



Player Policies & Code of Conduct

*Thunder Bay Volleyball Academy strives to be a model of excellence in the community, as well as in our training program. As such, we expect exemplary behavior from our players and their families at any time the Thunder Bay brand is on display. The club has developed the **Player Policies & Code of Conduct** to relay the club's expectations of its players with cooperative reinforcement from their parents. Each player and family is required to acknowledge receipt of this document by returning a signed copy to their Team Manager. Each family should also retain an extra copy for future reference.*

Policies and conduct expectations for Thunder Bay players:

1. General Policy

- 1.1. Adhere to the USAV Code of Conduct and Policies.
- 1.2. Complete the required USAV officiating training by the assigned deadline.
- 1.3. Follow coaching instructions from Thunder Bay coaches only and not those from sideline spectators.

2. Attendance

- 2.1. Attend all practices and events scheduled for their team.
- 2.2. Arrange transportation to and from all practices, club activities and tournaments; players may agree to travel together if mutual and convenient.
- 2.3. Inform their coach(es) well in advance when they are unable to attend practice.
- 2.4. Wear Thunder Bay T-shirts for club practices and events.
- 2.5. Recognize that attendance impacts their development and may affect their playing time.
- 2.6. Understand that attendance is not just for personal development, but for development of the team as well.

3. Game Uniforms

- 3.1. Maintain proper care of game uniforms.
- 3.2. Be in possession of all uniform parts for each day of tournament play.
- 3.3. Keep track of all uniform pieces; replacements will be at the expense of the player.
- 3.4. Limit the wearing of tournament uniforms to tournaments only or when approved by the club for authorized events.

4. Tournaments

- 4.1. Participate in each day of tournament play scheduled for their team; **tournament attendance is mandatory.**
- 4.2. Adhere to the daily schedule set by the coach and Team Manager (wake up time, meals, reporting times, curfews, etc.).
- 4.3. Refrain from using cell phones while waiting to play, or during team meetings and meals.
- 4.4. Remain together as a team while waiting to warm up and play.

- 4.5. Wear only Thunder Bay uniforms and/or attire at gyms between games.
- 4.6. Present a uniform appearance for championship pictures.
- 4.7. Exhibit positive and encouraging bench behavior.
- 4.8. Participate in all team meals unless given permission by the coach or Team Manager to do otherwise.
- 4.9. Remain with the team until officiating duties are complete, even if not officiating or working at the score table.
- 4.10. Attend and provide enthusiastic support for other Thunder Bay team matches when possible.
- 4.11. Parents or players should **never** approach a coach during tournaments about playing time or coaching decisions.

5. Travel Policies

- 5.1. Players are to abide by travel instructions (when/where to meet, etc.) if they are established for their team.
- 5.2. Players are to abide by hotel rooming assignments set for their team.
- 5.3. Younger teams may room with their parents or a chaperone of the same sex.
- 5.4. It is encouraged, but not required, for younger teams to stay at the same hotel as the older teams.
- 5.5. Each player room will have a designated room leader that is responsible for reporting any violations or problems occurring in their room to the Team Manager.
- 5.6. All players must adhere to curfews established by their coach or Team Manager. Players are to be in their assigned room at the time of curfew.
- 5.7. Players are expected to remain in their hotel room from curfew until the established wake up time. Exceptions for this policy would be situations where bodily risk or harm can be reasonably expected by remaining in the room. In such case, every effort should be made to contact the Team Manager, coach, or another adult as quickly as possible.
- 5.8. For medical emergencies, 911 should be called and an adult should be engaged.
- 5.9. "Lights Out" includes lights, television, laptops and other electronic equipment.
- 5.10. Player cell phones must be given to the Team Manager at the start of curfew. They will be returned the following morning at breakfast.
- 5.11. Players are not allowed to leave hotel property or a tournament location without permission from their coach or Team Manager.
- 5.12. If there is "down time", parents may request to take their athlete off premises ensuring their return by a designated time agreed to by the team's coach and/or Team Manager.
- 5.13. Players must always travel in pairs (at a minimum) when walking around hotels.
- 5.14. Players are not allowed to visit hotel amenities (pool, exercise room, etc.) without permission from their coach or Team Manager and should never be alone.
- 5.15. Members of the opposite sex are not allowed in player rooms under any circumstance. This includes siblings or parents of other players.**

6. Additional USAV SafeSport Travel Policies

Travel will be a standard aspect of our competitive season and Thunder Bay has established policies to guide our travel, minimize one-on-one interactions and to reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

6.1. LOCAL AND TEAM TRAVEL

We distinguish between travel to training, practice and local competition (“local travel”), and team travel involving a coordinated overnight stay (“team travel”).

