

2010 GIRLS VOLLEYBALL PROGRAM

Sponsor: Carrboro Recreation and Parks Department

Dear Participant,

On behalf of the Carrboro Recreation and Parks Department, we would like to welcome you to the second season of Carrboro Girls Volleyball.

The intent of this handbook is to provide the participant and parent with important information about our Volleyball program. The information provided within will help to answer questions and familiarize the participant with the program prior to participating. It is our goal that the information included will help to provide the safest, most enjoyable and most beneficial experience possible.

We hope you are looking forward to the upcoming Volleyball season. If you have any questions, please contact the Carrboro Recreation and Parks Department at 918-7364.

Sincerely,

Craig M. Wolfe
Recreation Supervisor

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1. Department Information

Sponsor: Carrboro Recreation and Parks Department
Address: 100 N. Greensboro St.
Carrboro, NC 27510

Phone: 918-7364

Weather Information Line: 918-7373

Office Hours: 8:30am- 5:00pm (Monday - Friday)
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Staff

Anita Jones-McNair Recreation and Parks Director

Programs Division:

Dennis M. Joines	Recreation Administrator
Kim Andrews	Recreation Supervisor
Charles Harrington	Recreation Supervisor
Dana Hughes	Recreation Supervisor
Wendell Rodgers	Recreation Supervisor
Craig M. Wolfe	Recreation Supervisor
Robbin Justice-Jones	Recreation Specialist

Facilities Division:

Brendan Moore	Facilities Administrator
Robert Douglass	Facilities Supervisor
Pamela Kirk	Program Support
Andy Fisher	Activity Manager

Program Support Staff

Dianah Alston-Sanders	Administrative Assistant
Kim Henson	Program Support

2. Department Mission Statement

To enrich the leisure needs and quality of life for citizens by providing accessible facilities, creative and diverse recreation opportunities and a safe public park system.

3. Goals & Philosophy

It is the philosophy of the Carrboro Recreation and Parks Commission that recreation should encompass social, physical and emotional benefits for our community's diverse population. There should be a variety of arts, athletic, and social programs, as well as events and services that encourage health, relaxation, enjoyment, cultural enrichment and learning opportunities for community involvement.

The goal of youth athletics is to provide an opportunity for all participants by developing athletic skills and creating a wholesome atmosphere. Good sportsmanship and basic fundamentals are emphasized under the leadership of volunteer coaches.

4. Registration Information

Girls volleyball registration is accepted on a first-come, first-serve basis. All participants must register for each season/program. A girl may register to participate as long as she is 10-13 years old as of August 31, 2009.

Special Requests for Team Selection

When registering for a program, any special requests such as: friends to be teammates, car-pooling purposes, medical reasons, etc., must be relayed to the staff member taking the registration. The Recreation and Parks Department will inform the coaches of these "special requests" prior to the league draft. SPECIAL REQUESTS ARE NOT GUARANTEED. It is not mandatory for coaches to fulfill these requests. However, they are encouraged to draft with them in mind.

5. Refund Policy

If a parent or guardian wants to cancel their registration before the season starts, he/she must notify the Carrboro Recreation Department in writing to be considered for a refund. A \$5 administrative fee will be charged for each refund. Participants wishing to receive a refund after the season has begun will receive a pro-rated refund minus the administrative fee.

6. Volunteer Coaches

ALL coaches are volunteers!

Anyone interested in coaching must submit an application to the Recreation and Parks Department. The application is reviewed by the Recreation Supervisor and references are checked on each new applicant. Our goal is to provide the most qualified coach for each team.

There are high expectations for all of our youth volunteer coaches. Each coach is required to communicate with players and parents regarding all practices and games. The coach must also be organized and punctual. Additionally, we provide coaching training through our 'Volunteer Leadership Program.' The program offers training and seminars in a variety of fields that relate to youth athletics.

We would encourage all parents to get to know their daughter's coach. If you have the time, volunteer to help the coach during practices or games. Assistant coaches are recruited by the Head Coach and must be approved by the Department. All head coaches and assistant coaches must complete a Volunteer Coach Contract prior to participating in practices or games.

