



2018 State Representative Program Handbook

May 2018

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Volleyball ACT (VACT) would like to welcome you to the ACT Representative Program. This handbook provides Coaches, Managers, Athletes and families of athletes with an outline of how the ACT Representative Program will operate.

We hope that you are as excited to be a part of it as we are to have you participate.

Thank you

Adam Castle
Chief Executive Officer
Volleyball ACT

3. Background

VACT select and send a state representative squad of male and female athletes annually to compete at the Australian Junior Volleyball Championships (AJVC). This is the official national indoor volleyball tournament, endorsed by Volleyball Australia (VA).

The championships provide ACT volleyball athletes with the opportunity to compete at the highest national level. Athletes are selected to the squad from open trials based on the geographic location of where the athletes are living and playing within the ACT and country NSW boundaries.

Where there are enough athletes in a particular age group VACT will assess the possibility of entering more than one team in each age group.

VACT's overarching philosophy is to offer "more athletes more opportunity". In doing so we can foster a great volleyball experience, develop our athletes and give them the benefit of a sport for life.

4. VACT Role

Prior to the tournament VACT will:

- Call for expressions of interest from those wishing to be selected to squad staff positions
- select and announce the appointments of all the squad staff positions;
- secure advanced bookings for appropriate travel;
- secure advanced bookings for appropriate accommodation;
- secure appropriate transport for team travel during the tournament;
- provide administrative support to squad staff;
- submit necessary paperwork with Volleyball Australia and championship organisers;

5. VACT State Team Objectives

- To identify athletes that display the character traits and athletic ability to be able to represent ACT in an Australian Junior Championships
- To identify coaches that display the character traits and ability to be able to represent ACT in an Australian Junior Championships
- To assist both athletes and coaches in their development toward competing at an elite level.
- To consistently field teams with great culture at a National level

6. VACT State Team Selection Criteria

To be selected for the State Team Program athletes should display most of the following elements:

- Be an outstanding team player and supporter of team mates.
- Be highly receptive to coaching.
- Demonstrated attitude to become a better Volleyball player
- Demonstrated desire to do their best not only in volleyball, but in educational, vocational and personal life
- Outstanding desire and commitment to working hard at improving mental, physical and volleyball skills
- Potential to compete successfully at the national level
- Athletic ability e.g. speed, height, and skill

7. VACT State Team Selection Criteria

Selection will be achieved through:

- Observation & evaluation of the athletes at VACT State Team Trials and any pre-tournaments
- Observation & evaluation of the athletes at VACT programs
- Observation & evaluation of athletes in VACT or school competitions and events.

Final Process:

At the conclusion of the above process of observation, consultation and evaluation:

- Squad Coaches (and mentor coach, if appointed) to meet and finalise selections.
- Selection and non-selection must then be communicated to the athletes. We encourage this to be done face to face, as a guide we aim to provide at least three succinct

development points regarding areas that require further development to any non-selected athletes.

- We encourage Coaches to consider keeping non-selected players at train ons. It keeps people playing volleyball, developing their skills, provides a base for training and coverage for any withdrawals.
- Selections will be announced firstly individually and then to the group and finally on the VACT website & social media.

8. Head Coach

I. Roles & Responsibilities:

- Complete all paperwork required by VACT and VA in a timely manner and uphold the conditions and rules prescribed.
- Represent the Australian Capital Territory (ACT) and VACT with professionalism at all times, on and off the court.
- Ensure that the team is well prepared, organised and that the Head Coach is a well-respected role model for our elite athletes.
- Consult with the Assistant Coach, Mentor Coach (if appointed) and Head of Delegation to plan out the team's preparation.
- Support the VACT office staff, selected State team coaching and support staff with preparations for the AJVC including; selection of athletes, trials, practice and camp planning, team logistics including travel plans, meal planning etc.
- Attend State Team Coaches' meetings and Development sessions.

