



London Volleyball Club
Club Handbook
V 2.0

Year 6
September 2017 – May 2018

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I – Overview

1. What is LVC?

The London Volleyball Club (LVC) was founded in 2012 as an incorporated, not-for-profit community organization focused on providing safe and high-quality programming for London's youth. The club aims to continue its growth as long as three things are present: a safe facility, a committed coach and passionate athletes.

In 2012, LVC began as a venture to provide greater opportunities, focusing on increasing interest amongst the age 4-12 demographic. During the inaugural season, LVC entered the Ontario Volleyball Association (OVA) with 14 competitive teams (4 boys teams, 10 girls teams). This season the club also ran the first sessions of its two core development programs, LVC Timbits (ages 4-8) and Feed the Fire. (ages 9-14).

Since the 2012-2013 season LVC has added additional programs, aiming to provide further opportunities for athletes to develop. These programs run both in-season (Holiday REPS, Setter REPS, March Break REPS) and out-of-season (REPS on REPS, the Volleyball Canada Excellence Program and Own the Net!) In 2016-2017, LVC finished with 991 registrations across all programs, our most popular season to date.

While the club is largely known for the developmental programs, there is already a long list of high-performance athletes that have graduated from LVC. There have been 52 athletes graduate to play in the CIS or CCAA, 23 athletes represent Team Ontario and 10 athletes have worn the red, black and white of Team Canada.

The club is in good standing with both the Ontario Volleyball Association (OVA) and Volleyball Canada.

2. Mission, Vision, Values

Mission – LVC is focused on providing safe and high-quality programming for London area youth. LVC exists for the purpose of growing volleyball in Canada and developing a deep love for the game of volleyball in all of our athletes.

Vision – We strive to create opportunities for as many London area youth as possible through by offering a variety of programs. Through community involvement (athletes, parents, coaches, volunteers), we can continue to grow the game and open doors for our athletes, whether their goal is to play for Team Canada, to stay physically fit or to meet great people.

Values – (1) Building Togetherness in our Community, (2) Commitment to the Process, (3) Volleyball for Life!

II – Organizational Structure

3. Board of Directors

Chairman of the Board	Patrick Johnston	patrick@lvcfire.com
President	Dave Bellehumeur	daveb@lvcfire.com
Secretary	Amanda Belanger	checks@lvcfire.com
Pre-HP Programming Rep.	Kyra Makrakos	timbits@lvcfire.com
High-Performance Program Rep.	Nicole Smyrnios	nicole@lvcfire.com
Parent Representative	Lori Carter	volunteers@lvcfire.com
Sponsorship/Branding	Peter Jordan	sponsorship@lvcfire.com
Community Representative		

4. Operations Board

Registrar / Treasurer	Wendy Marych	registrar@lvcfire.com
Background Checks / VSS	Amanda Belanger	checks@lvcfire.com
Website / Graphic Design	Tim Bugler	web@lvcfire.com

5. Technical Committee

Technical Director / Lead - Boys	Patrick Johnston	patrick@lvcfire.com
Pathway Coordinator	Chris Lawson	pathway@lvcfire.com
Technical Lead – Girls	Steve Dow	
Member	Jeff Millar	
Member	Montana Woodhouse	

6. Apparel Committee

Apparel Supplier	New Era Grafix	
Apparel Coordinator	Shannon Woodhouse	apparel@lvcfire.com
Member	Jeff Gibson	
Member	Ripley Woodhouse	

7. Volunteer/Communication Committee

Coordinator	Lori Carter	volunteers@lvcfire.com
Member	Erin Carter, Erin Fenn	
Member	Elsa Donovan, Kellie Gibson	
Member	Adam Stuart	

8. Conflict Resolution Committee

Conflict Resolution Coordinator	Patrick Johnston	
Member	Dave Bellehumeur, Lori Carter, Peter Jordan	
Member	Adam Stuart, Joe Wrigley	

III – Athletes

9. The LVC Pathway



As a club, how we define success is directly in line with Volleyball Canada's Long-Term Athlete Development model (LTAD). We have five measures of success that shape our decision-making and affirm our core values.