7. Team Placements/Team Formation

The Recreation Department will designate times for team placements. Team Placement is a process used for the formation of teams in our youth athletic programs. The goal of team placements is to create a balance among all the teams in a specific league and to maintain interest among all participants by providing the fairest level of competition possible. Players must attend at least one team placement session.

At team placements, the Recreation Department staff conducts a "mini clinic." Each participant performs specific drills to allow each coach an opportunity to evaluate talent.

After all team placements are completed, the coaches meet to draft the teams. The following is an explanation of how the registration and placement process is conducted:

**Carrboro Recreation and Parks Department
Youth Athletics Team Placement Procedure**

- Administrator: Carrboro Recreation and Parks Department Recreation Supervisor is the direct administrator of youth athletic programs.
- Purpose: Team Placements is the process used by the administrator in the formation of teams.
- Goal: To attempt to create a balance among all the teams in each specific league. To maintain interest among all participants by providing the fairest level of competition possible.
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I. Registration:

Registration is accepted on an individual basis.
All participants must register each season/program.
Unsigned participants will be considered ineligible to participate.

II. Pre Draft Status

Registered participants are classified into three categories.
Returning to an existing team
Pre-assigned participant
New or unassigned participants

Returning – these players are eligible to return to the same team played on last season.

Exceptions:

If a father / mother become the head coach of another team, the player has the option to switch to her parent’s team. The team releasing the player would obtain the other team’s second round pick in the draft.
If a player’s parents request for the player to re-enter team placements instead of returning to the same team.
If the numbers of participants decrease to a point that the number of teams must be reduced, those players who would have returned to a now disbanded team must attend team placements.

b. **Pre-Assigned**: The Recreation and Parks Department has the discretion to place any player on a team prior to team placements for the following reasons:
Sisters on the same team
Parent becomes the HEAD coach
Two or more players live in the same household

Hardship or unusual circumstance approved through the Recreation and Parks Department

c. Unassigned/New Participants

New players to the program or league

Players not returning to a disbanded team

Players electing to attend team placements instead of returning to the same team.

III. Draft Information:

The draft is established by the number of players listed on each team roster (Returning and Pre-Assigned).

The teams with the least number of players on their rosters (Returning and Pre-Assigned) will draft ahead of those teams with the more.

When teams have the same number of players on their roster, the order of the draft will depend on the previous year's records. If a team is an expansion they will draft first, regardless of record, since they have no previous record.

IV. Draft Participants: The participants in the draft will be:

- a. Head Coach
- b. Assistant Coach (s)*
- c. Designated Staff Personnel

**Note*

- a. Parents of players participating in the team placement process are requested not to attend the draft.
- b. Parents of players attending team placements may not be recruited as an assistant coach prior to the draft.
- c. Youth participants are not eligible to "sit in" on the draft.

V. The Draft

- a. The first two rounds each team will have one draft selection per round.
- b. The order will be according to roster size and last year's record. * Expansion teams would draft ahead of established teams from the previous season.
- c. Third round and later, the team with the least number of players will draft until it reaches the team with the next fewest. This process will continue until all the youth attending team placements are drafted onto teams.
- d. If after the last complete round of the draft there exist an insufficient number of players (undrafted) for another complete round to be conducted, these players will be selected in order determined by random draw.
- e. The number of players on any team returning, pre-assigned, or drafted cannot exceed 6 of any specific age.

*Exception: If the remaining participants to be drafted are only of one age, then the above rule no longer is applied.

VI. Post Draft Placements

a. Any player failing to show up for team placements will be placed on a team at the Department's discretion.

b. Late Registrants

Players signing up after the draft will be placed on teams by the Recreation Department.

*Consideration for POST DRAFT PLACEMENTS will be based on openings in the program.

*Players are added from a generated waiting list.

Questions concerning the Team Placement Process should be directed to the Recreation Supervisor at 918-7364.