II. Selection Process of Head Coach:

- Must hold a current WWVP card and supply the VACT office with a copy of it.
- Call for Expressions of Interest for the position
- VACT may also approach suitable Coaches in the community and seek their EOI
- Aim to close Expressions of Interest by the end of December in the year prior.
- VACT CEO and Mentor Coaches (if appointed) to short-list soon after.
- Recommendations to the VACT Board of Directors in February for ratification.
- Successful & unsuccessful applicants who have been interviewed notified in February.

Please refer to Appendix B – Manager's Terms of Agreement

9. Assistant Coaches

I. Roles & Responsibilities:

- To assist and support the selected Head Coach in all facets of the State Team program, including; selection of athletes, trials, practice and camp planning, game preparation, uniform orders, team logistics including travel plans, meal planning etc.
- Complete all paperwork required by VACT and VA in a timely manner and uphold the conditions and rules prescribed.
- Represent the ACT and VACT with professionalism at all times, on and off the court to ensure that the Assistant Coaches are well respected role models for our elite athletes.
- Follow the direction of the Head of Delegation.

II. Selection Process of Assistant Coach:

- Must hold a current WWVP card and supply the VACT office with a copy of it.
- Call for Expressions of Interest for the position
- VACT may also approach suitable Coaches in the community and seek their EOI
- Expressions of Interest close and applications are reviewed by the CEO
- CEO consults with the Head Coach before selecting one or two Assistant Coaches per team.

Refer to Appendix B – Manager's Terms of Agreement

10. Head of Delegation

Roles & Responsibilities:

- Represent and advocate for the ACT Representative Program as the primary lead for all liaison with AJVC Organisers and VA.
- Lead the completion and compliance of paperwork required by VACT and VA in a timely manner and uphold the conditions and rules prescribed
- Represent the ACT and VACT with professionalism at all times, ensuring that the VACT Head of Delegation is a well-respected role model for our representative athletes
- In conjunction with the CEO and Coaches coordinate all facets of state team administration and preparation for tournament including training and pre-tournament bookings, accommodation, meal and travel planning.

Selection Process of Head of Delegation

- Appointed by the VACT CEO
- Must hold a current WWVP card

11. Athletes

As an athlete involved within a VACT squad, you agree to participate and abide by the following code of conduct:

- respect the privacy, rights and dignity of fellow athletes, coaches, officials and spectators, both on and off the court;
- conduct yourself in a respectful manner at all times ;
- care for, respect and wear with pride all official VACT attire;
- co-operate with all coaches and staff;
- be honest with coaches and staff concerning illness or injury;
- understand that participation in any particular game will be at the discretion of the coaching staff;
- play by the rules and in the spirit of the game;
- appreciate and respect the tradition of ACT teams and those that have come before me; and
- work hard to leave a positive legacy of 'my own'.

Refer to Appendix A – VACT Player Agreement

12. Parents

VACT understands how important the positive support of parents is to both the athletes and the squad. VACT requires the following assistance to ensure everyone has a positive experience:

- supporting your daughter/son and the coaching staff;
- ensuring your daughter/son is punctual for all team commitments
- providing prompt payment of fees in accordance with invoices;
- encouraging your daughter/son to take responsibility for their performance;
- using good nutrition principles for your daughters'/sons' diet;
- providing a positive example of conduct and behaviour on and off the court;
- Acknowledging that there are times when it may be difficult to accept your daughters'/sons' court time or playing position on the team. It is important to understand that the coaching staff will make judgment decisions based on what they believe to be best for all team members, team performance and the overall State program. The following issues are not appropriate to discuss with coaching staff:
 - playing time
 - team strategy
 - other players
 - players position on the team
 - any decision made by the coaching staff relating to volleyball performance.
 - using positive phrases to support and not coaching your daughter/son, or other players, from the sideline or stands;

- following appropriate channels of communication, enabling parents and coaches to work effectively together. In most circumstances, the Team Manager can address any concerns. However please notify coaching staff of the following:
- advance notification of any schedule conflicts;
- any health issues concerning your child (the athlete);
- any distractions that may be affecting your child's athletic performance.
- any distractions that may be affecting your child's athletic performance.

