



---

# CLUB CACTUS VOLLEYBALL PLAYER/PARENT HANDBOOK

## Mission Statement and Coaching Philosophy

CCJ was founded in 1992 with the following mission: **to raise the level of volleyball in Southern Arizona** by providing athletes with the opportunity to obtain quality training and competition opportunities; **to meet the needs of a diverse volleyball community** by providing programs of differing levels of training and competition opportunities for young players; **to help develop and educate volleyball coaches in the community** by offering educational opportunities through USA Volleyball and creating a collaborative culture where coaches mentor and share ideas with their peers.

Our main philosophical belief is that we want our players to be better teammates/people at the end of the season as well as better volleyball players. Athletics provide young athletes with excellent real-life situations and guidance without any real-life consequences. We believe this is a fundamental element of participation with Club Cactus Juniors Volleyball Club and Junior Olympic Volleyball. The competitive athletic experience can enhance social development, contribute to mental and physical health, as well as teach the values of teamwork, goal-setting, responsibility, self-discipline, and self-motivation.

## Volleyball Programs and Teams

To meet the club's mission state to promote and raise the level of volleyball in Southern Arizona, CCJ currently offers a few programs for young players:

**DEVELOPMENTAL PROGRAM | YOUTH VOLLEYBALL ACADEMY:** The Youth Volleyball Academy is designed to attract and introduce young athletes to the game of volleyball. The goal is to introduce basic skills and systems while instilling a love for the game. Each session will include skill development along with some basic system training and modified game play. CCJ offers three sessions (Fall, Winter, Spring) during the season.

**COMPETITIVE PROGRAM | ARIZONA REGIONAL TEAMS:** Region Teams are offered at every age level that will compete in the Arizona Region's competition schedule. The goals for teams are to increase skill and proficiency, further team systems, develop positive team dynamics and offer positive competitive experiences which provide excellent off-season training opportunities for all players looking to improve for their high school teams. The tuition is affordable due to the lack of travel costs; however each team gets the unique opportunity to compete in the **Cactus Classic Invitational**, a national invitational tournament hosted by CCJ held every January.

**COMPETITIVE PROGRAM | NATIONAL TRAVEL TEAMS:** Travel teams are designed to be highly competitive both regionally and nationally. In addition to competition within the Arizona Region, these teams will travel to national tournaments allowing exposure to college recruiters. Winning at this level is a priority, but not at the expense of the well-being of the team. Attitude and accountability are emphasized while demanding a commitment from all players are desire intense, focused, and competitive training.

## Season Commitment for Competitive Teams

**CLUB VOLLEYBALL SEASON COMMITMENT:** The competitive club season is **January through May (Region Teams)**; and **January through June (National Travel teams)**. December will be dedicated to individual skills clinics and team systems practices that are open to all club players.

**REGIONAL TEAMS:** Players are expected to attend all Regional events (and the Cactus Classic Invitational and Vulture Peak Challenge). Conflicts must be cleared in advance. If a player cannot attend a tournament for any reason, the coach must know in advance to make necessary adjustments.

**NATIONAL TEAMS:** Players on the National Travel teams must be able to attend all Regional AND National Invitational events. In addition, the player must **be prepared to clear conflicts (including family vacations) in the weeks prior to the event to prepare with the team.**

**TIME COMMITMENT:** Players are expected to attend all training sessions, team meetings, and competitions. CCJ emphasizes the importance of time management in order to minimize absences from practices and/or tournaments. *Lack of practice attendance may affect playing time at tournaments as missed training team may affect the well-being of the team and the individual.*

Players that have school or church conflicts such as school sports and other activities should communicate to their coach in advance to avoid any conflicts or to schedule alternative training sessions. CCJ allows players to attend other team practices (to make up a missed practice) as long as it is cleared in advance.

**TRAINING CALENDAR:** The club will attempt to publish calendars as far in advance as possible. Coaches will relay any unforeseen changes to the players. Practices will be scheduled taking into consideration the facility availability and number of training sessions contracted. The schedule is predicated by the Sporting Chance Center's gym schedule, so practices will be assigned when the facility is available. This generally means practices will on weeknights and on Sunday afternoons.