8. Practices

Practice is held twice a week on the following days in 1 hour increments:

Mondays: 6:30pm or 7:45pm

Wednesdays: 6:30pm or 7:45pm

Sundays until the season begins: 2:00pm or 3:15pm

Practices and Games will be held at Culbreth Middle School gym:

Culbreth Middle School gym

Located on Culbreth Rd. Head up Smith Level Rd. Make a left onto Culbreth Rd, then head about 1 mile and take the 2nd entrance to the school parking lot. Follow road and it will dead end into the gym.

9. Games

Games are generally scheduled at the following times:

Sundays: 2:00pm or 3:00pm

Post Season Tournament and any rescheduled dates:

Monday or Wednesday: 6:30pm or 7:30pm

** Game times are subject to change.

10. Uniform Information

The Carrboro Recreation and Parks Department will issue jerseys to all girls volleyball participants. These uniforms are distributed to the teams prior to the first game of the season and are theirs to keep following the season.

Participants should wear their uniform to all league games, but not to the regular team practices. Uniforms should not be altered by the addition of patches, markings, etc.

11. Equipment

The Carrboro Recreation and Parks Department will provide volleyballs necessary for all practices and games.

The following are items which players may purchase if they do not own:

Mouthpieces – Any player participating in volleyball may wish to wear a mouthpiece for either practice or games. Please take the proper steps to ensure that it has been fit properly.

Shoes – Tennis shoes or gym shoes should be worn. Dress shoes are not permitted on the gym floor during a game or practice.

Pads – players may wear elbow and/or knee pads as a means of protection.

12. Safety

1. Proper supervision. All parents should monitor the facility before dropping their child off for practices and games. Please make sure that your child's coach is present. Also, practices last for an hour, unless stated otherwise. Parents should be punctual when picking up their children.
2. Tennis shoes. Tennis shoes should be properly checked for comfort and fit.
3. Mouth Pieces. Any player wearing a mouthpiece for either practices or games should take the proper steps to ensure that it has been fit properly.
4. Jewelry. Watches, earrings, rings, and chains of any kind should not be worn while participating in practices and games.
5. Conditioning and stretching. All participants are encouraged to work on conditioning exercises at home. Stretching should be done before you begin your daily activities. This will help prevent injuries that occur from not being warmed up. It is also wise to 'get loose' and warm up prior to stretching. Stretching 'cold' muscles can also lead to injury.

13. Self-Development

Self-development is a vital component of all athletic activities. Participants are encouraged to be in top physical shape (i.e. being prepared physically to run for a length of time) prior to attending their first practice. Being in good physical shape will help to reduce the potential for injuries and should make the activity more enjoyable for the participant.

14. Playing Rules

League rules have been established for each Carrboro Recreation & Parks Department League. The foundation for the Girls Volleyball League is the National Federation of High School Rules. Local League rules exist in addition to these rules. Local League Rules will take precedence over any National Federation rules where a discrepancy exists. A copy of the Local League Rules may be found in the Appendix.

15. Conduct/Sportsmanship

Providing a youth athletic program with the appropriate display of sportsmanship from all involved (coaches, participants, and parents) is a major concern and goal of the Recreation Department. Competition can be a healthy part of any athletic program, but the degree of competition and emphasis must be kept in proper perspective. Disagreements or complaints should be expressed through the proper channels and handled appropriately by all involved (parent, participant, coach, and staff).

Control of the playing setting is necessary to ensure the youth participants are exposed to a positive recreational atmosphere. Parents, coaches, and players should keep in mind that the program is designed for a recreational setting where the priority is not winning. Coaches and parents should provide reinforcement to all players and show support for one another. Coaches will be instructed to inform parents and players not to make negative comments toward opposing players, coaches and spectators.

All parties involved with Carrboro Recreation & Parks Department programs are subject to the Town's Code of Conduct. A copy of the Code of Conduct may be found in the Appendix.

16. Program Evaluations

Feedback from participants is a vital part of the development and improvement of our programs. Please take the time to complete and return an evaluation to the Department following completion of the program. A program evaluation is included in the Appendix.

