for the first tryout session athletes must turn in the following documents:

- NKJV Medical Waiver
- \$20.00 Tryout Fee, which is non-refundable (Checks should be made payable to **NKJV**)

**Tryouts**

Tryouts are closed to parents. The purpose for closed tryouts is to create a productive environment free from as many distractions as possible. Each year we evaluate a growing number of athletes during tryouts. Athletes aspiring to be a part of NKJV will first go through a battery of physical tests such as the 20 yard dash, agility run, etc, then they are evaluated on skill execution. Athletes will be assessed on their ability to pass, set, serve, and hit. Finally, they are watched during a game situation for their instinctive traits. We base our selections on what the athletes do during the tryout period and what we perceive their potential to be. We select athletes based on the following criteria: Coach ability, willingness to be a team player, athletic ability for volleyball, athletic potential, work ethic, drive, competitive attitude, and, lastly, current skill ability and or experience.

**After Tryouts**

After tryouts, the coaching staff will meet to determine which girls will be offered a contract to participate in our program.

**What if I Played at NKJV Last Year?**

Every athlete in the Club will be evaluated each year. Each athlete must come to the tryouts ready to compete for a position on one of our teams. An athlete who cannot participate in tryouts because of a limiting physical or medical condition or absence should talk to the Club Director, Jennifer Woolf, prior to the start of the tryout period to determine the status of their ability to play on one of the teams. Players should never assume because they were on a previous NKJV team, they will automatically be on a future team.

### **What if I Play Other Sports?**

School sports and activities are an integral part of the scholastic experience and we still make every effort to schedule practices around some of these other activities. However, it is recommended that if an athlete is going to miss more than 15% of practices and tournaments, those families reconsider participation in our program. Missing such a significant amount of time does not make it cost effective for the families and makes it very difficult to build team chemistry and team cohesion at a competitive level. If an athlete participates in another sport, we expect her to make NKJV a priority when there is a conflict between the two sports. This means *we expect the athlete to attend all NKJV practices, unless there is a scheduled competition for the other sport at the same time as a NKJV practice*. If a **game** for the other sport conflicts with a NKJV **practice**, the athlete will be excused from the NKJV *practice*. If a NKJV competition conflicts with another sport competition, the coach and the athlete will decide, on a case-by-case basis as to which event takes priority. All NKJV teams require dedication on the part of the athlete for the team to be a success. This means that missed practices could result in forfeiture of playing time.

### **NKJV Fees**

NKJV per player fees are as follows:

12 Open \$1175.00

11-12 Club \$750.00

13-18 Club \$850.00

13-18 Open \$1300.00

Families with multiple players playing for NKJV will receive a \$75.00 reduction in fees per family.

Fees include the following:

Uniform

Tournament entry fees for allowable tournaments

USA Volleyball registration and insurance for each player and coach

Balls

Gym rental

Coaches expenses (other than air travel if required)

Coaching fees

Hotel accommodations on allowable overnights

The higher amount for the Open teams is to cover the longer season, higher tournament entry fees, number of tournaments, and number of hotel nights for coaches.

It is imperative that all parents understand that coaches should never incur any exceptional costs during the course of a season. Coaches should be able to provide their own transportation to and from tournaments that the team drives to (this does not mean that they can't travel with someone from the team). Coaches should be prepared to be responsible for all of their own food. If teams fly to tournaments during their season, the coach should **never** incur the cost of the flight. Fundraising (or a collection of money from parents on the team) should be done to make sure this doesn't become an issue. Also, if your team incurs additional tournaments or overnights, the team will be responsible for these costs. Coaches do not pay for tournaments, hotel rooms or airline flights at any time! All additional costs for teams and coaches not covered by NKJV player fees must be paid for by fundraisers or by the team parents.

### **Note to NEW parents of OPEN team players:**

The team commitment, travel requirement, and potential additional expenses for OPEN teams are considerably more than for CLUB teams.

- Open teams may practice more than 2 times per week depending on practice court availability.
- Open coaches will schedule extra team meetings including team bonding, fundraising activities and possibly film review.
- Open team fees include budget for hotel nights for coaches.
- Open teams may decide to compete in additional tournaments. Open coaches will discuss this option with players and parents and all additional expenses must be covered by fundraising or by the team as a whole.
- Open teams may travel by air to a qualifiers and hopefully a national tournament.
- Hotel and travel fees for parents are not included in NKJV fees.

Parents concerned about the commitment required for Open teams should discuss the expectations with the coach immediately after learning their daughter has been selected for an Open team.

Club teams that decide to compete in the Bid Tournament must recognize that additional fees will be required if they qualify for a national tournament. The additional fees will be estimated and presented to Club teams before a decision to compete is made.