**PRACTICES AT SPORTING CHANCE CENTER:** Please make sure to abide by all SCC rules and regulations. This includes their No Outside Food/Drink Policy, the spectator seating, and posted parking signs.

**TRAVEL COMMITMENT:** Players are expected to attend all regional competitions. Most tournaments may be held in the Phoenix metro area and transportation will be up to the players' family. CCJ and its' coaches are not responsible for any transportation to or from any practice and/or regional competition.

## Playing Time Standards

The prevailing rule when dealing with playing time is that the team comes first. This rule is based upon the fact that no team reaches its potential without every player making a contribution. Each player must be aware of their importance to the team. However, special consideration is given in a club environment where all players must have an opportunity to train, play, and improve their skills.

With that in mind, playing time standards will vary depending on the philosophy for each team:

**REGIONAL TEAMS:** *Suggested playing time for each player in the 12U-14U divisions is 40% of competitive time; and suggested playing time players in the 16U division is 30% of competitive time; and 20% in the 18U division.*

**NATIONAL TEAMS:** *Suggested playing time for each player in the 14U-16U divisions is 30% of competitive time; and suggested playing time for each player in the 18U division is 20% of competitive time.*

*At National and/or JNQ events, the coach may adjust playing time standards **when the team is in contention** for the Gold Division. Once the team is no longer in contention to win the event or earn a bid, the CCJ playing time standard will be used.*

## Financial Commitment with Club Cactus Juniors Volleyball Club

A verbal or written commitment to CCJ binds the athlete to Club Cactus Juniors until the end of the respective club season (at the end of USAV Junior Nationals) or until the player is released by CCJ.

By signing a Player/Parent Contract, the athlete/parent commits to pay the tuition for the entire season. Although the tuition is divided into monthly installments for National and Region teams, the services rendered under contract and the remittance of payments is not an installment contract nor are they severable. Failure to complete the payment schedule agreed upon by the contract can render the athlete ineligible to compete with another club in the Arizona Region for subsequent seasons or until the account is paid in full.

CCJ will send reminders via email. Tuition payments will be due by the tenth of each month – regardless of receiving a reminder or not. A \$25.00 late fee may be applied to the account if payment is not paid on time. CCJ will also apply any applicable bank fees for any payment returned for insufficient funds.

**No player with a delinquent account will be allowed to train, travel, or play in tournaments.**

CCJ accepts cash, personal check, money order/cashier's checks, and credit cards for tuition payments. Parents paying monthly must have set-up an account in GroundWork. Cash payments should be placed in a sealed envelope with the athlete's name and handed in at practice (please do not send cash in the mail). Checks should be made payable to CLUB CACTUS JUNIORS VOLLEYBALL and should include the athlete's name and team.

Checks can be handed in at practice or mailed to:

**CLUB CACTUS JUNIORS VOLLEYBALL CLUB, LLC  
11664 N. RAIN ROCK WAY | TUCSON, AZ 85737**

**EARLY PAYMENT:** Families that pay the full tuition by December 10 will qualify for an accounting credit up to \$300 credit in lieu of working at the Cactus Classic Invitational for any credits.

## Tuition Costs for the Season

**CCJ TUITION IS ALL INCLUSIVE:** The tuition for the club season may be paid in full at the beginning of the season or in monthly installments agreed upon by the club. The tuition will include the following:

- USA Volleyball team registration and insurance
- Arizona Region Tournament team contracts
- Coaching staff and support staff salaries; and CCJ Administrative expenses
- Facility rental and operating expenses
- Gym equipment and volleyballs
- Player Gear (including Mizuno jerseys, spandex, warm-ups, practice shirts, Mizuno shoes)
- National Tournament team entry fees
- Travel expenses including local transportation and lodging (including coaches/chaperones)
- Not Included: player meals at tournaments
- Not Included: player transportation to regional events or National tournaments
- Not Included: airfare to any National Events

## Credits on Account for CCJ Credits and Fundraising

Any CCJ credit received will be applied to the player's **last month of tuition** provided the account is current.

CCJ Credits and dividends may be revoked if an account is not paid on time and/or the account is sent to collections. Unclaimed credits accrued on accounts will be rolled in the general fund. Under no circumstances will credit generated through fundraising be returned to the member at the end of the season.