APPENDIX

RULES

General Information

Location/mailling address: Carrboro Recreation and Parks Department
100 North Greensboro Street
Carrboro, NC 27510

Office hours **8:30am - 5:00pm**
Monday - Friday

Telephone numbers **918-7364**
Inclement weather **918-7373**

Web site www.townofcarrboro.org

Athletic Division Staff

Recreation Administrator: **Dennis M. Joines**

Recreation Supervisor: **Craig M. Wolfe**

Recreation Supervisor: **Charles Harrington**

I. NAME

- A. The name of the organization shall be the Carrboro Recreation and Parks Department Girls Volleyball Program.

II. PRINCIPLE OF YOUTH ATHLETICS

- A. It is the aim of the Carrboro Recreation and Parks Department to provide organized games and activities, recreation facilities, supervision, and leadership to the youthful citizens of Carrboro in their ideals and interest in the area of leisure time activities and/or their organization.

To provide the ideals of good sportsmanship, teach basic skills, develop individual talents, and to provide these young residents with the opportunity to enjoy the best possible recreation advantages and atmosphere.

To recognize the youth participants as an individual with particular abilities and limitations.

A great deal of consideration must be given to his/her physical and mental, emotional and social development to its highest potential

III. LEAGUE MANAGEMENT

A. The governing body shall be vested in the Carrboro Recreation and Parks Department.

B. The Recreation Supervisor shall serve as league commissioner.

IV. ELIGIBILITY REQUIREMENTS

A. League Age Requirements (Playing year 2010).
Ages 10-13 as of August 31, 2009

B. A player must be registered and play on the team that she is assigned to through the draft process and may only switch teams at the discretion of the Recreation Department.

V. DUTY OF THE COACH

A. To make certain that the Athletic Program Supervisor has ruled each player on team eligible to participate.

B. It shall be the coach's responsibility to maintain an orderly bench.

Miscellaneous Information

- Only eligible players (league roster) and 2 coaches may sit in the bench area.
- Please allow only team members to participate on the court during pre-game.
- No radios are to be played before, during, or after any league practice or game.
- School activities may force cancellations during our league games.
- Games and Practices are scheduled mainly on league format and gym availability. Please do not ask for games to be rescheduled for personal convenience.

- Any situations that occur, which are not covered by the National High School Federation rules or local league rules, will be left to the discretion of the Recreation and Parks Department.
- A Facility Supervisor/Scorekeeper will be assigned by the Recreation Department and will have complete control of the game and all activities within the gym.
- Coaches, parents, and participants are expected to respect and abide by the rules and guidelines of the program.
- Each game will count toward the team record. Trophies will be given to the team(s) with the best end of season record.

CARRBORO GIRLS VOLLEYBALL
LEAGUE RULES for 2010

I. Equipment

- a. All team members must wear the official team jersey supplied by the Recreation Department during league games. **No Exceptions.**
 - Team jerseys should not be worn to practices (games only).
 - Jerseys should not be altered.
- b. The officials shall not permit any team member to wear equipment or apparel which in his/her judgment, is dangerous or confusing to other players or is not appropriate. Examples of illegal items include but are not limited to:
 - 1 – Illegal guards, casts or braces
 - a – a guard, cast or brace made of hard and unyielding leather, plaster, pliable (soft) plastic, metal or any other hard substance may not be worn on the elbow, hand, finger, wrist or forearm, even though covered with soft padding.
 - b – hard and unyielding items (guards, casts, braces, etc.) on the upper arm or shoulder must be padded.
 - c – knee and ankle braces are permitted but all exposed hinges must be covered. Most over sleeves recommended by manufacturers are acceptable. These braces may be padded or unpadded.
- c. No belts, bracelets, watches, or jewelry are to be worn by team members.
- d. Any player that has a newly pierced ear must have them taped. This is for practices and games. Ears should be taped by parents before arriving at the gym. Staff or volunteer coaches will not be placing tape on the ears of players.
- e. Beads in the hair cannot be worn by players. These items should be removed for practices and games.
- f. All players must wear gym shoes (tennis shoes) while on the gym floor. Dress shoes are not permitted on the gym floor during a game or practice.