- Number of LVC Members (athletes, parents, coaches, volunteers)
- Alumni continuing as Athletes in U-Sport/CCAA
- Alumni continuing as Coaches in OVA/U-Sport/CCAA
- Alumni continuing as Referees in OVA/U-Sport/CCAA
- Team Excellence at 16U/17U/18U

In Canadian sport, experts have identified several stages of development, each with its own physical, mental, emotional, and cognitive characteristics. This is our Long Term Athlete Development (LTAD) model, and it's the basis for the optimal training and competition kids need to enjoy sport the most and perform their best. LTAD is a training, competition, and recovery program. It establishes guidelines for coaches, athletes, administrators, and parents in all areas, including planning, training, competition, and recovery. It takes into account the ever-changing High-Performance Program and the overall demands on the athletes.

Why do we need the LTAD model? Because NOT matching skills and activities to a stage of development has serious negative consequences, and Canadians and the Canadian sport system have been suffering from them for some time.

To mention just a few of them:

- *Children don't have fun, many burn out and drop out of sport*
- *They develop bad habits because of the over-emphasis on winning*
- *Weaknesses are masked by coaches and not addressed to develop the athlete*
- *Their skill development is poor, fail to reach optimal performance level*

10. Tryouts

10.1 All athletes are welcome to tryout for LVC teams. All athletes are re-evaluated each season. This ensures that no athlete is overlooked (especially late-developers).

10.2 Each age division has separate tryouts and athletes are to attend the tryout for their specific age group. Should an athlete be considered for “Playing Up” or “Playing Down” (via the OVA 18-Month Rule), this decision is to be made by the LVC Technical Committee. Tryout times are provided through www.LVCFire.com.

10.3 Tryout coordination and selection of athletes is made by the Technical Committee and the coaching staff at the respective age/gender.

10.4 To be considered for tryouts, athletes must register online at www.LVCFire.com

11. Athlete Selection Criteria

Athletes are assessed and selected based on the following criteria.

- Ball control skill, reading ability/volleyball-IQ
- Long-term potential in line with Volleyball Canada's Long-Term Athlete Development (LTAD) Model
- Physical Testing: Height, Reach, Movement (as measured by T-Test), Block Touch, Spike Touch, Hand/Eye Coordination, Reaction Time
- Commitment to LVC Pathway

Athletes are selected by the team's respective Lead Coach, Head Coaches and Assistant Coaches in coordination with the LVC Technical Committee.

Should families wish to receive feedback after tryouts, they may reach out to LVC Technical Director Patrick Johnston (patrick@lvcfire.com).

12. Teams and Divisions

12.1 The High-Performance Model operates utilizing Lead Coaches. LVC High-Performance Teams have been divided (based on LTAD) into nine collaborative groups, each having a Lead Coach. These groups will collaborate in a plan designed by the Lead Coach.

Girls

13U – 3 teams (10 athletes each) – Lead Coach = *Kyra Makrakos*

14U – 3 teams (10 athletes each) – Lead Coach = *Dave Bellehumeur*

15U – 2 teams (12 athletes each) – Lead Coach = *Jeff Millar*

16U – 2 teams (10 athletes each) – Lead Coach = *Steve Dow*

17U/18U – 1 team at each age (12 athletes each) – Lead Coach = *Steve Dow*

Boys

13U/14U – 2 teams (12 athletes each) – Lead Coach = *Chris Smith*

15U – 2 teams (10 athletes each) – Lead Coach = *Nicole Smyrnios*

16U – 2 teams (12 athletes each) – Lead Coach = *Randy Sears*

17U/18U – 2 teams at 17U/1 at 18U (12 athletes each) – Lead Coach = *Patrick Johnston*

12.2 Teams will practice twice per week.

12.3 Teams will compete in the four OVA events within their age group as well as the OVA Provincial Championships. Additional tournament registration is at the discretion of the Lead Coach and Head Coaches.