## Communication Channels

Most of the communication between the coaching staff and athletes will occur in person during training sessions and meeting at the Sporting Chance Center; or at other official club volleyball activities including competition, team functions, traveling, etc. This interaction and one-on-one time with trusted coaches is healthy and valuable for an athlete. Players should always be encouraged to talk to coaches in person first before communicating via electronically (text message, email, etc).

- **OBSERVABLE:** The most common one-on-one interactions are in the gym during practices and/or competition.
- **PLAYER MEETINGS:** The coaching staff often conducts coach-player meetings where the player will meet with at least two coaches.
- **TEAM HOTEL ROOMS (TRAVEL TOURNAMENTS):** Team meetings usually occur in the team's Chaperone's Hotel Room and/or Hotel Meeting Room if available.

**ELECTRONIC COMMUNICATION:** The use of private communication between coaches, athletes, and parents on personal cell phones needs to be limited. Coaches will discuss appropriate situations where a phone call or text message is acceptable.

**GROUP CHAT:** The coaching staff normally establishes a group chat (or other group messaging service) for electronic communication to the players. Group chats include another coach and the staff will monitor the correspondence. These text messages will be informational and only pertain to volleyball-related information. Social Media will never be used team group chats or for sending any volleyball information.

**TEXT MESSAGES CONTENT:** All communication originating from the coaching staff to a athlete will be professional in nature and relative to the team or club. Further, all electronic communication will be open and transparent.

- **PLAYER-TO-COACH:** In most cases, if the athlete communicates to the coach privately first, the coach may respond to the athlete with a copy to another coach and/or the parent of the athlete.
- **COACH-TO-PLAYER:** In most cases, if a coach needs to communicate to an athlete electronically, another coach (or the parent of the athlete) will be copied.
- **PARENT-TO-COACH OR COACH-TO-PARENT:** Unless any emergency situation exists; parents should communicate with the coaching staff via email. All communication between parents and coaches will be professional in nature.

**REQUESTS TO DISCONTINUE COMMUNICATION:** Parents (or Legal Guardians) may request in writing that their athlete not be contacted through any form of electronic communication by any of the coaches.

## Social Media

Club Cactus Juniors Volleyball Club maintains public Social Media sites for promoting the volleyball club, our athletes, and the Cactus Classic Invitational.

Players and parents may "like" or "friend" any of the CCJ's official pages as these sites are public.

CCJ will not follow or "like" any athletes' pages, profiles, etc. on any social media outlet.

Coaches will not include (follow, like, etc) any current volleyball player via their personal Social Media sites

## Athlete Expectations | Player Conduct

All players are expected to show respect to all CCJ staff and members, all opponent staff and players, all officials, and designated chaperones.

Players are representatives of themselves, their families, their team, their coaches, and Club Cactus Juniors Volleyball, and are expected to conduct themselves in a courteous manner at all times.

Players are to refrain from making any negative or defamatory remarks about their teammates, coaches, CCJ, or any other associate of the club on any social networking site including Facebook, Twitter, MySpace, etc.

**PLAYER DISCIPLINARY ACTIONS:** Players found in violation of the USA Volleyball Code of Conduct or any policy outlined by Club Cactus Juniors Volleyball Club may be subject to disciplinary actions as outlined by the USA Volleyball code of conduct.

## Practice Expectations

**ALL TRAINING SESSIONS ARE REQUIRED:** All athletes will be expected to attend **every** practice session, team meetings, and matches. Missing training sessions or competitions for reasons other than school sports or school-sponsored activities or excused illnesses will be considered unexcused and could result in a loss of playing time. Three unexcused absences may result in suspension from competition.

If any player is going to miss practice for any reason, the coaching staff must be informed **in advance**. Players must take responsibility for themselves – *it is not acceptable to relay the message to the coaching staff by someone other than the player or parent in certain circumstances*. **NOTE: text messaging just prior to the start of a practice is not an acceptable form of communication for absences/tardiness.**

### PRACTICE POLICIES AND PROCEDURES

**DRESS CODE:** All players are to report in full practice attire – CCJ practice shirt, Mizuno spandex, kneepads, etc. During cold months, please wear jacket and sweat pants before and after practice.

**PLAYERS MUST BE ON TIME FOR ALL PRACTICES:** *Being on time* means arriving to the gym 10 minutes earlier than the scheduled start time. Players should always help set up all equipment before warming up. All training sessions will end on time – therefore, it's critical that players arrive on time.