- g. The Carrboro Recreation and Parks Department will furnish volleyballs for all games or practices. *Coaches should inform all team members not to bring their own balls to any game or practice.

II. Game Ball

The Official Game Ball will be:

- a. Tachikara – SV – MN Volley Lite

III. Height of the Volleyball Net

- a. 7'4 1/8" feet

IV. Playing Rules

The National Federation of High School Volleyball Rules will govern league play. **Local League Rules** will take **precedence** over any National Federation High School Volleyball Rule.

LOCAL LEAGUE RULES pertaining to the Carrboro Girls Volleyball are:

RULE: STARTING PLAYERS

- A team must have a minimum of **4 players** to start a game. If a team cannot field 4 players, the match shall be forfeited.
- Failure to provide the minimum number of players by game time (both teams) will be considered a double forfeit.
- Teams may have the gym for 1 hour to play a non-counting match or practice.

RULE: ROTATION OF PLAYERS

- All players present at the game will be expected to play provided they are able. **
- Players are to sit on the bench in a team rotation order.
- Players rotate into the game at the center back position and rotate out after service rotation. *However, before returning to the bench each player will serve as a line judge.*
- The team losing the serve does not rotate.
- The team rotation remains the same from game to game.
- *After the completion of games 1 and 2, all players will rotate before starting a new game.*
- Each player must play all front and back row positions, including the server, and line judge.

**** Playing rule Exceptions**

- A. Any player becoming sick or injured and cannot continue the game is removed from the playing rotation.
- B. Any player who becomes sick or injured, but later feels better, may be reinserted back into the rotation provided she is able.
- C. All players on rosters dressed in a town issued jersey must play. However, if a player is injured and cannot participate, she can sit on the bench while being in uniform. The Department must be notified that a player is ineligible due to an injury. The coach must notify the department (prior to the team's next game – not at the gym) once the injured player is medically cleared to play.
- D. Each coach will be provided with extra jerseys. The extra jersey may be used in the case of blood being on the shirt. Bloody shirts must be removed. Any player with blood on the jersey cannot re-enter the game until she is wearing a blood free shirt.
- E. All players must be able to actively participate (i.e. perform the functions to actively play volleyball). Failure to perform these functions rules a player ineligible to participate.

RULE: LENGTH OF GAMES

- a. A match will consist of **3 games**.
- b. The first 2 games are played to 25 winning by 2 points with a cap of 27 points. The 3rd game will be played to 15 winning by 2 points with a cap of 17 points.
- c. Each game will count in the standings.

RULE: SERVING / AUTOMATIC SIDE OUTS / SERVING LIMIT

- 1. Players will have the option to serve from either the regulation baseline or designated line marked 3 feet inward.
- 2. Foot faults will be called.
- 3. An automatic side out occurs after a team has scored 5 straight points while serving.

NOTE: No points will be awarded, only the team serving will rotate.

RULE: BETWEEN GAMES

Teams will have 2 minutes maximum to change sides after each played game.

RULE: TIMEOUTS

Each team is given 1 (30 second) timeout per game. Timeouts do not carry over from 1 game to the next.

CARRBORO RECREATION AND PARKS DEPARTMENT RULES OF CONDUCT

Revised 11/88 - Adopted by Carrboro Recreation and Parks Department, May 11, 1989

The following RULES OF CONDUCT are sportsmanship guidelines utilized to maintain a positive atmosphere in recreational athletics sponsored by the Carrboro Recreation and Parks Department. These rules will be applied to all sports/athletic programs in all age groups. Each registered team will be provided with this information and it is the responsibility of the team manager/coach to inform his/her participants. Ignorance of these rules will not be considered as an acceptable excuse for violations.

