

2017

# Vision Volleyball Club Member Handbook



Vision Volleyball Club

3/3/2017

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# 1. WELCOME TO THE VISION VOLLEYBALL CLUB

The Board of Vision Volleyball Club (VVC) welcomes all of those returning to our Club and the many new athletes and families joining us this season. We truly appreciate that you have selected our team. It is our goal to help all the athletes improve their skills and level of competitiveness while having fun playing the sport they are passionate about.

Established in 2009, the Vision Volleyball Club (formerly Wildcat) is a proud member of the Ontario Volleyball Association (OVA), and we look forward to providing young, enthusiastic and hard-working volleyball players with an opportunity to learn and develop their skills in a competitive volleyball club system.

Vision is proud of our skilled coaching staff, the parent reps and volunteers that are focused on nurturing each athlete's experience this upcoming season. We are fortunate to have highly experienced coaching resources overseeing our programming.

As the athlete, whether you plan to pursue post-secondary competitive volleyball or take a recreational path, we hope to provide a solid, lifelong foundation for you.

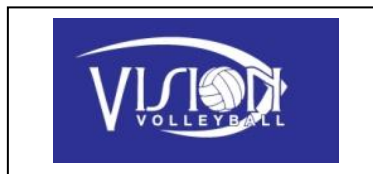
The VVC website provides a source of information for our athletes, families and coaches. Our domain is [www.visionvolleyball.ca](http://www.visionvolleyball.ca). The website along with our social media feeds will provide vital information and updates to our members.

## 2. ORGANIZATIONAL STRUCTURE

The Vision Volleyball Club organization has been run by a dedicated group of coaches and parents from its inception. The VVC Board is made up of volunteers who are active in securing capable coaches for the VVC. They are responsible for the smooth operations of the VVC, establishing the fee structure as well as being committed to the development of the well-being of our athletes. The current organizational structure within the Vision Volleyball Club is available on our website.

## 3. IDENTITY OF THE VISION VOLLEYBALL CLUB

- The name of the organization will be the “Vision Volleyball Club” herein referred to as the VVC.
- The official logo will be used for all VVC teams, and assorted VVC clothing:



- The official colours of the VVC shall be Royal blue, red, and/or white.
- All VVC teams shall wear warm ups, game and affiliated VVC clothing as approved by the VVC executive.
- The term “VVC activities” will be understood to include all activities in which any or all VVC executive, coaches, players, and/or parents are involved in the capacity of representing the VVC. These include, but are not limited to all meetings, practices, tournaments, the hosting of tournaments, fundraising ventures, and community events.

## 4. GOALS OF THE CLUB

The philosophy of the Vision Volleyball Club is driven by the objective for assisting in the development of a positive self-image for each VVC member within their team as well as within the VVC. We emphasize hard work, responsibility, dedication, self-discipline, good organizational skills, excellent physical fitness and sound basic volleyball techniques and tactics. Our Club goals are:

- To establish a continuum of teams that reflects our common goals for both male and female athletes.
- To establish the Vision Volleyball Club as one of the premier volleyball clubs in the province.
- To promote, foster and teach the sport of competitive volleyball and encourage training for competition, self-development, leadership and sportsmanship.
- To promote competitive volleyball for the enjoyment of each individual who participates in the program both from a training viewpoint and in competition as well.
- To promote volleyball as a lifetime activity that will enhance the physical fitness of all athletes throughout their lives.
- To attempt to provide opportunities for each member of the organization to train and compete at the highest level of competition for which they are capable.

- To reinforce the positive ideals of what it takes to participate at a competitive level in a team sport.
- To encourage and promote our athletes to train and perform to the best of their ability, on and off the court.
- To assist in the running of Vision Volleyball Camps for youth in our community that aid in the development of young athletes, and foster a passion for the game.

## 5. CLUB FEES

The current year's fees and payment schedule will be provided to parents early in the season at a team meeting. VVC fees are specific to each team based on the number of athletes per team. All consideration has been made to make the fees fair and equitable for all teams. It is vital that post-dated cheques are handed in with the first payment for your team. All costs are carefully formulated and calculated to offset the costs of running the VVC.