All teams, Open and Club, that qualify for a national tournament are expected to play in the tournament. NKJV faces a \$1,000 fine per team for teams that qualify and do not compete.

**All Open and Club Team players must pay a monthly membership fee of \$30 to Better Bodies each month the team practices.**

A non-refundable deposit of \$400 will be required for all Club and Open teams at Parent Day following tryouts. The remaining balance is due February 1<sup>st</sup>.

All fees (checks only), should be made payable to NKJV and sent to:

NKJV

PO Box 175852

Covington, KY 41017

Do not give any money to a coach. They have been instructed not to accept fees. Any charges incurred by NKJV for returned checks will be added to the balance of your fees.

### **Fund Raising**

We offer NKJV players the *opportunity* to earn some, if not all, of their playing fees through fund raising. One of the major fund-raisers that we offer is selling ads for the NKJV Tournament Program. Each player can sell an ad to a business or a relative with the benefit going straight to the player. **70% of the total sum of ads sold will go toward the player's fees; the other 30% will be used to offset the printing costs of the book. The balance of the NKJV fee is due February 1.**

The ad sizes and prices are:

|        |       |               |       |
|--------|-------|---------------|-------|
| Patron | \$5   | Full Page     | \$200 |
| 1 / 8  | \$25  | Inside Covers | \$225 |
| 1 / 4  | \$50  | Back Cover    | \$250 |
| 1 / 2  | \$100 |               |       |

Inside front cover, back cover, and inside back cover - first come, first bought - Call Cheryl McElveen (859) 441-1144.

The maximum amount of advertisement you may apply to your fees is not to exceed the amount of the fees. Anything over this amount will be put into the equipment/facility fund to benefit all members of the club.

Advertisement Policy for the 2009 season:

The deadline for submitting Ads is **January 18<sup>th</sup> 2009**. Ads received after that day will be returned. **THERE ARE NO EXCEPTIONS!**

All ads are to be submitted to:

Cheryl McElveen  
5848 Ripple Creek  
Cold Spring, KY 41076

**DO NOT RANDOMLY SEND IN INDIVIDUAL ADS. YOU MUST USE THE FORM THAT IS PROVIDED TO YOU BY NKJV.**

All "patron" ads from family and friends, no matter the dollar amount, will be a one-line ad of 25 words or less. There is no limit to the amount of sponsorship for these ads. If the family member or friend owns a business they should submit a business ad. Ads are printed as they are submitted. The program will be distributed at the 2009 NKJV Tournament on April 25th and 26th 2009.

### **Playing Time**

**WE DO NOT GUARANTEE EQUAL PLAYING TIME ON ANY TEAM OR AT ANY EVENT.** NKJV has the philosophy that what you pay for is instruction time during practices. Attendance, attitude, effort, performance, the athlete's potential, the team's needs at the moment, and the team's needs in the future are all factors in determining playing time for athletes, and the decision is left solely **to the discretion of the NKJV coach.**

**The "coaching decision" is not up for debate or question.** Athletes are encouraged to ask what they can improve on to get more playing time. (See Grievance Procedure)

### **Rules and Regulations**

1. While representing NKJV, all athletes are expected to behave in a responsible manner. Determination of what is responsible lies solely with NKJV.
2. Athletes are expected to support fellow team members in practice and in competition, and to display the qualities of a dedicated athlete such as: a positive attitude, good team spirit, and the desire to learn and improve.
3. Athletes are expected to conduct themselves in an exemplary manner that demonstrates pride, admiration and respect for themselves, their parents, and the NKJV Program at all times.
4. As volleyball is a team sport, it is expected that the athlete will participate in all team activities both on and off the court. (Hotel accommodations, eating with the team, fundraising, etc.)
5. Athletes understand that if they are involved with any of the following behaviors, they will be given a one time warning, after which they will be subject to dismissal from the organization:
  - Disregard of coach or club rules
  - Lack of team cooperation (remaining with the team during referee and sitting time.)
6. If athletes are involved with any of the following behaviors they will be immediately dismissed from the NKJV program, with no refund: Use of alcohol, tobacco, or illegal drugs, any other behavior deemed by NKJV as inappropriate and subject to dismissal.
7. Athletes understand that if they do not fulfill their financial obligations to the NKJV program that they will not be eligible to register, in the future, with the USA Volleyball Association until they have reconciled with NKJV.
8. Athletes that do not fulfill their commitment to play the entire season for NKJV including all end of season national or regional tournaments without a valid excuse will be considered "Not in Good Standing with NKJV"
9. Athletes considered "Not in Good Standing with NKJV" will not be eligible to play for another NKJV team for the remainder of the current season plus the following season. Parents wishing to challenge the "Not in Good Standing with NKJV" status of a player may do so in writing to the NKJV Board. All challenges must be submitted prior to tryouts for any season. The decision of the NKJV Board regarding the challenge will be final.
10. Athletes understand that they may not drive themselves to any tournament outside of the Greater Cincinnati Area.
11. NKJV is proud of our image. We require all practice, game shirts and warm up shirts be tucked in *at all times*. It's this simple: If it has NKJV on it or it is part of a NKJV team uniform, TUCK IT IN.