13. Team Preparation

The athletes' welfare must always be the highest priority in teams' preparation.

The preparation of the State Teams is as follows:

- All players must be encouraged to join, and play and train with a VACT club
- Squad trials and trainings must start by the start of May each year.
- After initial trials the Coach will not finalise a team but select an ongoing training squad of at least 16 (where possible). The squad may be bigger to facilitate a general development of ACT athletes.
- Weekly / fortnightly training session/s including open trials.
- Training opportunities should increase in the month prior to AJVC to help them prepare for the physical loading of the Championships.
- The Coach will organise practice games against a variety of opposition

14. Finances

The VACT approach to Representative Programs is simply to not make money out of our representative players and their families.

All representative programs are run to a small loss or break even.
VACT endeavours to keep costs as low as possible.

State representative selection requires a significant financial investment. To help prepare towards this, VACT provide an itemised invoice for all athletes. Parents are welcome to seek a breakdown of expenses from the CEO.

Each athlete invoice is inclusive of flights, transfers, accommodation, team fees, group physio, uniform (may vary per individual) and the team budget for the week of the championships for things like meals, petrol etc. The costs of volunteer coaching staff are also incorporated.

Any pre-tournament expenses will be additional.

An appropriate team budget for food and expenses for the week of the championships is set by VACT. At the end of AJVC, each team's budget is reconciled by VACT and for audit purposes all receipts are required. A great way to avoid losing a receipt is to take a photo on your phone.

The cost is approximately \$1900 - \$2200 per player inclusive of all expenses.

- Athletes will not be permitted to travel and compete in the AJVC until all previous accounts have been settled with the VACT;
- we encourage teams to think of creative ways to fundraise;
- Team sponsors and individual athlete sponsors are welcome but prior approval must be gained from VACT;
- Players who withdraw from the program after the cut off date may not be eligible for any refund.
- Athletes will be asked to pay in one or two instalments.
- Team/squad fundraising is welcome however approval must be gained from VACT prior to the planned fundraising event to ensure that there is no conflict of interest;
- Any approved team fundraising activity will be divided evenly between the team athletes, regardless of who was, or was not, involved in fundraising. All raised funds will go directly to the team's costs after covering expenses and any extra funds raised beyond team expenses for the AJVC will be distributed across the squad;
- VACT can provide advice to athletes seeking government grants.
- Athletes can request payment plans.
- Some hardship assistance is available. Please ask any athletes to contact the VACT CEO in the first instance.

Useful Links

Australian Sports Foundation

<https://asf.org.au/>

Local Sporting Champions

https://www.ausport.gov.au/ais/grants_and_funding/local_sporting_champions

Please be aware that all financial transactions are to be completed through the VACT office.

Payments are preferred by EFT to the VACT bank account or by card through our eftpos facility in the office.

15. Uniforms

All official apparel to be worn by members of the ACT squad coaching and support staff will be designed and made through VACT's official apparel provider. We encourage uniform orders to be made sooner rather than later.

Each athlete is required to have as a minimum the following items as part of their team kit:

- 2 x playing tops
- 2 x playing shorts
- warm up top

- polo shirt

Coaches will be provided with

- 2 x polo shirts
- 2 x shorts
- 1 x Backpack
- 1 x Hoodie or Tracksuit

A range of other official VACT products will be made available:

- Tracksuit pants
- Tracksuit jacket
- Socks
- Hoodie
- Back pack
- Drink bottle

The purchase of these items is at the discretion of the athlete or family.

16. Accommodation

All accommodation bookings will be organised by VACT. The following principles are applied:

- VACT will seek the most suitable accommodation possible at an appropriate and affordable budget;
- wherever possible accommodation will have laundry facilities;
- each athlete will have their own bed;
- VACT request that parents do not stay at the same accommodation as the team. This will promote team cohesion and to assist in focusing each player solely on the team and the competition;
- athletes and coaches will occupy separate rooms.