- All payments are to be made by post-dated cheque and payable to the "Vision Volleyball Club". All cheques are to be handed in with your first payment.
- The club fees do not include any expenses for food or any extra OVA sanctioned tournaments (e.g. playing up a division, pre- or post-season tournaments, etc). These are the responsibility of each athlete.
- Any NSF charges will require payment of \$40, by the responsible party.
- Trips to the Nationals or tournaments outside the OVA are not included in the Club fees. Coach's expenses, tournament fees and other associated expenses to these tournaments are the responsibility of the parents and their fundraising efforts for the VVC.
- All players' fees must be paid in full before commencing play on any team in the association unless the President in consultation with the treasurer has granted special circumstance.
- Prorated refunds to players will be considered by the Executive if a player has been released by the coach, a documented injury occurs that ends the player's season or the player is removed by the Executive.
- Players who remove themselves from the team will receive no refund.

## 6. PARTICIPATION ASSISTANCE FUND

### 6.1. Preamble

The Board of the Vision Volleyball Club (VVC) supports access to our Club teams by all interested and motivated athletes. A limited pool of funds has been set aside to address the financial needs of prospective players.

### 6.2. Process

Information is provided on the VVC website to notify parents of the availability of support and to encourage them to contact a Club representative. A subcommittee of the Board (participation support committee) is responsible for helping parents to quantify the level of support required in order for their athlete to participate fully in Vision Volleyball. A member of this committee will attend the information night and registration night for each team in order to meet with parents and obtain the required

information. The committee will meet prior to the coaches finalizing their respective team rosters and will notify parents regarding the plan for support. The support plan will specifically indicate any costs involved and the amount that can be transferred from the participation fund. The participation support committee can authorize use of monies from the participation fund up to a yearly maximum. Once this maximum has been reached, further funds can be released only with Board approval.

### **6.3. Limitations**

It may not always be possible to provide the full level of support required by an athlete. There will be a limit to the amount of funds available in a given year in order to ensure the continuity of the fund. Priority will be given to individuals who are requesting financial support for the first time in order to provide at least one opportunity to participate in Vision Volleyball for the greatest number of players. Repeat requests will certainly be considered and in special circumstances the committee may explore other options such as individual sponsorship by service organizations or individual donors. Candidates may also be asked to provide proof that application has been made to other support organizations such as Jumpstart (<http://jumpstart.canadiantire.ca/en/>).

### **6.4. Timing of Requests**

It is the responsibility of parents to identify the requirement for financial aid at the time of the athlete's registration. If a parent does not identify the need, then the VVC is not obligated to meet these needs on an ad hoc basis; however, it will make best efforts to do so in consultation with the Board.

### **6.5. Third Party Nomination**

Athletes can also be nominated for financial support by a third party. For example, this could be a teacher or a fellow athlete who knows the athlete well and believes that he or she would be a strong candidate for a team. If this individual is able to provide the relevant information and has consent from the parent to share this with VVC, the request will go directly to the participation committee.

### **6.6. Confidentiality**

Information gathered will be shared only with the members of the participation fund committee and will be destroyed at the end of each season.

## **7. CLUB FUNDRAISING AND SPONSORSHIPS**

Teams must have VVC Executive approval for all fundraising events so that there will be no conflicts.

All funds raised by the VVC for Club fundraising becomes part of the VVC financials. All funds are used directly by the Club and VVC teams. No funds raised for the VVC will be refunded or returned to any team or individual.

If you, or someone you know is interested in assisting the Vision Volleyball Club with sponsorship, please contact the President ([president@visionvolleyball.ca](mailto:president@visionvolleyball.ca)).

## 8. ISSUES AND CONCERNS

Vision Volleyball Club provides a developmental and training program geared to compete at an elite level. The goal of every team is to develop throughout the season and ultimately play to win the Provincial Championship and National Championship, or to finish as high as possible within their respective tier. Playing time is earned through focus, hard work and dedication to practice, in weekly physical training, and demonstrated abilities on the court. Regardless of the roles that evolve over the season, all players and parents are expected to remain positive and committed to the individual goal of having each player develop to their maximum potential and the team goal of finishing their best throughout the season.

### 8.1. When Dealing with Player Concerns

#### In 17U and 18U:

- Players are expected to resolve concerns directly with the coaching staff. When a player is selected for a team their role on the team is communicated directly to them. If a player has an issue (e.g. playing time, role, etc.) they should talk to the coaching staff at an appropriate time.
- Unless a player has been physically or morally harmed, the athlete is encouraged to make every effort to resolve issues with coaches before involving parents or guardians. Since this is the environment that athletes will experience at higher levels (university or college, provincial, national or international) it is in the best interest of each athlete to develop the ability to resolve issues on their own.
- “What do I need to do to earn more playing time?” is an appropriate way to discuss playing time issues with coaching staff.