I've . Any athlete damaging equipment owned by NKJV or any facility used by NKJV during practices, tournaments or Other functions, or at lodging facilities will be required to reimburse NKJV and/or facility for the damages before continuing with NKJV. In some cases, the athlete may be dismissed from NKJV.

13. **An athlete with a delinquent account during the current season will be denied the privilege of playing in a tournament and will sit out at practice until the account is paid or arrangements are made with the Director.**

14 All athletes must have the following items signed by their parents or guardians before they will be allowed to practice: NKJV Handbook, USA Volleyball Waiver Form, Medical Form. **USA Volleyball registration is on-line and must be completed by the player prior to Parent Day on Saturday November 22<sup>nd</sup>.** (see packet insert for instructions)

15. In case of inclement weather, a coach or someone from a phone chain will call your home to notify you of practice cancellations.

16. We strongly encourage athletes who make a NKJV team to take this participation seriously. This means we expect NKJV practices and tournaments are of the highest priority.

### **Practice Rules**

17 Coaches determine whether or not their practices are open or closed.

18. Scheduled practice time is START time and **not** arrival time. Plan on arriving at least 15 minutes prior to the start of each practice. There is a consequence for arriving late to practice and competitions.

19. Volleyball shoes are to be carried into practice and tournaments and only worn for practice and tournaments. This is to ensure that the shoes last longer and our facility surfaces remain clean and safe.

20. Horseplay by athletes or coaches at practice or tournaments is strictly prohibited.

21. All athletes are expected to make every effort to attend every practice. Only an illness serious enough to keep the athlete home from school or a genuine family emergency is a legitimate excuse for missing practice. Regardless of the reason, if an athlete misses practice, her playing time may be affected.

22. If an athlete cannot be at practice, the *athlete* is expected to call the coach. It is the athlete's responsibility (not the parent's) to reach the coach **before** the practice starts.

23. If an athlete has a second unexcused absence from a practice, she will be notified by the organization of dismissal from the program. At this time she may appeal this dismissal to the NKJV board.

Unexcused absences are defined as any miss for a reason other than the following: a) school academic and sporting functions, such as team practices and competition; b) church functions, such as weddings, confirmations, etc.; c) family functions, such as vacations with immediate family or graduation of an immediate family member, and d) illness or injury. Examples of unexcused absences are; Kings Island, baby-sitting, homework, job, dances, vacation with a friend, or non-school related athletics or activities.

24. Athletes are encouraged to bring water, in an unbreakable container, to practices and tournaments. Absolutely no glass containers are allowed.

25. Chewing gum is prohibited at the Better Bodies facility.

### **Tournament Rules**

26. All athletes are expected to be in the gym, ready to warm-up, at the scheduled arrival time. This usually means the athlete needs to arrive at the site 15 minutes prior to the scheduled arrival time. EARLIER IS ALWAYS BETTER.

27. Proper conduct is expected from all members of the Club at all times. This includes athletes, parents, and supporters. This also means treating supporters from other teams, other parents, and officials with respect.

28. An athlete will only wear the uniform provided through NKJV while playing and will maintain good condition of the uniform since the athlete will be representing NKJV and their team while wearing it.

29. Athletes and/or parents are expected to provide transportation for their athlete to and from tournament sites and practices.

30. If an athlete cannot be at a tournament, the *athlete* is expected to call the coach as soon as the athlete knows she will be absent. It is the athlete's responsibility (not the parent's) to reach the coach **before** the tournament starts. A single unexcused absence may result in dismissal from the team.

31. If an athlete has two or more excused absences from tournaments in a single season, the *athlete* may be dismissed from the team.

32. Athletes will not be allowed to leave the tournament site until excused by the coach.

33. Except in cases of true emergency, an athlete who has an officiating assignment may not leave a tournament before the assignment is completed.