17. Transport

Air travel to and from AJVC is booked by VACT for the squad early in the year in a group master booking. The Squad will travel as a team both ways.

Alternative travel arrangements may be permitted under prior agreement with VACT. Such arrangements should be notified to VACT as early as possible prior to departure. Requests must be made by 13 July, any requests received after this date may not be able to be made without additional expenses incurred. VACT will set a date when flight changes can be accommodated in line with the master booking. After this date it may not be possible to change the booking. This enables VACT to secure the best price for the travelling party.

Players will be transported at the AJVC in appropriate vehicles by the team coaching and support staff.

18. Food & Beverage

Dining out for the team will be at the discretion of the Coaching Staff, depending on time and budgetary constraints. Assistant Coaches or a supporting parent are best responsible for shopping and organisation of cooking/clean-up. Volleyball ACT will ensure the provision of all meals appropriate for athletes needs for the duration of the tournament.

The diet of the team will provide for any declared food allergies/intolerances. Parents/athletes are asked to notify the Team Manager of any specific dietary requirements.

19. Alcohol

The consumption of alcohol by athletes, whether of legal age or not, is forbidden for the duration of AJVC.

This starts with the departure of the first competing team/official and ends at the arrival home and collection of the last competing team/official. All ACT players are expected to adhere to this directive and Coaches and Team Managers are responsible to monitor athlete behaviour.

Any athlete that is found to be in breach of this directive may forfeit their position on the team and appropriate disciplinary action will be taken.

20. Mobile Phones & Social Media

The use of mobile phones at training and the AJVC is at the discretion of the coaching staff.

Parents and players are to be aware that the use of mobile phones and social media will be restricted during the AJVC. Any negative post on any subject associated with the AJVC from an ACT squad member, will be considered a breach of the code of conduct and disciplinary action will be taken.

Refer to the VACT Social Media Policy Appendix C

21. Family Contact at AJVC

Athletes will have limited time to spend with parents, friends and families during the AJVC.

Time set aside for the athletes to spend with their families is at the discretion of coaching staff and is normally after the team has concluded the after game talk and recovery. Parents should be aware that most of the athletes time will be spent with the ACT squad during the championships.

Parents are asked not to provide coaching advice to their child as it may conflict with what the coaches are asking of the athlete within their role on the team.

22. Conflict Resolution

The primary process for conflict resolution is outlined in the VACT Member Protection Policy, available from the VACT Homepage.

Volleyball ACT supports the Australian Volleyball Federation's Member Protection Policy and adopts it wholly as Volleyball ACT's Member Protection Policy applying it to all parties covered by the Member Protection Policy in so far as it applies to the ACT. For the purposes of this Member Protection Policy all references to Australian Volleyball Federation, (the National body responsible for administering the sport of Volleyball at the national level) should be read as references to Volleyball ACT (the state body responsible for administering the sport of Volleyball in the ACT).

In the event of conflicts arising parties including players, parents, coaches, VACT staff or Board may be engaged to help settle any grievances, complaints or issues that arise.

23. 2018 Key Information

The Australian Junior Volleyball Championships (AJVC) will be held in Coomera, QLD from 30 September to 6 October. ACT will stay at the Coomera Motor Inn, 11 Whitewater Way, Coomera QLD 4209. The facility has Foxtel, Wi-Fi and a Pool. The venue will also provide meals for the ACT group. The accommodation is 1.5km from the Event Venue.