GENERAL INFORMATION

- The RULES OF CONDUCT will be in effect before; during and after each game/match/practice beginning with departmental sponsored pre-season practices and continuing through the conclusion of league/tournament play. All athletic special events will be governed by these rules. These guidelines will apply to all events conducted by the department regardless of whether these events are on city owned property or rental facilities.
- Each league in each sport will have league rules to meet requirements of that particular sport. These league rules will not be considered separate from the RULES OF CONDUCT and violations of league rules can result in suspension.
- Team(s) and/or individuals suspended, as a result of infractions of the RULES OF CONDUCT will not be given refunds for team or individual fees.
- Participant - Any of the following: player, coach or assistant coach, spectator, team, team follower or an official.
- Official - Any of the following: umpire, referee, supervisor, scorekeeper, or any other Recreation and Parks Department staff person.
- Any departmental official has the authority to eject a participant from a Recreation and Parks Department event or property.
- Participants ejected from a game/match/practice must leave the facility in an expedient manner (2 minutes and less is considered expedient). Failure to do so will result in a forfeited ball game.

- Repeated violations by team(s) or individuals will result in more severe penalties being applied.
- Violations of the RULES OF CONDUCT at the conclusion of seasonal play may result in a penalty application in succeeding programs and/or seasons.
- Penalties applied for any situation or circumstance not specifically covered in these RULES OF CONDUCT will be left to the discretion of the Recreation Administrator.

RULES OF CONDUCT

1. All participants must abide by an official's decision.
2. All participants must refrain from all objectionable demonstrations of dissent at an official's decision (i.e. kicking or throwing a ball, bat or equipment, speaking loudly to an official, making any gesture toward an official, etc.)
3. During the course of a game/match, only one coach or one captain per team will be allowed to discuss decisions reached by an official with that official.
4. All participants must refrain from using unnecessary roughness against the body and person of an opposing player during the course of play.
5. All participants must refrain from using profane, obscene, or vulgar language.
6. Taunting, mocking, and/or harassment of participants or officials will not be allowed.

-----**PENALTY**-----

The participant will be ejected from the game/match and subject to the possible suspension of one (minimum) to three (maximum) games.

The length of the suspension will depend largely on: The action that warranted the ejection and the action displayed after the ejection occurred.

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7. Profane, obscene, or vulgar language used maliciously towards another participant, or official will not be allowed.
 8. Verbal abuse and/or harassment of participants or officials will not be allowed.
 9. Participants must refrain from pushing, shoving, striking, laying a hand on, or threatening any of these actions to another participant or official.

10. The drinking or possession of alcoholic beverages or illegal drugs will not be allowed at Carrboro Recreation and Parks Department events or property.
11. Participants must refrain from any form of physical attack as an aggressor upon another participant or official.
12. Firearms, knives, or other weapons are not allowed at Carrboro Parks and Recreation Department's events or property.

-----**PENALTY**-----

The participant will be ejected from the game/match and suspended for the remainder of the season, or if circumstances warrant, be suspended from any further competitive programs offered by the Carrboro Recreation and Parks Department. For violations of the above laws, legal authorities will be contacted.

APPLICATION OF THE RULES OF CONDUCT

- Upon receipt of a written report describing a violation, the Athletic Program Supervisor or designee will investigate the report and will in turn apply the appropriate penalty in compliance with the RULES OF CONDUCT.
- The violator will be mailed a form letter describing the violation and appropriate penalty. Additional copies of this letter will be issued to the team coach/manager, league supervisor, officials, etc. as needed. Parent/guardian will be mailed this letter for youth violators.
- Penalties will begin immediately following the determination/notification of the penalty.
- Participants suspended from a program are suspended from attending any game/match (same program) sponsored by the Carrboro Recreation and Parks Department during the period of suspension. Same program is defined by major program category such as youth athletic programs, adult softball, etc. For example, a parent suspended because of actions at a pee wee baseball game would be allowed to participate in adult softball, but could not attend a mite baseball game or any other program in the youth athletic league for the duration of the suspension.

APPEAL OF SUSPENSIONS

A formal appeal process is available for those desiring a review of any sanctions issued.