6.2. Local Travel

Local travel occurs when Thunder Bay does not sponsor, coordinate, or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances it is the responsibility of the athlete or their parents/guardians (for minor athletes) 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.

In an effort to minimize one-on-one interactions, Thunder Bay staff members, coaches and/or volunteers, who are not also acting as a parent, should not drive alone with an unrelated athlete and should only drive with at least two other athletes or another adult at all times, unless otherwise agreed to in writing by the athlete’s parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the athlete’s local 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.

Coaches, staff members and volunteers who are also an athlete’s guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

6.3. Team Travel

Team travel is overnight travel that occurs when Thunder Bay sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach, staff member, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers’ licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

For team travel, hotels and air travel will be booked in advance by Thunder Bay. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. Thunder Bay will also notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per view channels and we *may* request an additional large room or suite so that our members and athletes may socialize as a group. Meetings do not occur in hotel rooms, and we will reserve a separate space for adults and athletes to socialize.

We encourage family members who wish to stay in the team hotel to do so. If family members do not stay in the team hotel, we encourage all athletes to call parents and guardians regularly and allow for any unscheduled calls by either the athlete or parent/guardian.

Thunder Bay makes efforts to provide adequate supervision through coaches and other adult chaperones. There will be at least 1 adult chaperone for every 15 players for Team Travel.

6.4. TRAVEL NOTIFICATION

When possible, Thunder Bay will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of competition. Travel notice will also include designated team

hotels for overnight stays as well as a contact person within Thunder Bay. This individual will be the point of contact to confirm your intention to travel and to help with travel details. Thunder Bay will post specific travel itineraries when they become available. These will include a more detailed, hour-by-hour itinerary as well as contact information for team travel chaperones.

6.5. MIXED-GENDER AND MIXED-AGE TRAVEL

Thunder Bay is made up of only female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes will also be grouped by age and sex for the purposes of assigning an appropriate chaperone. We will make every effort to provide these groups at least one chaperone of the same sex. However, we rely on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete). Where an adult is registered both as a coach and an athlete member of Thunder Bay, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

6.6. COACH AND STAFF RESPONSIBILITIES

During team travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Rooms and Changing Areas Policy and Reporting Policy.

If a coach or staff member transports an athlete or other organization member in their private car for team travel, a copy of the coach's or staff member's valid driver's license is required.

When not practicing, training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during team travel.

Coaches and staff will:

- a. prepare athletes for team travel and make athletes aware of all expectations. Supplemental information will be given to parents/guardians of athletes who are considered inexperienced travelers, new or relatively new to team travel, or who are under the age of 14
- b. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- c. conform to, and monitor for others' adherence, the Athlete Protection Policy and all policies during team travel
- d. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- e. help athletes be on time for all team commitments (as possible)
- f. assist with team travel logistical needs (as possible)
- g. support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- h. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties
- k. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations

- I. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

6.7. CHAPERONE RESPONSIBILITIES

Chaperones accompany team travel to ensure that the athletes, coaches, staff, and volunteers adhere to Thunder Bay's policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in Thunder Bay's Player Policies and Code of Conduct.

If a chaperone has not undergone a criminal background check and Thunder Bay's awareness training, the chaperone will not be permitted to have any one-on-one interactions with athletes or other youth participants. If a chaperone has undergone a criminal background check and awareness training, he or she may have appropriate one-on-one interactions as outlined in Thunder Bay's Player Policies and Code of Conduct.

If a chaperone will be operating a private car for team travel, a copy of the chaperone's valid driver's license is required.

Chaperones will monitor the activities of all coaches, staff members, volunteers and athletes during team travel.

Specifically, chaperones will:

- a. familiarize themselves with all travel itineraries and schedules before team travel
- b. monitor for adherences to club policies during team travel
- c. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- d. help athletes be on time for all team commitments (as possible)
- e. assist coaches, staff and other volunteers with team travel logistical needs (as possible)
- f. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- g. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
- h. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a Thunder Bay administrator or a member of Thunder Bay's Board of Directors of Liaisons.