### **Officiating**

Officiating is the shared responsibility of the entire team. All NKJV athletes are required to attend a scorekeeper clinic and help with the line judging, scorekeeping, score flipping, and officiating. Each coach will determine a procedure their team will follow for officiating assignments. **EVERY PLAYER IS REQUIRED TO STAY UNTIL THE ENTIRE TEAM CAN LEAVE. PLEASE, DO NOT ASK THE COACH IF YOU CAN LEAVE EARLY. YOU ARE EXPECTED TO STAY!**

### **Grievance Procedure**

Competitive team athletics, by its very nature, creates situations where everyone may not be happy all the time. Knowing when to communicate and how to communicate with your athlete's coach is a concern for almost every parent at some time during the season. Most often the concern is how to inquire about issues surrounding playing time.

At NKJV, we encourage *the athlete* to take responsibility for their participation. For this reason we expect the player to talk to the coach first when she has a problem concerning her playing time, or if she is unclear about what the coach expects from her either in practice or in a competition. The appropriate way to do this is for the athlete to ask the coach what she needs to do to get more **opportunities** to play in matches. Most of the time, the player knows why they may not be playing as much as a teammate when the parent may not.

Parents can best help their athlete by helping her set some goals to achieve more opportunities. When a parent has a problem that is specific to their own athlete, we also expect them to first talk to their athlete's coach. Coaches have been instructed not to discuss "coaching decisions" with a parent. These "coaching decisions" include, but are not

limited to, specific match decisions such as who played when, where, and how long. Also, who was subbed out and when, etc etc. *The coach will not be required to defend his/her thought process or conclusions in the determination of playing time, and it is improper for a parent to request that.*

Specifically, the procedures to follow if you as a parent, or your athlete as a member of a NKJV team, have concerns about NKJV policies or a coach's actions are, in this order:

1. *The athlete will speak or meet with the coach to discuss the matter.* If the matter remains unresolved, or if the athlete has reasonable concern that speaking to the coach will not resolve the matter,
2. *The parent should speak to or meet with the coach.* Parents should call the coach on the phone to set a meeting. Meetings are to be at times and locations other than tournaments. If a parent approaches a coach during a tournament, we have instructed the coach to refuse to discuss any controversial matter, to refer the parent to the Club Director and to walk away from the situation. The recommended time for a parent and/or athlete to talk to a coach about a problem is a previously arranged meeting time either before or immediately after a scheduled practice. If the matter remains unresolved, or if the parent has reasonable concern that speaking to the coach will not resolve the matter,
3. *The parent may speak to the Coach and the Club Director.* In certain situations, NKJV may ask the athlete to attend the meeting also. Meetings should be previously arranged. Meetings will not be scheduled during a tournament. The Coach or the Club Director will not engage in discussions about "coaching decisions."

### **Other Policies Regarding Grievances**

1. NKJV will not tolerate hostile, aggressive confrontations between a parent and any official, or a parent and any coach, or a parent and any athlete, or a parent and any other parent, whether the coach, athlete or other parent is a member of NKJV or not. Violation of this policy may result in the athlete being dismissed from NKJV **without refund.**
2. **It is inappropriate for an athlete or a parent to approach other NKJV members about a problem the athlete or parent is having with a coach, about objections to coaching decisions, or about disagreement with an administrative decision.** Asking uninvolved people to take sides in an issue is unfair to the third party and to the Club. For the psychological health of the teams and the Club as a whole, grievances need to be handled between the parties involved and in the proper manner.
3. If a player or parent is approached and asked to listen to, or express an opinion about matters between two other parties in the Club, is strongly encouraged to refer the complaining party to take the matter up with either the coach in question, the Club Director, Jennifer Woolf, or President, Jack McElveen.
4. Any member who, as a third party, hears remarks or stories about NKJV, its employees or its policies, that cause the member to be concerned, is encouraged to contact the Coach and/or the Club Director immediately to determine the facts, or to alert the club administration to a situation it may be unaware of. It is detrimental to everyone involved to repeat complaints you hear or overhear to other uninvolved parties. By the time a story gets to the third or fourth party, it frequently bears little resemblance to the truth or the facts of the situation.
5. Please refrain from negative comments around your daughter and the other athletes. Young players are vulnerable and if they hear complaining about the coach, the coach's style or NKJV policies, this can have an adverse effect on their performance and/or attitude. If you, as a parent, are unhappy about something, you should follow the grievance procedure of this guide to resolve the matter.
6. Repetitive complaining to the athlete(s) or other third parties that interferes with the Club's efforts to pursue its stated mission and purpose may be cause, in the sole determination of the Club, to ask a member to resign.