ACT will depart Canberra to Brisbane on Sunday 30 September at 8:35am on VA 1211

ACT will return from Brisbane to Canberra on Saturday 6 October at 19:20 on VA 1226

24. Key Dates for 2018

- EOI for Coaches in December year prior
- Trials commence from first week of May
- Final squads selected by 15 June
- Invoices issued 18 June
- Uniform Orders due 13 July
- Any requests to flights need to be received by 13 July
- Payment 1 due by 13 July
- Final Payment due by 31 August

- All compliance submitted including Medical Form and proof of age by 31 August
- Captain selected by 31 August

After the conclusion of the Championships there is often a National Camp held at Runaway Bay, QLD. The Beach Volleyball season will also commence shortly upon return.

Appendix A

2018 VACT REPRESENTATIVE PLAYER AGREEMENT

Player, Parent and Guardian to read/sign

I (Print name), hereby declare that I am an amateur as prescribed by Volleyball Australia (VA).

I agree that for the duration of the ACT representative team program, I shall:

- 1) behave in a professional and dignified manner both on and off the court & abide with each and all of the directions given to me by any VACT or Tournament official;
- 2) allow my name, image, voice, person or performance in my team to be used by VACT or VA for promotional and other purposes;
- 3) advise and seek the approval of VACT of any changes in circumstances which might affect my eligibility for continued inclusion in the team;
- 4) be responsible financially for any damage to property or person I incur when representing VACT & finalise all expenses owing to VACT by **Friday 31 August**;
- 5) not drink alcohol, smoke or take any illegal/banned substances;
- 6) Represent VACT positively through both personal conduct and on any social media content;
- 7) Demonstrate the values of fair play and respect for all players, coaches and officials.

I also acknowledge that failure to abide by any or all of the above may result in my exclusion from the team and / or future teams representing VACT and that further disciplinary conditions may apply at the discretion of VACT.

Signature of Player: _____ Date: _____
Name of Player _____

Parent/Guardian to read and sign (if player is Under 18 years of age)

I give permission for my son/daughter to participate in the 2018 VACT Representative Program and in any activities associated with the team program and the Championships to be held 30 September to 6 October in

QLD. I am aware of all expectations involved in this program as outlined by VACT, including those regarding player behaviour, medical notification, kit requirements and financial obligations.

Signature of Parent/Guardian: _____ Date: _____
Name of Parent/Guardian _____

Appendix B

Manager Terms of Agreement

Dear Coach,

Congratulations on being selected to Coach at the representative level in 2018. Your appointment will commence from 20 April til 7th October 2018.

Below is a terms of agreement for your review and signature. These terms set out the behaviors and standards set for our representative personnel.

I, agree to the following terms;

- 1) Provide a photocopy of my current working with vulnerable people registration card
- 2) To place the safety, health and welfare of the athlete above all else
- 3) Project and demonstrate a positive image of Volleyball in the ACT at all times
- 4) Abide by the financial mechanisms put in place by VACT for the respective programs
- 5) Due to current legislation do not allow Volunteer Coaches (not approved by VACT) to train with the athletes
- 6) Perform all duties to the best of my ability and provide a positive experience for all players
- 7) Provide a post-tournament report that will be published in the 2018 Annual Report
- 8) Respect the needs of other VACT age groups and genders
- 9) Communicate effectively with other Head of Program, Representative Coaches, Managers and Athletes
- 10) Read and understood key VACT policies including Social Media, Anti-Doping & Member Protection
- 11) For the period of the championships only channel tournament specific social media content through designated VACT platforms
- 12) Accept all reasonable direction provided by VACT and the Head of Program

These Terms of Agreement will need to be signed prior to the ratification of your position by the VACT Board.

Name.....

Signed..... Coaching Position:.....

Appendix C

Social Media Policy

1. Purpose

Social media (see Section 2 below for definition) offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, Volleyball ACT (VACT) recognises the benefits of social media as an important tool of engagement and enrichment for its members.

It is important that VACT's reputation is not damaged by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation.

When someone clearly identifies their association with VACT, and/or discusses their involvement in the organisation in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with VACT's stated values and policies.

This policy aims to provide some guiding principles to follow when using social media. This policy does not apply to the personal use of social media platforms by VACT members where the VACT member makes no reference to VACT or related issues.