12.4 Acronym Legend

- LTAD = Long-Term Athlete Development
- NCCP = National Coaching Certification Program
- YTP = Yearly Training Plan
- OVA = Ontario Volleyball Association
- VC = Volleyball Canada
- NRS = National Registration System (for VC)
- FRS = Fire Registration System (for LVC)
- CAO = Coaches Association of Ontario
- U-Sport = Canadian University Volleyball Conference
- CCAA = Canadian Colleges Athletic Association
- OCAA = Ontario Colleges Athletic Association
- OUA = Ontario University Sport
- FTC = Full-time Training Centre (in Gatineau/Richmond)

13. Expectations and Responsibilities

13.1 Athletes are expected to attend practices and notify their Head Coach if there is an upcoming absence.

13.2 Multi-sport athletes are encouraged (especially 13U-16U), but must provide a copy of their non-volleyball schedule at the first Parent Meeting.

13.3 Athletes are expected to have a strong work ethic, a desire to succeed, focusing on the process in line with the LTAD Model.

13.4 Athletes must conduct himself or herself in an exemplary manner. The responsibilities of the athlete are outlined in the Athlete's Code of Conduct. The Conflict Resolution Committee will determine the consequence if an athlete breaks the Code of Conduct. Failure to abide by the Code can be grounds for an athlete's dismissal from the Club.

13.5 All serious injuries including suspected concussions (whether incurred at LVC programming or elsewhere) must be reported to LVC President, Dave Bellehumeur through the athlete's Head Coach. Return to play protocol will be immediately implemented to ensure a safe return when appropriate. A doctor/physiotherapist's note may be requested.

14. Uniforms / Apparel

14.1 LVC is expected to have a common, uniform look. Team uniforms are mandatory and must follow the clothing outline established by the Board of Directors for the coming year.

14.2 Only LVC clothing designed and offered by LVC will be worn by players, coaches and parents. Clothing cannot be created privately with the LVC logo or name represented on it.

14.3 Families are encouraged to purchase "Fire-Wear" at our three sales throughout the year: Sizing/Signing Night (September), Christmas Sale (late November) and at the Pre- Provincials Sale (early March).

14.4 Questions pertaining to uniforms/apparel can be directed to the Apparel Coordinator.

15. Facilities

15.1 As a not-for-profit community organization, LVC has partnered with the Thames Valley District School Board (TVDSB) and the London District Catholic School Board (LDCSB) to utilize the Community Use of Schools initiative.

15.2 It is essential that our host schools are treated with care and respect, including: abiding by the time and location of the permits, taking care of equipment and ensuring proper storage, wearing appropriate indoor footwear in the gym, cleaning up garbage/water bottles before leaving.

15.3 Failure to abide by 15.2 can quickly result in loss of facility, which can be extremely costly, or impossible to replace in-season.

15.4 Host facilities and their respective timeslots are selected based on the following factors: safety, availability, quality of equipment, coach availability, age of athlete.

16. Leadership Opportunities

16.1 Athletes looking to complete their required high-school Volunteer Hours may do so with LVC. To look into this, please reach out to the LVC President (daveb@lvfire.com).

16.2 Coach Certification – LVC will pay for any athletes who wish to take on a leadership role and begin their Coach Certification with the CAO and NCCP. A special certification

opportunity will be available for our 18U graduating athletes with hopes that they stay connected to volleyball for life!

IV – Parents/Guardians

17. Expectations and Responsibilities

17.1 Parental/guardian involvement in the development of our athletes is critical. It displays support and encouragement for the athletes' efforts.

17.2 Athletes need parental/guardian support throughout the season with: rides to and from practices, accompaniment to tournaments and support while there, an understanding of the challenges that accompany competitive sport.

17.3 Parents are expected to support the athletes by modeling good sportsmanship and showing respect for all officials, coaches, athletes and spectators.

17.4 Should concerns arise resulting from a practice or competition, parents are expected to abide by the "24-Hour Rule" and wait at least 24 hours before communicating with coaches with their concerns.