**STAY UNTIL ALL EQUIPMENT IS ACCOUNTED FOR AND PUT AWAY:** Players are to treat all facilities and equipment with respect. Gym rules are to be followed at all times. Teams/players are not to leave the gym until all equipment is accounted for and stored neatly. Failure to follow rules and/or maintain equipment may result in disciplinary actions by the coach and/or the Director.

**PLAYERS WILL BE EXPECTED TO WORK HARD.** Practice sessions are valuable - always come to the gym ready to learn and train. To maximize training time, players will be required to move quickly from drill to drill and water breaks. Players must bring a great training-attitude to every training session. Be prepared to learn something new every day and a desire to get better every drill. Be competitive (but not combative) in every drill or scrimmage. Perform drills at full speed and be willing to make mistakes – to be successful here, you must allow yourself to make mistakes.

### PROHIBITED ITEMS

The following is prohibited from all practices and training sessions:

1. Cell phones are to be **kept out of sight** during practice (turned **OFF** and stored in backpack)
2. All jewelry (including earring studs) must be removed
3. Gum is not allowed in the gym
4. Skin lotion: this transfers to the floor and creates slick/slippery spots that are potentially dangerous

## Injuries and Insurance Coverage

Club Cactus Juniors Volleyball Club does not provide any insurance coverage for athletes injured during normal training activities or at any competition.

**USA VOLLEYBALL INSURANCE COVERAGE:** The USAV provides both liability and accident insurance coverage from the date of registration to October 31 of the following year. The sports accident policy is secondary coverage with a per-incident deductible. Qualifying injuries that occur at practice or competition sanctioned, sponsored, and supervised by USAV recognized Regions are covered. Injuries incurred in direct travel to and from USAV sanctioned events are also covered.

**INJURIES/ILLNESS DURING THE SEASON:** If an athlete sustains an injury or becomes ill during a practice or game, she must tell her coach immediately. A coach will not allow an athlete to practice or compete if there is:

- A verbal statement from an athlete expressing an injury
- A physical action shows that they are unable to play
- A signed note from a parent or doctor

Parents will be notified immediately upon any emergency.

If an athlete sustains an injury or illness that is so severe that she is unable to participate in practices or tournaments for a period of time, written notification of recovery from a parent or qualified healthcare provider is required before that player may resume participation.

**CONCUSSIONS:** A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

When a coach or player suspects that an athlete has suffered a concussion, the following steps will be taken as part of the Arizona Region's and CCJ's Action Plan:

- Remove the athlete from play and parents will be notified immediately.
- If at a tournament with Athletic Trainers, the coaching staff will ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussions. Coaches will never attempt to evaluate or judge the seriousness of the injury by themselves.
- Keep the athlete out of play the day of the injury.
- CCJ will only allow an athlete to return to play with permission from a health care professional, who is experienced in evaluating for concussion.

When a parent suspects that their athlete has suffered a concussion during volleyball training or outside of the gym, please notify the coaching staff immediately.

**SEASON-ENDING INJURIES:** If an athlete incurs a serious injury prior to the first scheduled tournament which would result in the athlete being prohibited from participating in the sport of volleyball through the end of the season, the athlete will have the right to void the contract and release the player from all contracted financial responsibilities for the club season. A physician's report will be necessary and the athlete cannot and will not participate with any other club in any volleyball activities if player is released from the CCJ Player/Parent contract due to serious season-ending injury.

Any other injury during the season that results in lost time will not result in any prorated or refund of tuition. Any such refund is at the sole discretion of the Director and will require a licensed physician's report.

# Parent Expectations

Parents are encouraged to be actively involved with their child's club experience without interfering with the goals and objectives of the Club Cactus Juniors' coaching staff.

**PLEASE SUPPORT THE COACHES AT ALL TIMES:** It will be very important that parents are not critical of coaches in front of the players. There may be times during the season that an athlete will come home very upset after a practice or tournament – your role as a parent is to offer support without making any judgment that may affect your child's attitude towards the coaching staff. Remember that sometimes children tend to exaggerate both when praised and when criticized. Please don't overreact and rush off to the coach or Director if you feel an injustice has been done. Investigate, but anticipate that the problem is not as it might appear.