#### In 12U-16U age groups:

- Parents can assist players in communicating concerns to coaches, but it should always be done jointly and involve the player, whereby helping to develop communication and problem resolution in an effective manner for their future.

#### At all age groups:

- Please keep in mind that common sense is the rule. All coaches are volunteers and their main concern is the well-being of the players and the success of the team.
- Respect the coaches and the athletes time. Meeting with a coach during a practice, or interrupting a coach during a practice session, or immediately after a game is disrespectful to the entire team. **Meetings with coaches must be scheduled so as not to impact other players.** Coaches should refuse requests for meetings that are not requested at an appropriate time, outside team time.
- **Respect the 24 Hour Rule. Direct confrontation, especially when emotions are high, is counter-productive for everyone.** The “24-hour rule” applies to all teams. Please do not talk to coaches about volleyball-related issues or team or player problems within 24 hours before or 24 hours after a tournament.
- Where possible, communicate issues through your team Parent Rep.

- If concerns still remain unresolved, players and their parents can communicate their concerns to the Conflict Resolution Committee Chairperson, who will attempt to work to a resolution with the coaches, followed by a response they deem appropriate to the player and parent. This step should only be taken after a player has voiced their concerns to the coaches, without resolution.
- On the rare occasion that a situation cannot be resolved, the issue will be escalated to the Club President for resolution.

## **8.2. Off-Court Issues**

Athletes are representatives of the Vision Volleyball Club and as such project our Club within the community

Our athletes who wear their Vision clothing to school and in the community are acting as representatives of the Club. We expect our athletes to conduct themselves in an exemplary manner at all times.

When on the court, athletes are accountable to their coaches. When off the court, athletes are accountable to their coaches and to the Club. At all times athletes are required to uphold the high standards of the Club, both during the season and during summer months when participating in Club-sanctioned activities of Volleyball Canada or the OVA (e.g. Fundamentals program, Athlete Development Program and Regional Team Training Centre, High Performance Centre, Team Ontario).

Our athletes are required to sign our Athlete Code of Conduct, which covers behaviour both on and off the court. Inappropriate behavior on or off-court can be grounds for removal of the player from the Club.

Dealing with off court-issues is the responsibility of the Club Conflict Resolution Committee.

- All concerns should be addressed to the Conflict Resolution Committee Chairperson. This is the starting point for all concerns.
- Feel free to discuss issues with members of the Club Executive Directors.

## **8.3. Escalating Issues to Region 2 or OVA**

In the rare event that you have not been able to adequately resolve an issue at the Club level, or if it is an issue that goes beyond the Club, we ask that you escalate the issue to our OVA Region 2 Executive or the OVA in accordance with the OVA Discipline and Complaints Policy.



## 9. DISCIPLINARY POLICY

The Club requires its members, including athletes, coaches, executive and parents, to abide by the Codes of Conduct they have signed, and by other stated Club policies. This procedure applies to misconduct violations of the codes or policies.

**Bullying and Harassment** is a specific form of violation of Club policies. It is the policy of the Club that there be no harassment, abuse or bullying of any member athlete, official, coach or executive involved in any of our programs. The Club expects all members to take reasonable steps to safeguard all members against harassment, abuse and bullying. As agreed to in our Code of Conduct agreements, during the course of all Club programs, all members shall conduct themselves, at all times, in a fair and responsible manner and refrain from comments or behaviour that are disrespectful, offensive, abusive, racist or sexist. In particular, the Club will not tolerate behaviour that constitutes harassment, abuse or bullying.

### 9.1. Definitions

**Member.** Athletes, coaches, executive and parents who have agreed to abide by (signed) a club Code of Conduct.

**Abuse.** Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children or youth is an abuse of power or authority and/or breach of trust.

Circumstances under which a person has a legal duty to report to report child abuse are defined under Section 72 of the Child and Family Protection Act, Revised Statutes of Ontario 1990, Chapter C.11.

**Harassment.** Harassment is offensive behavior – emotional, physical and/or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction.

**Bullying.** Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (for example, engaging in bullying as well as provoking bullies to attack by taunting them).