17.5 Parents are expected to help out with scorekeeping and line duties at tournaments as well as additional assistance as requested by the coaches.

17.6 The responsibilities of the parent are outlined in the Parent's Code of Conduct. Failure to abide by the Code of Conduct can be grounds for a parent to be forbidden from attending LVC events and/or an athlete's dismissal from the Club.

17.7 Parents must also complete the "Respect in Sport" module as required by the OVA. For full information on how to complete this, head to the OVA's Respect in Sport webpage listed here. <http://www.ontariovolleyball.org/RespectInSport>

17.8 For further information, please refer to the OVA Youth Competitions Manual on the OVA website under "Indoor Player Resources"
<http://www.ontariovolleyball.org/programs/indoor-youth-competitions/indoor-coach-player-resources>

18. Financial Commitment

18.1 Participation in a performance-driven program requires significant financial support.

18.2 A full breakdown of club fees is available at www.LVCFire.com

18.3 All hotel and flight costs of Lead Coaches, Head Coaches and Assistant Coaches are to be covered by the respective parent group.

18.4 All meal costs for Coaches at VC National Championships or USAV events are to be covered by the respective parent group.

18.5 All Lead Coaches will communicate any additional team fees for the season during the OVA Tryout Window via the "Pre-Tryout Information Sheet". Additional team fees can cover team expenses such as: extra tournament registration fees (playing "up" an age, Nationals, trips to USA, etc.), conditioning sessions and estimated coach travel costs.

18.6 Fundraising may be undertaken by parents to help offset the costs associated with High-Performance Teams. All fundraising ideas should fall within the LVC Fundraising Policy. It is the responsibility of the Head Coach and Parent Manager to clear any fundraising ideas with the Executive Director and/or Sponsorship Director.

19. Sponsorships

19.1 The Sponsorship/Branding member of the Board of Directors is responsible for seeking sponsorship opportunities to support athletes who are not able to afford LVC programming.

19.2 If parents/volunteers know of possible sponsorship opportunities, please contact info@lvcfire.com to begin the proper process for community partnership.

19.3 All sponsorships/community partnerships must flow through the Club to ensure transparency and financial responsibility.

19.4 Teams are permitted to embark on team-specific fundraising but these funds must flow through the Club via the LVC Treasurer.

V – Coaches

20. Qualifications / Assignments

20.1 LVC is committed to finding and developing quality coaches to best serve the London area volleyball community.

20.2 Coaches must have a valid Background Check and Vulnerable Sector Screen (VSS). The Club will provide a letter of authorization. Background Checks are valid for two years.

20.3 Coaches must have the minimum certification as required by the OVA for their age level. Coaches are strongly encouraged to seek further certification and will be reimbursed for all associated costs.

20.4 In line with our LVC Pathway, there are three coaching roles. (1) Lead Coach, (2) Head Coach and (3) Assistant Coach.

20.5 Coach Assignments (which role/team for an individual) are determined by the Technical Committee and the individual coach on a case-by-case basis. These decisions are based on experience and appropriate fit to create the best possible development opportunities for the athletes in the Club.

20.6 Lead Coaches, Head Coaches and Assistant Coaches must all complete the online course (2) "Making Headway in Sport" via the Coaches Association of Ontario. Making Headway in Sport focuses on head injury awareness.

20.7 Our coaches are required to adhere to OVA standards for qualifications. At the 13U-16U level, Head Coaches must complete the "Development Coach" course before their OVA Provincials (April). At the 17U-18U level, Head Coaches must complete the "Advanced Development Coach" course before their OVA Provincials (April).

20.8 Lead Coaches are responsible for program periodization, Yearly Training Plan (YTP) creation, on-court technical direction and coordinating collaboration (including positional training and skill-specific training) with the Head Coaches and Assistant Coaches in their respective training group. Lead Coaches may concurrently serve as a Head Coach for a team within their training group.