7. Electronic Communications and Social Media

- 7.1. Players should not send or post inappropriate, disparaging or bullying remarks directed at club players, their family, coaches, staff, or the club by email or social media.
- 7.2. Players should make their Team Manager, Coach or a staff member aware if they are the recipient of inappropriate, disparaging or bullying remarks from anyone associated with Thunder Bay.
- 7.3. Examples of **appropriate** electronic communication between club coaches, players, their families and staff include practice or game questions/instructions, travel details, team activities, congratulatory comments, etc.

- 7.4. Examples of **inappropriate** electronic communication between club coaches, players, their families and staff include threats, personal attacks, comments inappropriate for an adult to minor or minor to adult, etc. If a sender or recipient does not feel comfortable sharing an electronic message with a parent or guardian, then it is most likely inappropriate.

8. Expulsions

Reasons that a player may be suspended or asked to leave the club include, but are not limited to:

- 8.1. Smoking (tobacco or illegal substances), alcohol, drugs (including misuse of prescription drugs).
- 8.2. Inappropriate (disparaging, sexual, abusive, bullying, etc.) comments to others in the club or on social media.
- 8.3. Leaving the premises (hotel, restaurant, etc.) without permission from a coach or Team Manager.
- 8.4. Behavior considered Inappropriate by commonly accepted social norms.
- 8.5. Damage to public property or theft.
- 8.6. Possession of fireworks, ammunition, firearms, or other items or material which by commonly accepted practices and principles would be a hazard or harmful to self or to other.
- 8.7. Any action considered to be an offense under Federal, State or local law ordinances.

9. Grievance and Dispute

Thunder Bay recognizes that issues may arise within the organization that require attention. The nature of competitive team sports may create situations where players or parents/guardians may not agree. The ***Grievance and Dispute Policy*** was created to provide guidance for handling circumstances that may occur during club-related activities. The club's policy adheres to guidelines set forth by USAV and AAU.

Disputes or grievances should be presented on an individual basis. It is the intent of the Club to keep these matters confidential including only those directly involved with the grievance or dispute. Thunder Bay encourages its athletes to be accountable and responsible for their participation in the program. For matters where the player does not understand the coach's expectations for his/her role within the team, the player should first have a conversation with their head coach.

When a parent feels the need to communicate or ask for clarification regarding their athlete, a time should be set up with the coach. The athlete should be present at this meeting as well.

What to do if you have a grievance or dispute:

1. The player should meet with the coach to discuss the matter. If the matter remains unresolved then,
2. The player, along with a parent, should speak to or meet with the coach. If the matter remains unresolved then,
3. The parent should contact a member of the Board or the Director of Operations.
4. The Board, in conjunction with the Director of Operations, will schedule a time within 1 week to meet with the parent for further discussion and resolution.

10. Club Refund Policy

Thunder Bay Volleyball Academy is a not for profit organization which strives to keep its player fees at affordable levels for its families. We purposely set our budgets with low margins factoring in the anticipated number of teams and players for the season. In keeping with the philosophy of low fees, it is difficult to grant refund requests except in the case of extenuating circumstances.

Once a player commits to the club, it is assumed that the player will complete the season. If a player experiences a season-ending injury, some consideration may be given for the point in the season when the player is unable to continue playing and the amount of fees already collected from the player. Each situation will be evaluated on an individual basis.

The club incurs many non-recoverable season expenses even prior to the first tournament (gym rentals, uniforms, tournament entry fees, league memberships, etc.). With that, **no player tuition refunds will be provided after the player has participated in the first tournament for her/his team.**

No refund request will be honored if the player violates the *Thunder Bay Volleyball Academy Player Policies & Code of Conduct* and is dismissed from the club.

We acknowledge that we have received and read Thunder Bay Volleyball Academy's Player Policies & Code of Conduct. The signatures below provide our agreement that the player will abide by policies set forth by the club and that the parent(s)/guardian(s) of the player agree to refrain from disparaging remarks or actions to Thunder Bay coaches, staff or players. We understand that violation of this agreement by players or their parents can result in dismissal from the club and/or prevent future participation with the club:

Player's Printed Name

Player's Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date