If any conflict(s) arise during the season, please follow the club's Conflict Resolution Procedure for a meeting at an appropriate time. **Coaches will request a 24-hour cooling off period before meeting.**

**PLEASE SUPPORT THE PLAYERS AT ALL TIMES:** Make sure that your daughter knows that - win or lose, scared or heroic - you love her, appreciate her efforts and are not disappointed in her. This will allow her to do her best, to avoid developing a fear of failure based on the spectra of disapproval and family disappointment if she does fail. Be the person in her life that she can look to for constant positive enforcement. Learn to hide your feelings if she disappoints you.

- Be completely honest about your child's athletic capability, competitive attitude, and actual skill level
- Teach your child to enjoy the thrill of competition, to be working to improve her skills and attitudes...to take the physical bumps and come back for more. Please refrain from saying "winning doesn't count," because it does. Instead, help her develop the feel for competing, trying hard, and for having fun

**SPORTSMANSHIP:** Parents, as well as players, are representative of Club Cactus Juniors Volleyball Club. CCJ values sportsmanship and the enjoyment of the game of volleyball. We ask that all parents help in fostering a positive competitive environment for all by refraining from using negative commentary directed at opposing teams, site directors, and officials.

**PLAYER TRANSPORTATION:** Parents are expected to make all arrangements for player's transportation to and from tournaments and practices. Please be on time to pick up athletes from any practice or competition. A coach will wait on site until all athletes are picked up. **CCJ coaches *may not* drive an athlete home.**

**CHAPERONE EXPECTATIONS:** A parent chaperone will accompany the team to all national tournaments. A parent that agrees to chaperone a team during a national tournament must be willing and able to:

- Drive/transport the team or a portion of the team;
- Remain with the team throughout the duration of the trip;
- Assist the coach with supervision of the athletes;
- Assist the coach and the team with tasks such as, but not limited to: checking curfew, waking athletes in the morning, restocking food coolers, doing laundry related to the tournament, and escorting the athletes the duration of the trip.

In order to fulfill the above responsibilities, chaperones must have a valid driver's license, a valid credit card (CCJ will pay for the rental cards, but some rental companies require the driver to have a credit card on file), and the desire to give their time and energy to support the team.

All chaperones must be registered with USA Volleyball, clear a background screen, and have a signed copy of the Chaperone Code of Conduct/Expectations on file with CCJ and the Arizona Region of USA Volleyball.

Chaperones are support staff for CCJ and should in no way interfere with the operations of the team or club.

# Conflict Resolution

CCJ aspires for a smooth, conflict free season of personal and team growth. The club has put systems in place alleviate unnecessary conflict, but we understand that some level of friction is expected during a competitive season, and will manage it through open communication throughout the season.

Any grievance should take place outside and separate from the practice and competitive environment. The club requests that parents not confront coaches during practices or on tournament days to discuss any issues related to playing time, tactics, strategy, individual, or team performance. Parents (and players) are encouraged to take notes about their concerns and to adhere to a 24-hour rule to ensure a productive means of resolution.

The coaching staff understands that there are times when there needs to be a formal discussion, and CCJ offers the following steps in addressing potential contention:

- 1. PLAYER/COACH.** Always start the conversation with the direct party. Since the potential for misunderstanding seems to initiate with the player and coach, we expect that this is where the conversation will begin – not between the parent and coach. CCJ believes that open communication can resolve discord better than anything.

Our CCJ coaches should not be considered unapproachable. They understand this part of the job and are willing to listen to a player's concern and will work to arrive at a mutual solution. Until the coach is made aware of a player's concern, nothing can be done to alleviate it.

It is understand that at the younger ages sometimes the parent will be the first contact with the coach; and that the parents have a responsibility for teaching their child steps to remedy the concern and how to speak to a coach about their concerns.

- 2. PLAYER/PARENT/COACH.** If issues are not resolved through the player and coach dialogue, then the player's parent(s) should be brought into the conversation. This is should be a constructive meeting, so we expect that the player and parent would respect the coach's position and set up a specific day and time (outside of practice or competition) to have the conversation.