20.9 Head Coaches are responsible for communicating and collaborating with their Lead Coach to ensure consistent and standardized training for the athletes. Head Coaches are also responsible for in-competition decision-making (playing time, positions, etc.), leading team cohesion/bonding efforts and parent communication. Head Coaches must be prepared to lead on-court in conjunction with their Lead Coach's YTP.

20.10 Assistant Coaches are responsible for communicating and collaborating with their Lead Coach and Head Coach to ensure consistent and standardized training for the athletes. Assistant Coaches must be prepared to lead on-court in conjunction with their Lead Coach's YTP.

20.11 Coaches will be reimbursed full for all costs associated with professional development opportunities (all NCCP courses and any other cleared by the Technical Director).

20.12 Those interested in becoming a coach at LVC are encouraged to reach out to the Technical Director.

20.13 For further information, please refer to the OVA Youth Competitions Manual on the OVA website under "Indoor Player Resources"

<http://www.ontariovolleyball.org/programs/indoor-youth-competitions/indoor-coach->

player-resources

21. Expectations and Responsibilities

21.1 Coaches are expected to maintain a current knowledge of the rules as established by OVA and Volleyball Canada.

21.2 Coaches are expected to behave professionally with athletes and parents at all times.

21.3 Coaches are expected to provide exemplary leadership, modeling promptness and attendance at all team functions, respect for team members and the team image (e.g. dress, sportsmanship, language and attitude).

21.4 Coaches are expected to develop each athlete to their ultimate potential in terms of technical skills, physical ability and mental preparation and to develop the technical skills of the athletes according to the Club expectations for each age level.

21.5 Coaches will demonstrate and work to instill a positive attitude in all athletes, on and off the court.

21.6 Coaches will abide by all OVA rules as well as the spirit of these rules in line with the Long-Term Athlete Development (LTAD) Model.

21.7 Coaches are expected to conduct themselves at all times in a manner that demonstrates good sportsmanship and respect for others. They are expected to comply with the guidelines as outlined in the Coach's Code of Conduct at all times.

21.8 Coaches are responsible for establishing rules for their team, including team goals, expectations of athletes and parents and reinforcing the Code of Conduct. Should any breach of the Code occur coaches are to immediately inform the Coordinator of the Conflict Resolution Committee.

21.9 Coaches are responsible for providing the required information to fill the Pre-Tryout Information Sheet for their respective team.

22. Coach Honourariums

22.1 Coaches each receive a small honourarium. This is intended to offset the costs associated with travel and is a symbol of our appreciation for their time and energy. Lead Coaches will receive \$1000, Head Coaches at the 15U-18U levels will receive \$500, Head Coaches at the 13U-14U levels will receive \$250 and all Assistant Coaches will receive \$100.

VI – Tournaments

23. Expectations and Responsibilities

23.1 LVC follows the OVA competition circuit. Tournaments are one-day events (Saturday or Sunday), begin in November and run until March. Details of events are posted on the OVA website approximately three weeks prior to the event (www.ontariovolleyball.org). OVA Provincial Championships are held in April (Waterloo's RIM Park) and VC National Championships are held in May (locations vary).

23.2 Included in LVC High-Performance Team fees are entrance into four OVA events as well as OVA Provincial Championships.

23.3 Attendance in VC National Championships, USAV events or any additional OVA events is at the discretion of the Lead Coach and Head Coaches.

23.4 All Coaches and Teams are encouraged to attend additional events, to a maximum of ten (10). This includes all events (exhibition, OVA, Nationals, etc.).

23.5 Teams are encouraged to share common tournament accommodation to build team cohesion and improve the athlete experience.

VII – Finances

24. Registration Fees

24.1 A breakdown of the registration fees for the Club is available in Appendix B. Payment must be received on Signing Night. Fees can be paid in a one-time lump sum in September or via our payment plan (three payments).

24.2 Fees paid in a lump sum are to be paid online at www.LVCFire.com using the FRS (Fire Registration System).

24.3 Fees are collected using www.stripe.com to accept payments and transfer to LVC's Club account at the Royal Bank of Canada.