### 9.2. Lodging a Complaint

Any member can submit a complaint in writing (“Written Complaint”), directed to the Club Conflict Resolution Committee Chairperson as published on the Club website. The Written Complaint must be submitted within 14 days of the incident that has occurred. The Written Complaint must be submitted by completing the Club “Incident/Complaint Report Form” which is attached here as “Appendix D”

The complaint should identify the parties involved, the nature of the violation, and provide sufficient evidence to substantiate the complaint. The complaint can optionally identify other parties who can substantiate the violation.

### 9.3. Receiving a Complaint

When a Written Complaint is received it will be addressed within a reasonable timeframe.

The Club will acknowledge receipt of a complaint within 48 hours.

- a) All complaints will be treated by the Club in a confidential manner that safeguards any members involved.
- b) Upon acknowledgement of the complaint, the Club will begin investigation of the said complaint.

### 9.4. Investigation

When there is a complaint of alleged **abuse** of a child participant there will be no investigation by the Club. Any investigation will be conducted by the police or the appropriate child protective agency.

When there is a complaint of any other violation the Club will begin investigating the complaint once it has been acknowledged.

- a) The Club will gather information from the parties involved.
- b) Prior to extensive investigation, the Conflict Resolution Committee has the authority to dismiss frivolous and/or vexatious complaints.
- c) Any member of the Club who is the subject of a complaint of harassment, abuse or bullying may be suspended from their position, or made subject to other precautionary measures, for the duration of an investigation.
- d) Where possible, the Club will resolve the issue by a meeting of all parties involved.
- e) If the respondent acknowledges the facts of the incident, the respondent may waive the hearing in which case the panel will determine the appropriate action.
- f) If the issue cannot be resolved by a meeting, or when warranted by the seriousness of the complaint, the Club will conduct a Disciplinary Hearing.

### 9.5. Disciplinary Hearing

If, based on initial investigation, the Club determines that a Disciplinary Hearing is required, it will convene a hearing within 21 days of acknowledgment of the complaint.

- a) The Club will identify a Disciplinary Panel, which may consist of a single adjudicator, or an adjudicator and up to two additional panel members, at the Club's discretion.
- b) The complainant and all other parties involved in the complaint will be asked to provide written responses to the Disciplinary Panel, prior to the hearing.
- c) The complainant and all other parties involved in the complaint will be invited to attend the Disciplinary Hearing to provide evidence supporting their position in the complaint. The hearing may be in person, or by telephone.
- d) The Disciplinary Panel will consider the evidence presented and communicate a decision to the Complainant and other parties within 14 days of the hearing.

- e) At their discretion, the Disciplinary Panel may choose to meet with parties individually, to safeguard the identity and confidentiality of parties involved in the complaint.

## **9.6. Decisions**

The following decisions resulting from any investigation may be made:

- a) The complaint is with merit;
- b) The complaint is without merit;
- c) There is insufficient information to enable a conclusive decision to be made; or
- d) The complaint is outside of the jurisdiction of the investigating body.

## **9.7. Reporting**

Disclosure of any part of the disciplinary report, will be provided at the discretion of the Club's executive directors, and where third party confidentiality is required the report may not be provided. Upon final determination, a summary report may be available to the relevant parties who may include, but are not limited to, the person who initiated the complaint, the person(s) against whom the complaint was made, and any person(s) against whom any adverse finding is made.

## **9.8. Disciplinary Action**

The following disciplinary actions may result from the investigation of a complaint or a Disciplinary Hearing:

- a) Verbal apology;
- b) Written apology;
- c) Letter of reprimand from the Club;
- d) Referral to counseling;
- e) Mediation between the parties to resolve the issue;
- f) Removal of certain privileges of membership;
- g) Temporary suspension of the member;
- h) Permanent suspension of the member;
- i) Other consequences deemed appropriate by the Disciplinary Panel.;

Any member of the Club who knowingly brings a false complaint may be disciplined up to and including removal from the Club.

Any member of the Club who is discovered by means other than a police criminal record check to have a conviction that may have an impact on their position, may be disciplined up to and including removal from the Club.

## **9.9. Disciplinary Action Pending a Hearing**

Upon investigating, the Club may decide that the misconduct is serious enough that any of the Disciplinary Actions may be applied immediately, pending a Disciplinary Hearing.

## **9.10. Confidentiality**

The discipline and complaints process is confidential, and no party can divulge information related to the complaint, investigation, hearing, or decision to any person not involved in the disciplinary process.

The decision will become a matter of public record, unless decided by the Panel to remain confidential.