CCJ will respect the coaches' wishes and if they desire to have another coach or Director present for the meeting, we will comply. Since misunderstanding seems to involve the player, it is expected that the player be present and a part of the conversation. Coaches understand this part of the job and are willing to listen to a player's concern and will work to arrive at a mutual solution. Until the coach is made aware of a player's concern, nothing can be done to alleviate it.

- 3. DIRECTOR.** We understand that there may be times when parties which to meet directly with the club Director first to discuss grievances related to team or coaching issues. Requests to do so may be accommodated, with the understanding that the above protocol (Steps 1 and 2) is the best approach, and that at the Director's discretion, coaches will be notified and/or invited to participate in the meeting.

- 4. PLAYER/PARENT/COACH/DIRECTOR AND OTHERS.** CCJ's desire is that potential issues will be resolved with reaching this level of escalation, but we realize that sometimes it might be unavoidable. If this level of meeting needs to take place, the CCJ Director deserves the right to request the presence of other coaches, players, players, Legal Counsel, or Arizona Region officials in order to fully evaluate and investigate the issue at hand. The Director will consider all pertinent input by said parties and make every effort to foster an agreeable resolution.

If resolution between the conflicting parties cannot be accomplished, the CCJ Director reserves the right to make any final determinations in CCJ club-related matters.

# Arizona Region Tournaments

All CCJ teams will compete in the Arizona Region in either the **Open**, **Championship**, or **Club** divisions.

**OPEN DIVISION FORMAT:** The Open Division has fewer competition dates to allow teams to travel out of the state for National Tournaments. Open Division format requires a full day to play. Teams will be placed in 8-team tournament groups. Those teams will be split into two 4-team pools for pool play. After round-robin pool play is complete, teams will be grouped into a playoff match. This format will provide a minimum of four matches per tournament. Based on the results, teams will move up or down divisions for the next tournament.

**CHAMPIONSHIP CLUB AND CLUB DIVISION FORMATS:** The Championship Club Division and Club Division require a half-day to play. The tournament format consists of 8-team brackets in which all teams play a minimum of 3 matches. At the end of each tournament, teams will move up or down division for the next tournament. The movement of teams between divisions enables teams to compete against other teams of similar ability.

**SAVE THE DATE:** For each tournament date that your team is scheduled to play, please be sure to *reserve the entire day* for competition. Tournament dates are published at the beginning of the season. However, the sites and start times for each tournament are not announced until usually the Monday prior to the event.

**PLAYING SITES AND DIRECTIONS:** Tournament information including start times and site location are generally made available by the Arizona Region by Tuesday preceding the Saturday tournament. We will do our best to disseminate this information by email as soon as it is available. We have no control over where our teams are placed at sites, or at what times they play. There are a very large number of variables that the Arizona Region must account for when scheduling each event.

Directions to playing sites will be available on the Arizona Region website: [www.azregionvolleyball.org](http://www.azregionvolleyball.org).

**TOURNAMENT DAY:** Players are expected to arrive **on site 70 minutes** prior to the published start of the tournament. This will allow our athletes enough time for a proper warm-up prior to the first match to avoid the likelihood of injury. In addition, team must be ready for any last-minute schedule changes.

Players are responsible for everything they need to have a successful tournament day. This includes preparing their uniform and gear, preparing food and water for an entire day of competition, and managing other commitments (schoolwork, social, etc.) We recommend that the player prepares everything the night before to eliminate stress and time issues in the morning. Players need at least 8 hours of sleep prior to competition.

During the tournament, athletes should be observing the opposition and making scouting reports and notes to help familiarize them with the team they will be competing against. As with practices, cell phones should be turned off while at the tournament.

When officiating, it is vital that all member of the officiating team (R2, scorer, libero tracker, and lines judges) pay close attention so that the match can be completed in a timely manner. Electronic devices (cell phone, iPods, laptops, etc.) are not to be used while officiating any match. Officiating teams should report to the head official 10 minutes prior to the start of the match.

## National Travel Tournaments (and overnight Region events)

Please understand that the overall purpose of this trip is to participate in a national volleyball tournament. Team social activities will come second to tournament requirements.

Coaches will ensure that players have the opportunities to receive at least eight hours of sleep per night and are eating appropriately for the tournament. Social plans will be made around each team's playing schedule and sleeping and eating requirements.