### **Tournaments**

Tournaments can last anywhere between 1 and 4 days. Teams will begin pool play where they will play each team in their pool with the winning teams advancing to a Gold bracket and other teams advancing to a Silver or Bronze bracket. Most tournaments are best 2 out of 3 games with rally scoring. Seating is sparse in most of the gyms so we recommend that you bring your own chairs. We strongly advise that you pack a cooler for your athlete for the day of a tournament because they can run long. Most tournament facilities will not allow coolers to be brought inside the facility. Some players bring pillows and sleeping bags so they can rest between rounds. Games, homework, books, etc. are all recommended for some of the longer tournaments. Arrive early so you can help set up your team area and get ready to warm-up. Except for starting times, most tournaments do not follow a set time schedule. Matches will begin 10 minutes after the end of the previous match. *If the tournament is run well, it should be over around 6:00 p.m. But to be on the safe side, **expect to be there all day.***

### **Team Parent Duties**

A team parent is needed for each club and open team. As team parent you would be required to fulfill, but not limited to, the following responsibilities.

- Assist the coach in any way possible. Such as:
  - Establish a phone tree and email list for the coach, players and parents.
  - Make calls to parents (players) regarding practice times, places and changes (if needed).
  - Provide written directions to tournaments, hotels and practice locations (if needed).
- Arrange car pools for tournaments (if needed).
- Act as a liaison between the parents, coaches and players.
- Ensure that all parents attending (not just the team parent) assist the coach in making sure that the players are in bed on time, curfew is enforced and light are out on overnights, as directed by the coach. **It is important that each parent (or assigned guardian) take responsibility for their daughter (or assigned player) on overnights!**
- Help the coach to determine eating arrangements (such as ordering pizza, going for carry-out during a tournament, calling ahead for reservations to a restaurant, buying breakfast items, etc.). Some coaches may be stricter than others and may want the team to eat together. This should be discussed with the coach and every effort should be made to comply by all parents.
- Make hotel reservations for all players, coaches and parents (who will be attending from your team) on overnights. Costs for the coaches' rooms are covered by players' fees (up to a certain number of nights, depending on open or club level at an average of \$90

-\$100 per night). The team parent needs to find out the exact cost of the coaches room (with taxes), and notify the NKJV Treasurer to get a check for the **exact** amount of the coaches' room(s) **before** leaving for the tournament.

- Do not hold rooms for other parents on your credit card! Get a confirmation number for each parent room and get that number to the appropriate parent so they can confirm their own room. You are responsible for confirming your own room and the coaches' room. Pay for the coaches' room with the check issued by Bill Schwab.
- If traveling by air, make sure that travel arrangements are made for everyone from your team that is flying. On some teams, someone other than the team parent may be able to handle this due to travel experience or connections at airlines.
- Assist in securing fund raising opportunities to help offset team costs, unless someone else on the team has taken on this responsibility.
- Assist NKJV in recruiting parents from your team to assist in running our club tournament.

#### **NKJV Fees**

The balance of the NKJV fee must be paid in full by February 1. Checks must be made payable to NKJV and mailed to:

**NKJV**

**PO Box 175852**

**Covington, KY 41017**

#### **Privacy Statement**

The personal information that you provide to apply for membership is used within NKJV to provide the services that we offer to you. NKJV does not share your personally identifiable information with any nonaffiliated third party businesses, organizations, or individuals.

# NKJV Handbook Contract

## Please sign and return this contract.

As a player, I understand the commitment I am making to NKJV and the team I have been assigned to, and I am willing to commit myself to the program and my teammates for the entire 2009 season.

SIGNATURE \_\_\_\_\_  
Player

DATE: \_\_\_\_\_

Understanding the stipulations and having discussed these with our child, we agree to and will support her participation in NKJV. We do understand that the **fee is not refundable** and that this is **not a pay to play organization**. **We have read the NKJV Handbook and agree to abide by all NKJV policies.**

SIGNATURE: \_\_\_\_\_  
Parent/Guardian

DATE: \_\_\_\_\_

## PHOTO RELEASE

I hereby give permission for my photograph and/or video image to be used in Northern Kentucky Junior Volleyball (NKJV) publications. These publications include, but are not limited to, recruitment publications, newsletters, newspapers, magazines, videos, and web sites. I understand that I will receive no compensation for my time or the use of my name, photograph/video image.

SIGNATURE \_\_\_\_\_  
Player

DATE: \_\_\_\_\_

Printed name: \_\_\_\_\_  
Player

Please place a check mark below to prohibit use of the players name in the same manor as stated above.

\_\_\_\_\_ Player's name may not be printed in publications

SIGNATURE: \_\_\_\_\_  
Parent/Guardian

DATE: \_\_\_\_\_

Printed name: \_\_\_\_\_  
Parent/Guardian