## **9.11. Appeal of Decision**

Any decision undertaken by this disciplinary process can be appealed to the OVA according to the OVA Appeal Policy.

## APPENDIX A – ATHLETE CODE OF CONDUCT

As a member of the Vision Volleyball Club you are expected to conduct yourself in a manner that demonstrates good sportsmanship and a respect for others at all times. It is essential that you support your fellow teammates, your coaches and your Club, to the best of your ability.

As an athlete you will be expected to adhere to the following standards of behaviour throughout the volleyball season. Failure to adhere to these principles is grounds for dismissal from the Club.

- Good sportsmanship is always the first priority.
- Respect your fellow teammates, your coaches, and your Club, and support them to your utmost in your team endeavors.
- Embrace your role on the team, as explained to you by your coaches, and execute that role to the best of your ability.
- Treat all opposing athletes, coaches, officials and spectators with respect, and use only appropriate language.
- Abide by, and accept gracefully, the decisions of the officials, no matter which team those decisions may favour.
- Demonstrate appreciation for, and applaud good play, and never make derogatory remarks about officials, coaches or the athletes of any team.
- Respect and care for the facilities in which practices and competitions are being held, and listen to those in authority.
- Be aware of, and abide by, the regulations and “Code of Conduct” of the Ontario Volleyball Association. The OVA Code of Conduct is attached as “Appendix E”
- Exhibit the same standard of behaviour when out in public and on social media, as you do on the court. Realize that when off the court, especially when wearing Club attire, you are a representative of Vision Volleyball.
- We encourage our athletes to use social media to celebrate accomplishments and comment on their season. In doing so, we expect our athletes to refrain from posting comments which are negative or disrespectful to other athletes, teams or clubs. Any form of cyber-bullying will not be tolerated, and sanctions will be imposed.

I understand and agree to be held accountable for adhering to the Athlete’s Code of Conduct as stated. Failure to do so will result in disciplinary actions which are in place according to the Club’s policies in effect at the time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## APPENDIX B – PARENT CODE OF CONDUCT

As a parent/guardian/member of the Vision Volleyball Club your child is expected to conduct themselves in a manner that demonstrates good sportsmanship and a respect for others, at all times. Similarly, it is essential that you, as their parents/guardians, also display and model behavior that is consistent with the highest ideals of good sportsmanship.

As a parent, you are expected to adhere to the following standards of behaviour before, during and after any practice or competition:

- Good sportsmanship is always the first priority. Respect all athletes, coaches, officials, and spectators.
- Abide by, and accept gracefully, the decisions of officials, no matter which team those decisions may favor.
- Respect and care for the facilities in which practices and competitions are being held, and listen to those in authority.
- Respond politely to the requests of event organizers.
- Be polite and courteous as a spectator, and use appropriate language only.
- Refrain from any behaviour which might distract players or interfere with the progress of a match.
- Demonstrate an appreciation for, and applaud good play, and never make derogatory remarks about officials, coaches or the athletes of any team.
- Be aware of, and abide by, the contents of the Club's Parent/Player Handbook.
- Be aware of, and abide by, the regulations and "Code of Conduct" of the Ontario Volleyball Association. The OVA Code of Conduct is attached as "Appendix E"
- Should concerns arise resulting from a practice or competition, abide by the "**24-hour rule**", that is, do not approach coaches within 24 hours prior to a competition, and do not approach coaches until at least 24 hours has passed since the circumstances giving rise to a concern.
- We encourage our parents to use social media to celebrate accomplishments and comment on their season. In doing so, we expect our parents to refrain from posting comments which are negative or disrespectful to other athletes, teams or clubs. Any form of cyber-bullying will not be tolerated, and sanctions will be imposed.

I understand and agree to be held accountable for adhering to the Parent's Code of Conduct as stated. Failure to do so will result in disciplinary actions which are in place according to the Club's policies in effect at the time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## APPENDIX C – COACH’S CODE OF CONDUCT

As a coach of the Vision Volleyball Club you are expected to conduct yourself at all times in a manner that demonstrates good sportsmanship and a respect for others. You will adhere to the following standards of behaviour throughout your involvement with the Club. Failure to adhere to these principles is grounds for dismissal from the Club.