CCJ and its staff take the responsibility of traveling with a group extremely seriously. **We will have a zero tolerance policy for players that violate any rule or code of conduct, or engages in any illegal activity, during the entire duration of the trip.** This includes from the moment that a player begins travel to a tournament to the moment that they return home. Every player will be under strict supervision by CCJ's coaches, staff members and designated team chaperones. All members of the staff will have the authority to reprimand any player and all incidents of misconduct will be brought to the Director's immediate attention.

Players must be in complete understanding that while they are under the supervision of CCJ's coaches and staff members; they will act in a first class manner. Everyone wants to have an enjoyable trip and in efforts to do this, everyone must be in accordance with some very basic policies. The following expectations are those that CCJ has for all players and teams when traveling to a national tournament. The club and its staff are working hard to maintain a first class reputation; therefore, there will be consequences for any player that fails to meet these high expectations.

### PLAYER EXPECTATIONS FOR TRAVEL TO NATIONAL TOURNAMENTS:

1. Players will act in an appropriate manner at all times. This includes volume of voices, choice of words, course of actions, choice of dress, respect to property (i.e., gym, hotel, airline items), etc.
  - o All players are under the direct authority of the CCJ coaches, chaperones, and club staff.
  - o **Even if parents attend the tournament, players are still expected to adhere to club and team rules as well as attend all team functions.**
2. Players must be on time for all team commitments. Please read the tournament itinerary that will be provided by the head coach so you know where and when to be at scheduled times.
3. Each player will keep their coach and/or team chaperone informed of their presence at all times.
  - o **Players are to remain with their team during the entire trip.** However, if the coach allows an exception (church, traveling home with parents, etc.), the following guidelines apply:
  - o Player/parent must ask permission from coach before being dismissed from team functions.
  - o Player/parent must inform coach and/or chaperone where they will be and their approximate return time if they are dismissed from the team function.
4. Curfews will be set on a nightly basis depending on the team's playing schedule. Player(s) in violation of curfew will be reprimanded by the staff member who discovers the violation and/or by the coach.
5. Players will not disturb other hotel guests/airline passengers or hotel/airline staff. If the hotel/airline staff has to contact the coaches/chaperones in efforts to curtail disturbances, her coach and/or club director will reprimand all players involved in the incident.
6. Within the team hotel, players must always be in groups of two (2) or more.
7. Outside of the hotel, players must have a CCJ member (staff or chaperone) accompany them.
  - o **NO Player** (even if they are 18) is allowed to leave the hotel property without a Staff member.
  - o Players must always be in groups of three (3) or more.

## PLAYER EXPECTATIONS FOR TRAVEL (CONTINUED):

8. Players are not allowed in hotel rooms occupied by non-CCJ members or persons of the opposite sex. Non-CCJ members are not allowed in players' hotel rooms. While at the hotel, CCJ parents are considered members of the club.
  - o Players should never give any stranger the name of the hotel the team is staying at or the room number of any CCJ player.
  - o For the younger teams, the coaches and chaperones may establish a "safe-word" for players when opening their hotel room doors.
9. While in their hotel rooms, players must not leave doors open or prop doors open with latches or other items. The only exception would be if a coach is in the room meeting with the team.
10. The **USAV Alcohol, Drug, and Tobacco Policy** will be strictly enforced. CCJ has a 'dry weekend' policy for its coaches and staff (including chaperones) while at any national tournament.
  - o All parents must abide by this policy when attending any team function. This includes dinner/lunch with a team even after a local or national tournament.
11. Any additional costs incurred while traveling will be charged to the player's account statement. This includes the replacement costs of misused or stolen hotel items.
12. When riding in team vehicles, all players **MUST** buckle their seat-belts.
13. Teams will clean up their areas prior to leaving any tournament site.
14. **SPENDING MONEY:** Players should bring money for team dinners and/or any shopping while away (tournament shirts, team trips, etc.)

Any player who does not meet the above expectations may be reprimanded. Consequences will be handled by the head coach and may range from playing time to suspension from team activities. ***Severe violations of the travel rules may result in the player being sent home immediately at the parent's expense, and a possible expulsion from the club.***

## CCJ Travel Policy

Players are responsible for transportation to any National Event. While CCJ's philosophy for travel teams is that the players travel together to experience traveling with a team; similar to a college team experience, it may be necessary for players to travel separately from the team.