24.4 If fees cannot be collected via credit card, the option-box for cheque can be ticked; registrants are directed to two options; one-cheque or three-cheque payment-plan (Oct 1, Dec 1, Feb 1).

24.5 Refunds will not be issued as the majority of fees are spent on direct costs. (see Fees page at www.LVCFire.com).

24.6 A partial reimbursement, pro-rated according to the Club Season, may be provided for a Medical Exception. A Doctor/Physiotherapist note may be requested to confirm reimbursement.

24.7 Registration fees may vary from season to season in order to accommodate fluctuations in facility costs, equipment needs and operating expenses.

25. Team Finances

25.1 Teams that wish to attend additional events (outside of the 4 OVA events + OVA Provincials) must independently raise the additional funds and register/complete payment on the LVC “Tournament Fees” webpage. LVC will register for additional events once payment has been received.

25.2 All baseline costs are factored into LVC High-Performance Team fees (OVA fees, uniform, facility rental, equipment, coaches, operating costs).

26. Club Finances

26.1 LVC regulates High-Performance Team fees to ensure that the Club as a whole will have adequate funds to cover current expenses.

26.2 The Board of Directors must approve all major purchases (over \$5000).

26.3 The Club’s Operational Budget (Statement of Financial Position and Balance Sheet) is available at www.LVCFire.com within the Board Meeting’s minutes.

26.4 The Club’s Team Budget is available on Appendix B.

26.5 Precision Accounting was hired to ensure risk management / financial transparency.

27. Equipment

27.1 Periodically, the Club will need to purchase replacement equipment due to wear and tear. These costs are factored into the Team Budget and absorbed by High-Performance Team fees each season.

VIII – Grow the Game!

28. Social Media

28.1 Check us out via the following outlets:

- Facebook LVC Fire
- Instagram lvcfirevb
- Twitter @lvcfire
- Website www.lvcfire.com



APPENDIX A – Protection of Directors and Coordinators

1. Limitation of Liability

No Director or Coordinator of the Club shall be liable for the acts, receipts, neglects or defaults of any other Director or Coordinator or employee, or for any loss, damage or expense happening to the Club through the insufficiency or deficiency of any security in or upon which any of the monies of the Club shall be invested or for the loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom monies, securities or effects of the Club shall be deposited, or for any loss occasioned by any error of judgment or oversight on his/her part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of office or in relation thereto unless the same are occasioned by the Director's own willful neglect or default.

2. Indemnity

Every Director and Coordinator of the Club and his/her heirs, executors and administrators and estate and effects respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Club from and against all costs and expenses whatsoever that each Director and Coordinator sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of the office and all other costs, charges and expenses that he/she sustains or incurs in or about or in relation to the affairs of the Club except such costs, charges or expenses as are occasioned by willful neglect or default.



APPENDIX B – TEAM BUDGET AND ATHLETE FEE BREAKDOWN

High-Performance Team Budget

OVA Fees	\$3458.64	
LVC Uniform/Apparel Package	\$3111.36	
Administrative Operating Costs	\$1553.04	
Club Facility Rental	\$1157.76	
Coach Certification/PD Events	\$363.20	
Club Social Events	\$300.00	
Equipment Maintenance / Replacement	\$181.80	
Marketing / Advertising	\$100.00	
		\$10,125.58

High-Performance Athlete - Fees Breakdown

UnderArmour Athlete Apparel Kit	\$290.74	
OVA Tournament Fees (4 + Provincials)	\$231.30	
OVA Individual Athlete Registration	\$81.11	
Administrative Operating Fees	\$60.00	
OVA Coach Registration / Coach Apparel	\$54.33	
Head/Assistant Coach Honourariums	\$35.70	
Lead Coach Honourariums	\$35.70	
Facility Rental	\$35.00	
Club Social Events	\$30.00	
Coach Certification / PD Events	\$20.00	
Equipment Maintenance / Replacement	\$15.00	
Marketing / Advertising	\$10.00	
		\$898.88