2. Scope

This policy applies to all VACT members, staff and volunteers.

This policy covers all forms of social media. Social media includes, but is not limited to, such activities as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Twitter or Instagram)
- Content sharing including Flickr (photo sharing) and YouTube (video sharing);
- Commenting on blogs for personal or business reasons;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Editing a Wikipedia page

The intent of this policy is to include anything posted online where information is shared that might affect members, staff, volunteers, sponsors or VACT as an organisation.

3. Guiding Principles

The web is not anonymous. VACT members should assume that everything they write can be traced back to them. Honesty is always the best policy, especially online. It is important that VACT members think of the web as a permanent record of their online actions and opinions.

When using the Internet for professional or personal pursuits, all members must respect the VACT brand to ensure VACT's intellectual property and its relationships with sponsors and stakeholders is not compromised, or the organisation is brought into disrepute.

Furthermore, VACT members may not use the VACT brand to endorse or promote any product, opinion, or cause without prior consent; and it must be abundantly clear to all readers that any and all opinion shared are those of the individual, and do not represent or reflect the views of VACT.

4. Usage

For VACT members using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content related to VACT or its members.
- Must not publish information that is confidential or in any way sensitive to VACT, its clubs, members, partners or sponsors; and
- Must not bring the organisation or volleyball into disrepute.

5. Consideration towards others when using social networking sites

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. VACT members must recognise that it may not always be appropriate to share photographs, videos and comments in this way. For example, there may be an expectation that photographs taken at a private VACT event will not appear publicly on the Internet. VACT members should be considerate to others in such circumstance and should not post information when they have been asked not to and they must also remove information about another person if that person asks them to do so. Under no circumstance should offensive comments be made about VACT members or staff online.

6. Breach of Policy

VACT monitors all online activity in relation to the organisation and its members on official VACT platforms. Detected breaches of this policy on externally controlled platforms should be reported to VACT.

If detected, a breach of this policy may result in disciplinary action from VACT. A breach of this policy may also amount to breaches of other VACT policies. This may involve a verbal or written warning or in serious cases, termination of membership with VACT. VACT members may be disciplined in accordance with VACT disciplinary regulations.

7. Consultation or Advice

This policy has been developed to provide guidance for VACT members in a new era of social interaction. VACT members who are unsure of their rights, liabilities or actions online should seek clarification from the VACT CEO.

Appendix D

PLAYER MEDICAL INFORMATION & AUTHORISATION

Name of player: _____ Date of Birth: _____

Parent/Guardian: _____

Address: _____

Phone (BH): _____ Phone (AH): _____ Phone (Mob): _____

Other Contact for Emergency: _____ Phone: _____

Medicare No: _____ Private Health Fund: _____

Membership Number: _____ Ambulance Fund: _____

It is recommended that all players be covered by adequate medical and hospital insurance in addition to the basic player accident insurance provided by Volleyball ACT.

Please tick if the player suffers any of the following:

- ☐ High Blood Pressure
- ☐ Heart condition
- ☐ Asthma or any other lung disease
- ☐ Any other illness, injury or operation
- ☐ Epilepsy or fainting attacks of any kind
- ☐ Mental or nervous disorder
- ☐ Allergies

If you have ticked any of the boxes above please give full particulars below.

Date of player's last tetanus injection:

Is the player currently taking any medication?

Yes / No (If yes please give full particulars below)

Is there any other information which you believe may help us to provide the best possible care?

I hereby authorise Volleyball ACT to obtain for my son / daughter all necessary medical treatment, including the administration of anaesthetics and hospitalisation, for any injury suffered by my son /daughter during training for, or participation in the 2018 Australian Junior Beach Volleyball Championships, and in any activities associated with the team and the Championships. I also undertake to pay any costs associated with the medical treatment and ambulance transport of my son/daughter. A full injury and incident log will be kept by VACT for tournament duration.

Signature of Parent / Guardian:



End