1. The Coaching Staff will establish a report date/time in which all players must report to the team hotel.
2. CCJ will assume responsibility for supervision once the player arrives at the hotel. The club will not be responsible for players traveling alone whole not under the supervision of the club.
3. Parents will need to communicate their travel plans with the coaching staff in advance.
4. Players may travel on the same flight together with the coaching staff. In this case, CCJ will assume responsibility of supervision of all players traveling together.

## Airline Traveling Tips

**AIRLINE CHECK-IN:** Players need to bring an identification card (school ID card okay) or a birth certificate.

**TRAVEL DRESS CODE:** Players should wear nice clothes and dress appropriately to represent the club when traveling to the event. Players may wear their warm-ups on the return trip.

**PACKING YOUR BAGS:** Players should pack their full uniform, shoes, socks, etc. in their carry-on bag and keep it with them at all times. Please follow all airline rules and regulations when packing.

## Fundraising Opportunities

All fundraising activities are option for Club Cactus Juniors Volleyball Club members.

**CACTUS CLASSIC SPONSORSHIPS:** CCJ offers a number of Tournament Sponsor Packages to businesses and organizations that wish to partner with the Cactus Classic Invitational. Players will receive a credit of 30% of any sponsorship package they sell as a ‘finder’s fee’ for the sponsorship.

**CACTUS CLASSIC COURT CREW:** The tournament offers each family a credit off tuition for setting-up and tearing-down the temporary (SportCourt) volleyball courts at the Tucson Convention Center. These activities require physical work that involved lifting and placing court tiles and other equipment related to the rented courts. There are two shifts for set-up and one for the tear down for a maximum credit of \$300.00.

- **SET-UP CREW (Thursday evening or Friday morning)** \$100.00 Credit
- **TEAR DOWN CREW (Monday evening)** \$200.00 Credit

**CACTUS CLASSIC TICKET SALES:** The tournament offers each family a credit off tuition for selling entry wristbands at the Tucson Convention Center and Sporting Chance Center.

- **WRISTBAND SHIFT (8 hours each day of event)** \$100.00 Credit per day

*The credit(s) will be for completing the task – the credit is not prorated for actual hours worked or not.*

**PLEASE NOTE: The Cactus Classic Credits are reserved for those families that are on a monthly payment plan. Paid in Full accounts do not qualify for the Credits; any hours worked will be on a strictly volunteer basis.**

**CACTUS CLASSIC TOURNAMENT COMMITTEE:** The tournament committee has a few positions available for parents to work above and beyond the Volunteer Deposit for credit off their players’ tuition dues.

**VOLUNTEER COORDINATOR:** Duties include coordinating and assigning all CCJ and outside groups volunteers so that all assignments and shifts are covered and balanced. The Coordinator will also call and/or email volunteers reminders prior to the event. During the event, coordinator will assign additional shifts/tasks as needed and verify all hours for the Tournament Director at the end of the event.

**HOTEL COORDINATOR:** Duties include working with partner hotels by securing hotel contracts, room commissions, tracking team lodging, and collecting commission payments within 10 days of the event. Credit will be dependent upon actual hotel rebates received.

**SITE DIRECTORS:** Duties include opening/closing and directing the tournament from each site during the event. The Site Directors work with the Tournament Director, Lead Official, and the site’s administration to ensure a smooth and organized day – helping manage all players, coaches, officials, and spectators.

**WRISTBAND COORDINATOR:** Duties include working on the Ticket Sales Committee and assisting in all Spectator Ticket sales. Responsibilities would include supervising all ticket sales, reconciling wristbands and money at the end of each shift.

**COURT COORDINATOR:** Duties include working with the court rental company and supervising the set-up of all courts on Thursday prior to the tournament and the tear-down and packing of all courts at the conclusion of the tournament on Monday evening. This position will requires physical work and excellent leadership skills.

**OUTSIDE FUNDRAISING:** CCJ will help coordinate outside fundraisers to help offset player tuition. Credit earned by an individual or team will be credited to the player’s account or distributed equally among team members accounts, respectively. CCJ reserves the right to deduct a small portion of any fundraised money to cover the costs of maintaining the fundraiser, if applicable.