- Treat your athletes with respect. Never do anything to harm athletes entrusted to your care, either mentally, morally or physically.
- Develop each of your athletes to their full potential.
- Respect your fellow coaches, and support them to your utmost in your team endeavors. Understand your role on the coaching staff and execute that role to the best of your ability.
- Respect all officials, opposing athletes and coaches, and spectators, and use only appropriate language.
- Abide by, and accept gracefully, the decisions of officials, no matter which team those decisions may favour.
- Demonstrate appreciation for and applaud good play, and never make derogatory remarks about officials, coaches or the athletes of any team.
- Respect and care for the facilities in which practices and competitions are being held, and listen to those in authority.
- Be aware of and abide by the regulations and “Code of Conduct” of the Ontario Volleyball Association. The OVA Code of Conduct is attached as “Appendix E”
- Exhibit the same standard of behaviour when out in public, as you do on the court. Realize that when off the court, especially when wearing Club attire, you are still a representative of Vision Volleyball.
- We encourage our coaches to use social media to celebrate accomplishments and comment on their season. In doing so, we expect our coaches to refrain from posting comments which are negative or disrespectful to other athletes, teams or clubs. Any form of cyber-bullying will not be tolerated, and sanctions will be imposed.
- Should concerns arise between parents/guardians or spectators, abide by the “**24-hour rule**”, that is, do not approach them until at least 24 hours has passed since the circumstances giving rise to a concern.

I understand and agree to be held accountable for adhering to the Coach’s Code of Conduct as stated. Failure to do so will result in disciplinary actions which are in place according to the Club’s policies in effect at the time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## APPENDIX D – INCIDENT/COMPLAINT FORM

Please complete this form for complaints, minor infractions, major infractions, incidents (threats, fighting, property damage, verbal abuse, law enforcement summoned, etc.), breach in Vision Volleyball and/or OVA code of conduct, etc.

### AFFECTED PARTY/PARTIES:

☐ Player ☐ Official ☐ Coach ☐ Volunteer ☐ Spectator ☐ Parent

Other: \_\_\_\_\_

**TYPE OF REPORT:** ☐ Incident ☐ Complaint

First Name	Last Name	Gender	
_____	_____	_____	
Phone Number	Contact Email		
_____	_____		
Street Address	City	Province	Postal Code
_____	_____	_____	_____
Team #1	Club Name	Coach's Name (First & Last)	Coaches Phone Number
_____	_____	_____	_____
Team #2	Club Name	Coach's Name (First & Last)	Coaches Phone Number
_____	_____	_____	_____

### GUARDIAN / PARENT (IF AFFECTED PERSON IS A MINOR)

First Name	Last Name	Telephone Number	
_____	_____	_____	
Street Address	City	Province	Postal Code
_____	_____	_____	_____

### INCIDENT / COMPLAINT INFORMATION

Date of Incident (mm/dd/yyyy)	Age Division	Gender	Time of Incident (AM/PM)
_____	_____	_____	_____

### NAME AND ROLE OF PERSON REPORTING THE INCIDENT / COMPLAINT

First Name	Last Name	Position/Title
_____	_____	_____
Phone Number	Email Address	
_____	_____	

Where incident occurred (before competition/event, parking lot, on court, hallway, change room, bleachers, team practice, etc.)

\_\_\_\_\_



Please describe the incident/complaint in detail (club complaint, coach complaint, struck by falling/flying object, slip/fall, physical assault, verbal assault, property damage, financial discretions, etc.). Please use additional paper if required. Please include the names of persons being complained about for the Club to begin the discipline and complaints process. If no names are provided, the Club cannot move forward.

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If you are reporting an incident, what action was taken on site (accused removed from competition site, team forfeited, coach ejected from match, coach removed from club, etc.)?

---

Law enforcement notified/Police report filed? \_\_\_ Yes \_\_\_ No

If Yes:

Name of Agency: \_\_\_\_\_

Property damage description and estimated value (if applicable)

---

#### **WITNESS INFORMATION – CONFIDENTIAL**

Please complete this section if you have witnesses that are willing to submit a written account of the incident and if they consent to testify at an OVA Discipline Hearing. Please attach any written witness accounts to this form.

Name (First & Last)	Address	Telephone Number	Email Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

---

#### **CERTIFICATION OF REPORT**

- ☐ I verify that the above statements and information submitted are true.
- ☐ I give consent to pass this information along to the Conflict Resolution Committee, Club Executive and/or Disciplinary Panel as required.
- ☐ I give consent to participate in a Conflict Resolution Committee Meeting, Disciplinary Hearing and/or follow up interview as required.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_